

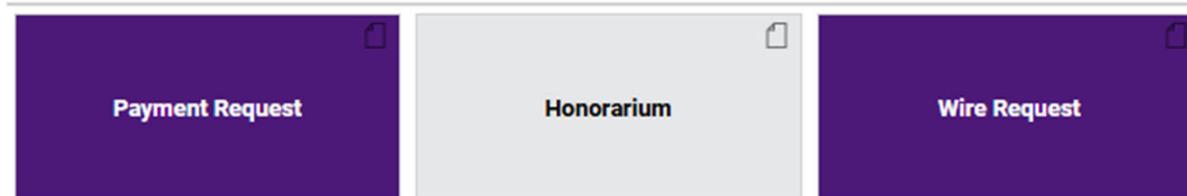


Jagggaer & Concur Fiscal Year End

For fiscal year deadlines, users need to understand Requisitions vs Manual Invoices

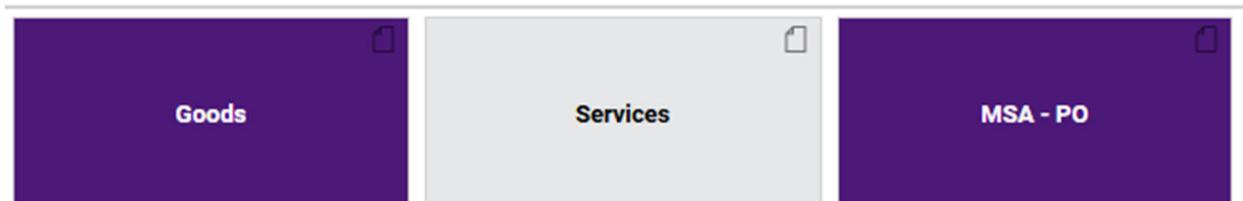
- Accounts Payable Forms = Requisitions

Accounts Payable Forms



- Non-Catalog Purchase Orders = Manual Invoices

Non-Catalog Forms





Jaggaer Fiscal Year End

Important deadlines
in Jaggaer

5/30/25

and

6/9/25

Applies to Requisitions and
Manual Invoices, 5:00 pm CST



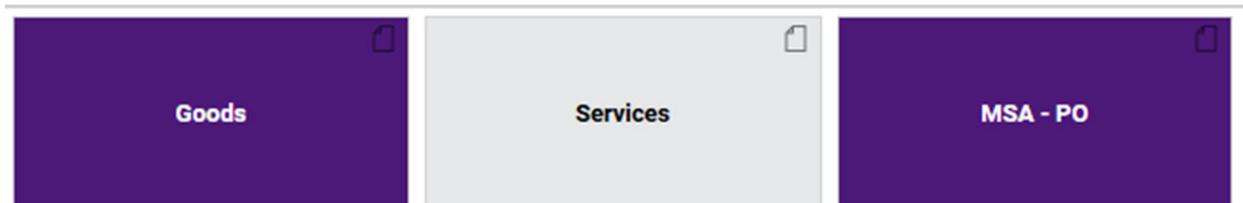
- 5/30/25 Requisitions Deadline
 - All Jaggaer requisitions entered during FY25 (i.e., 5/30/25 or *earlier*), related to FY25 expenses must be fully approved, aka **through final SDA approval** by 5:00pm CST, Friday 5/30/25

Accounts Payable Forms

Payment Request	Honorarium	Wire Request
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- 5/30/25 Manual Invoices Deadline
 - Departments must submit Manual Invoices related to FY25 expenses, by 5:00pm CST, Friday, 5/30/25

Non-Catalog Forms



- 6/9/25 Requisitions Deadline
 - All Jaggaer requisitions entered 6/1/25 – 6/9/25, related to FY25 expenses must be fully approved, aka **through final SDA approval** by 5pm CST, Monday, 6/9/25

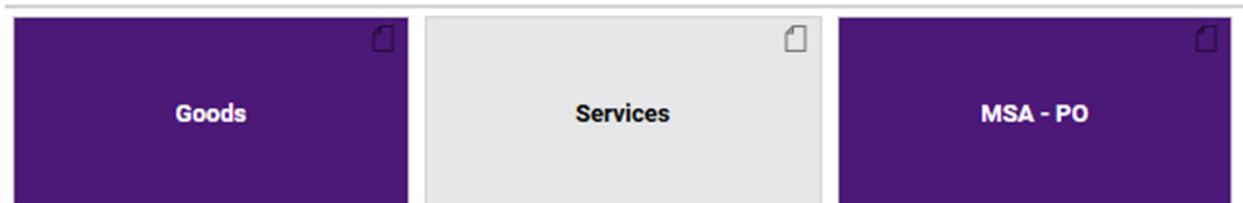
Accounts Payable Forms

Payment Request	Honorarium	Wire Request
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- Note – users must request fiscal year review by AP

