

BUSINESS OPERATIONS CENTER

AGGIE ENTERPRISE TRANSITION – SCM: BOC DEADLINES

Updated 10/27/2023

Items due to BOC by:	Operational Task	Process
11/1/2023	Last day for adding or updating a supplier	SCM – supplier records
11/13/2023	Last day to submit new purchase agreements and requisitions to your BOC Team (UCD approval by 12/1/2023)	SCM - purchasing
11/14/2023	Last day to request new accounts/sub accounts	GL
11/21/2023	Last day for funding entry (FCR) - including data changes that have any financial impact	UC Path
12/1/2023	Last day to make AggieBuy purchases	SCM - purchasing
12/4/2023	Last day to submit Purchase Order invoice/payment request to your BOC team for processing (UCD approval by 12/12/2023)	SCM – A/P
12/4/2023	Last day for submitting AggieExpense reports (UCD approval by 12/18/2023)	SCM – T&E
12/8/2023	Last day for non-purchasing agreements (UCD approval by 12/14/2023)	SCM - purchasing
12/11/2023	Last day to submit a check request in WFA (must be to your BOC Team by 12/11) that will require a disbursement voucher (DV) (UCD approval by 12/22/2023)	SCM – A/P
12/13/2023	Last day for Direct Retro	UC Path
12/15/2023	Last day for counties to take deposits directly to bank	AR Cash
12/15/2023	General Error Corrections (GEC) also known as Cost Transfers due to BOC	GL
12/15/2023	Budget Adjustment (BA)	GL
12/18/2023	Internal Billings (IB)	AR
12/20/2023	Statement of Cash Collections (SCC) paperwork - Bank deposit paperwork due to BOC (UCD approval by 12/31/2023)	AR Cash
12/20/2023	Last day to send checks to BOC to be deposited (UCD approval by 12/31/2023)	AR Cash
1/3/2024	Aggie Enterprise (AE) new (or edit existing supplier) record in Aggie Enterprise	SCM – supplier records
1/3/2024	Aggie Enterprise requisitions available (catalog and non-catalog)	SCM - purchasing
1/3/2024	Aggie Enterprise A/P documents available	SCM – A/P
1/15/2024	AggieExpense reconciliation and report creation resumes	SCM – T&E

SCM – Supply Chain Management
A/P – Accounts Payable
AR – Accounts Receivable

T&E – Travel & Entertainment
UCPath – HR and Payroll System
GL = General Ledger/Finance