



P2P Cutover Deadlines

Workday Go Live July 6, 2026

This timeline shows *the last day to submit or approve* procurement, contract, accounts payable and travel activities before Workday Go Live.

March 2026	April 2026	May 2026
<p>March 18 – 5:00 PM Submit requisitions & purchase contracts over \$250,000 (formal procurements)</p>	<p>April 22 – 5:00 PM Submit requisitions & purchase contracts \$25,000-\$250,000 (informal procurements)</p>	<p>May 1 – 5:00 PM Submit requests for GMP or EW amendments</p>
<p>March 20 – 5:00 PM Approve requisitions and purchase contracts over \$250,000</p>	<p>April 24 – 5:00 PM Approve requisitions & purchase contracts \$25,000-\$250,000</p>	<p>May 20 – 5:00 PM Submit requests for amendments or change orders (<i>all contracts</i>)</p>
	<p>April 29 – 5:00 PM Submit non-purchase related requests that do not have a contract or are using another party's contract</p>	<p>May 27 – 5:00 PM Submit requisitions under \$25,000 (With purchase contracts, quotes requiring signature & construction-related or subject to BOLI PWR)</p>
		<p>May 29 – 5:00 PM Approve requisitions under \$25,000 (With purchase contracts, quotes requiring signature & construction-related or subject to BOLI PWR)</p>

Download a copy of the P2P Cutover Dates



June 3 – 5:00 PM

- Submit contracts using an OSU template that are not tied to a purchase
- Request a brand-new supplier
- Submit a reimbursement request for a non-employee first time set up
- Enter an invoice not tied to a PO that requires a new supplier
- Submit a BennyBuy payment request that requires a new supplier
- Enter a Banner invoice that requires a new supplier

June 8 – 12:00 PM

- Submit requisitions **under \$25,000** (Without purchase contracts, quotes requiring signature & not construction-related or subject to BOLI PWR)

June 9 – 5:00 PM

- Enter an invoice tied to a purchase order
- Submit electronic supplier invoices through BennyBuy
- Create a receipt

June 10 – 5:00 PM

- Approve purchases **under \$25,000** (Without purchase contracts, quotes requiring signature & non-construction related or subject to BOLI PWR)

June 11

12:00 PM

- Request updates to an existing supplier (such as an address change)

5:00 PM

- Approve purchase order invoices (*All Approvers*)

June 12 – 5:00 PM – *Banner Snapshot*

- Request new activity codes be added to Concur

June 17 – 5:00 PM

- Submit an expense report in Concur
- Reconcile Banner FY26 cash advances
- Request Concur budget authority changes

June 18 – 5:00 PM

- Submit a reimbursement request for existing non-employees
- Request Concur budget authority delegation

June 22 – 5:00 PM

- Enter a non-PO invoice for existing suppliers
- Submit a BennyBuy payment request (for existing suppliers)
- Enter a Banner non-PO invoice for existing suppliers

June 23 – 5:00 PM

- Approve expense reports in Concur
- Approve travel requests in Concur
- Submit a cash advance request in Concur

June 26 – 5:00 PM

- Approve cash advance requests in Concur
- Approve non-employee reimbursements
- Approve BennyBuy non-PO invoices
- Approve BennyBuy payment request
- Approve Banner non-PO invoices

June 30

3:00 PM

- Final Accounts Payable check run
- Final Athletics check run

5:00 PM

- Departments can email invoices to Accounts Payable



Workday Go Live!