- 6/9/25 Manual Invoices Deadline
 - Departments must submit Manual Invoices related to FY25 expenses, by 5:00pm CST, Monday, 6/9/25

Non-Catalog Forms

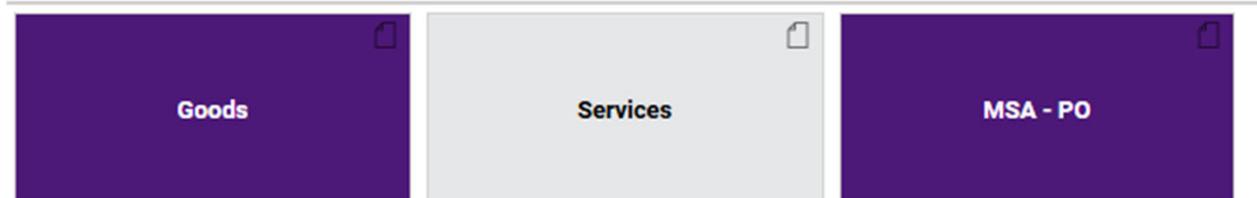


- Note – users must request fiscal year review by AP

- Requisitions - Ensuring expenses are recorded in the correct fiscal year
 - Refer to “How to Filter Requisitions for Year End” guide on Jaggaer Resources webpage so users can see where requisitions are sitting pending approval
 - <https://finance.tcu.edu/jaggaer-resources/index.php>
 - **It is the department’s responsibility to ensure all SDA approvals are completed by deadlines**

- Manual Invoices – Ensuring expenses are recorded in the correct fiscal year
 - Refer to “Manual Invoice Process” guide on Jaggaer Resources webpage so users can view their Purchase Orders to ensure if fully matched
 - <https://finance.tcu.edu/jaggaer-resources/index.php>

Non-Catalog Forms





- Requisitions - Requesting fiscal year review
 - Submitters must request fiscal year review if you know *all* SDA approvals will not be completed by 5/30/25
 - Example – If you create a FY25 payment request on 5/29/25, and your approver is out of the office on 5/30/25, you need to request a fiscal year review
 - Submitters must request fiscal year review for *all* eligible* FY25 transactions entered in Jaggaer 6/1/25 - 6/9/25
 - NO ACTION is needed for **FY26** expenses submitted 6/1/25 – 6/9/25

*Threshold applies and goods/services must be received/performed by 5/31/25



Jaggaer Fiscal Year End

- Manual Invoices – Requesting fiscal year review
 - Submitter must request different fiscal year if goods were received or services were performed 5/31/25 or earlier, and you are submitting the manual invoice* June 1st – June 9th

*Threshold applies and goods/services must be received/performed by 5/31/25



- **Thresholds for fiscal year review**
 - Applies to Requisitions and Manual Invoices
 - Expense must be \$250+ to request fiscal year review
 - Expenses under \$250 will be recorded in the fiscal year based on
 - A. When requisitions completed all Jaggaer SDA approvals
 - or
 - B. When manual invoice was submitted in Jaggaer

Note: Effective 4-1-25 all expenses \$25,000+ are reviewed by AP to ensure correct fiscal year

- Date goods received
- Date service(s) provided



Jaggaer Fiscal Year End

- Requesting fiscal year review
 - New field available in Jaggaer forms
 - Effective 4/2/25
 - Applies to Requisitions and Manual Invoices
 - Submitters must check box “Request Different Fiscal Year” in Requisition or Manual Invoice
 - Located on the Summary Tab, in the General section
 - Criteria = When goods/services were received/performed
 - Adds additional workflow step for Accounts Payable



Jaggaer Fiscal Year End

Requisition

Edit General [X]

