



TO: All Xavier Employees

FROM: Financial Operations

DATE: 11/24/25

SUBJECT: Workday Deadlines for the offices of Accounting Operations, Financial Planning and Budgets, Accounts Payable and Travel, and Central Procurement and Strategic Sourcing

This memo provides guidelines and information regarding Finance and Administration deadlines for the transition to Workday.

Budget Revision Deadlines

The last day for permanent budget revisions will be **Monday, December 1, 2025** and for temporary budget revisions **Friday, December 5, 2025**. Beginning January 5, 2026 budget amendments can be made in Workday.

Transaction and Submission Deadlines

Ordering in XavierBuy will close on **Friday, December 5, 2025** and re-open on **Monday, January 5, 2026** in Workday. **Any transactions that can wait until January should wait to help minimize the amount of work in December.**

All invoices for received/completed goods and services must be received in Accounts Payable by **Friday, December 12, 2025**. All invoices should be emailed to invoices@xavier.edu with the PO number printed on the invoice and in the subject line of the email. Do not request invoices for services that have not been or will not be completed by **Friday, December 12, 2025**.

Closing Blanket Orders, Standard (catalog and non-catalog) Purchase Orders, and Release Orders in XavierBuy

All Blanket Orders, Standard (catalog and non-catalog) Purchase Orders and Release Orders that are fully received, fully invoiced, and all invoices marked as PAID in XavierBuy should be closed by the Buyer by **Thursday, December 18, 2025**. Written and video instructions for closing orders may be accessed at: <https://www.xavier.edu/procurement/xavier-employees/xavierbuylearninglabs>. See the information posted on 11/28/23 and 4/30/24.

Open XavierBuy Purchase Orders will NOT roll into Workday. Buyers will be required to re-create any open/incomplete orders in Workday.

Interdepartmental transfers (IDTs)

Buyers should review all FOAP activity in Banner. Any clean-ups to be handled by Interdepartmental Transfer (IDT) must be completed by **Thursday, December 18, 2025**. See instructions for current process of electronically submitting IDTs at: [IDT Form template-Updated Jan24.xlsx](#).

P-Card Transactions

December's billing cycle will close on Friday, December 26, 2025 and cardholders/reconcilers will have until **Thursday, January 8, 2026** to have these transactions reconciled and reallocated (if necessary) in US Bank online. Any transactions posted from December 26, 2025 – December 31, 2025 will appear in the cardholder's expense HUB in Workday.

Expense Reimbursements

In order for Expense Claims to be approved and paid by the deadline, all submissions must be made no later than 5pm on **Friday, December 12, 2025**. All expense claim approvals must be completed by 5pm on **Monday, December 15, 2025**. Any transactions, not approved in time for this deadline, will be cancelled and must be resubmitted in Workday.

WORKDAY TRANSITION DEADLINE SUMMARY:

Mon., Dec. 1	Last day to submit permanent budget revisions
Fri., Dec. 5	Last day to make any new purchases in XavierBuy
Fri., Dec. 5	Last day to submit temporary budget revisions
Fri., Dec. 12	Last day for submission of Expense Claims into XavierBuy
Fri., Dec. 12	All Invoices for <u>received goods and services</u> must be submitted to Accounts Payable (at invoices@xavier.edu). (NOTE: any unapproved invoices will be cancelled and require reentry in Workday).
Fri., Dec. 12	Last day to receive/approve invoices for orders that have been physically received/services completed. Review the invoice(s) in XavierBuy for accuracy, then receive/approve the invoice(s). Orders/services must be physically received in full and receipt(s) created in XavierBuy for payment to be made. (Receipts should not be created prior to the invoice being received/reviewed.)
Mon., Dec. 15	Last day for approvals of Expense Claims in XavierBuy
Mon., Dec. 15	Last day to enter Check Requests
Mon., Dec. 15	Last day to add new "lite suppliers" in Unimarket
Tue., Dec. 16	Last check run for supplier and employee expense reimbursements
Thur., Dec. 18	All Blankets, Standard (catalog/non-catalog) orders and Release Orders that have been <u>fully received and fully invoiced</u> in XavierBuy should be closed by the Buyer. (Do not close the order if it does not meet these criteria)
Thur., Dec. 18	Interdepartmental transfers (IDTs) for FY26 due to the Accounting Operations Office
Dec. 26 – Jan. 8, 2026	P-card transactions for December's billing cycle need to be reallocated/coded on US Bank website

If you have any questions, please do not hesitate to contact the appropriate Department: Accounting (accounting@xavier.edu)

Financial Planning and Budgets (FPBreports@xavier.edu)

Please create a ticket for Procurement and Accounts Payable ([REQUEST CPAP HELP](#))

Thank you, in advance, for your cooperation.