General

Business Unit ★ TCU

Cart Name ★ Test5748

Description

Prepared by VCFA Payment Request

Prepared for VCFA Payment Request

Cart Source Manual

Request Different Fiscal Year

★ Required fields Save Close

Manual Invoice

Edit General

Invoice Information

Supplier Invoice No. ★ TCU051624

Business Unit ★ TCU

General Information

Invoice Date ★ 5/28/2024
mm/dd/yyyy

Accounting Date 5/29/2024
mm/dd/yyyy

Request Different Fiscal Year



Jaggaer Fiscal Year End

- When requesting a different fiscal year
 - Comment in Jaggaer Requisition and/or Manual Invoice *Required:*
 - Note “FY25” or “FY26” in comment and include the reason for fiscal year review
 - Example: FY25, Goods received 5/28/25
 - Example: FY26, Service period begins 6/1/25
 - Attend Jaggaer Town Hall Zoom on **Tuesday, 4/22/25, 1:30pm** for demonstration requesting a different fiscal year
 - Refer to “How to Request a Different Fiscal Year in Jaggaer” on Jaggaer Resources webpage <https://finance.tcu.edu/jaggaer-resources/index.php>



Jagger Fiscal Year End

- For FY25 expenses, **do not select** Request Different Fiscal Year if
 - All SDA approvals will be obtained by 5/30/25
 - or
 - You are submitting a manual invoice 5/30/25 or earlier
- AP/Accounting will make final year end determinations



- **FY26 Expenses**
 - Expenses (Requisitions and Manual Invoices) submitted in Jaggaer beginning 5/31/25 will be recorded in FY26, unless department requests fiscal year review



- **FY26 Expenses**

- Do not hold FY26 invoices if payment is due based on supplier's terms
 - Example: Service begins 5/30/25, continues into FY26, and payment is due immediately
- Submit prior to year end, and request different fiscal year with comment indicating why you are requesting FY26



AP Invoices Fiscal Year End

- Submissions to AP Invoice Email – FY25 deadline = 6/9/25
 - Student payments
 - Credit Memos
- Fiscal year based on date submitted to AP Invoices
 - Request fiscal year other than date submitted by indicating fiscal year requested in Email subject line
 - All other information stays the same
 - Approvals
 - Budget codes
 - Attach AP Form(s)/Credit Memo



Concur Fiscal Year End

Important deadlines in Concur

6/6/25

FY25 Expense Reports
and Pcard Statements Due*

6/11/25

Able to submit **FY26**
Expense Reports

*5:00 pm, CST deadline





Concur Fiscal Year End

- 6/6/25 deadline in Concur
 - FY25 Concur reports must complete final workflow approvals by 5pm CST, Friday, 6/6/25
 - Deadline Includes
 - Travel Expense Reports
 - Non-Travel Reimbursement
 - Student Reimbursements
 - Guest Reimbursements
 - Pcard Statements for charges posted in FY25
 - **It is the department's responsibility to ensure approvals are completed by deadlines**



Concur Fiscal Year End

- Fiscal year determined by
 - Dates of travel
 - Date of purchase for Goods
 - All PCard transactions posted in May will be recorded in FY25
 - Year End cutoff is 5/31/25, therefore
 - If traveled 5/25/25 – 5/31/25, expenses are FY25
 - If traveled 6/1/25 – 6/3/25, expenses are FY26
 - If travel bridges fiscal years, the year with the most travel dates determines the fiscal year
 - » If equal number of days in each year, record in FY25



- **Concur Audit Rules**

- Report Type = TCU Travel Expenses

- Requires Business Travel Start and End Dates

- Concur will not allow submission of report before Business Travel End Date

- Conference Registration Fees should be included on TCU Travel Expenses Report Type

- Do not use Non-Travel Reimbursement Report Type



Concur Fiscal Year End

- 6/11/25 = Date Cost Object Approvers can begin approving FY26 Expense Reports in Concur
 - **For FY26 expense reports, the COA should not approve prior to 6/11/25**
 - If the COA approves FY26 expense reports prior to 6/11/25, expenses will be recorded in FY25
 - Requests to journal expenses to FY26 *will not* be granted



Concur Fiscal Year End

- Recommendations

- Request Travel and/or PCard if concerned with delay in FY26 processing
- Submit FY25 expense reports timely after returning from travel or for non-travel purchases made
- Refer to “How to Identify Status of Concur Submissions” guide on Concur Travel & Expense webpage
 - <https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php>
 - Guide found under Related Links section

- Recommendations
 - Attend Concur Support Drop In Sessions
 - Hosted by Leslie Bast, Alexis Trejo and Sarah Davis, Financial Services
 - 9am – 3pm
 - Room 1003 in The Harrison Administration Building
 - Dates
 - Monday, 4/28/25
 - Tuesday, 5/13/25





Concur Fiscal Year End

- **Concur Support Drop In Sessions Information**
 - This is in person assistance, not training
 - Users should bring laptop if able, and ensure all receipts are in Concur
 - AP can demonstrate how to create reports, but will not create reports for users
 - Please review the Getting Started with Concur resources on the Finance & Administration webpage, and complete your profile setup prior to attending drop in sessions
 - <https://finance.tcu.edu/contracts-procurement-travel/travel-expense/get-started-concur.php>
 - Sessions are to provide assistance, feedback regarding Concur should be sent to Concur@tcu.edu

- Sessions will be first come, first served



Jaggaer Year End Resources

<https://finance.tcu.edu/jaggaer-resources/index.php>

Jaggaer Resources

Home › *Jaggaer Resources*

Jaggaer is a web-based, procurement software. Employees access Jaggaer through Single Sign-On (SSO). Jaggaer has four modules: eProcurement, Contracts+ (as required per SDA policy), Accounts Payable (Payment Requests: invoices, honorariums, wires), and Supplier Management.

Purchasing, Invoice & Payments

- [Jaggaer Financial Approver Form](#)
- [Request a New or Change a Financial Department](#)
- [Request a New or Change a Financial Project](#)
- [Jaggaer Quick Reference Guides](#)
- [Jaggaer Training Videos](#)
- [Jaggaer User Roles](#)

Contracts

- [Jaggaer Contract Roles](#)
- [Create a Contract Request](#)
- [Contract Approval](#)
- [Contract Type Descriptions](#)

Fiscal Year End

- [YE Informational Sessions PP FY25](#)
- [How To Request a Different Fiscal Year in Jaggaer](#)
- [Filtering Jaggaer Requisitions](#)
- [Manual Invoice Process FY25](#)



Concur Year End Resources

<https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php>

Accounting & Financial Services

Budget & Financial Planning

Contracts, Procurement & Travel

Facilities

Travel & Expense

Home > Contracts, Procurement & Travel Services > Travel & Expense

Concur Travel & Expense

TCU uses Concur to make managing your travel and expenses as simple as possible. It offers a suite of tools and services including online booking and expense management. We also have a dedicated travel agent through Anthony Travel, as well as agents who are accessible 24/7; convenient mobile apps; and university credit cards. Our goal is to provide the University with safety, service, and savings.

Getting Started with Concur

Managing Expenses in Concur

Student, Guest, and Pcard Expenses

Concur Drop In Sessions!

Related Links

- [How to Identify Status of Concur Submissions](#)
- [Concur Terminology Reference Guide](#)
- [Frequently Asked Questions](#)
- [Concur Intelligence Reporting](#)

Concur Login

Concur Questions?

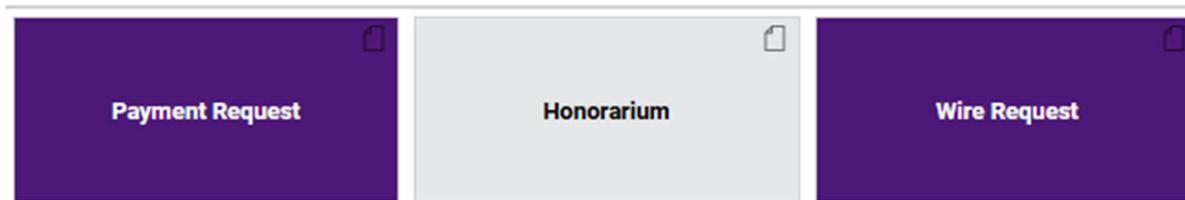
If you need additional information about



Fiscal Year End Questions

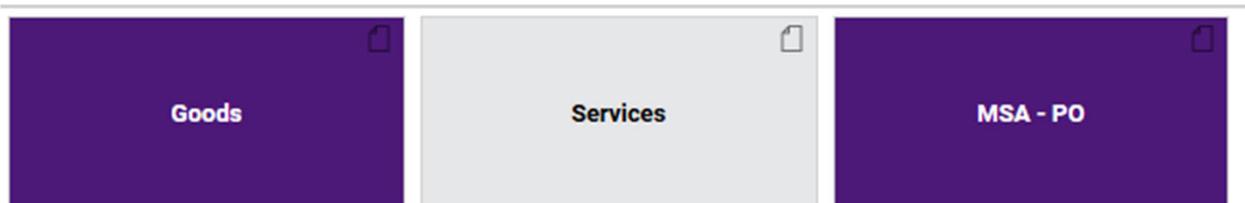
- Requisitions = accountspayable@tcu.edu

Accounts Payable Forms



- Manual Invoice = procurement@tcu.edu

Non-Catalog Forms



- Concur = concur@tcu.edu