Fiscal Year 2015
Year End Closeout

Welcome Representative from:
Procurement Services  (formerly Purchasing)
Accounts Payable/Travel
General Accounting/Payroll
Budget
A little housekeeping…

- Please turn all cell-phones to silent/vibrate.
- Expected course length: 2 hours
- Questions are welcome.
We will cover . . . .

• Cutoff Dates
• Processes Involved
• Steps to Take Now
• Q&A
• This course is designed to assist the attendees with the year-end process for fiscal year 2015.
Procurement Services
• The following dates apply to the submission of requisitions to be charged against the current year budget that require a formal solicitation process ($75,000 and above).

- **MONDAY, MARCH 16**  Invitations to Negotiate*
- **MONDAY, MARCH 30**  Request for Proposals*
- **MONDAY, APRIL 20**  Invitations to Bid

*Only the services completed and items received prior to July 1, 2015 will be encumbered in this fiscal year.
FY 15 REQUISITIONS

MONDAY JUNE 8, 2015

- Final day to submit requisitions for encumbrances in the current year, FY15.

- Service Agreements for independent contractors can only be processed for services to be rendered on or before June 30, 2015.

- A completed vendor registration form and W-9 must be sent to the Procurement Services office as an attachment to any requisitions requesting orders from vendors not already in the Banner vendor file.
• General Revenue & Carry Forward commitments made through these encumbrances (committed) **MUST** be received and paid by September 30, 2015. On October 1, 2015, all un-cleared committed PO’s will be liquidated & closed. When an alternative funding source is identified, a direct pay (referencing the FY15 PO documentation) can be processed against the new FY16 budget.

• Please note that change orders cannot be accepted in FY16 for committed encumbrances.

• This deadline does not apply to construction contracts and requisitions charged against a contract or grant that crosses the fiscal years.
Requisitions requiring processing prior to July 1 for contractual services, such as equipment maintenance contracts commencing after June 30, cannot be processed unless the request is for:

1. Service(s) that offer a savings to the University if processed/ordered before July 1 or
2. Orders for services beginning in July that must be processed in June to ensure the start, or uninterrupted continuation of the service.

Note: This must be documented on your requisition.
MONDAY, JUNE 8, 2015

• Final day to submit change orders to increase encumbrances in the current year, FY15, is June 8. After this date these types of change orders will be returned unprocessed to the user department.

• Change orders will continue to be accepted for the purposes of liquidating an encumbrance or closing an open purchase order.
MONDAY, JUNE 15, 2015

- First day to submit requisitions (R16xxxx) for the FY16 fiscal year.

**NOTE:** You **MUST** revise the transaction date of the requisition to **July 1, 2015** or the requisition will be denied.
Monday, June 15, 2015

- Last day to submit *office supply orders* *(i.e. Office Max)* online to ensure payment in current fiscal year. Any office supplies ordered after June 15 may be charged to your FY16 budget.
MONDAY, JULY 6, 2015

- All invoices against encumbrances must be received in the Controller’s Office to ensure processing against your current year’s budget.

- All encumbered regular purchase orders against general revenue and carry forward funds will be rolled to new year FY16 “Committed” if not processed by deadline date.

- The related committed encumbrance must be fully expended by September 30, 2015 or the expense will be charged against your FY16 budget.
MONDAY, JULY 6, 2015

• Standing orders (V15xxxx) against general revenue funds will be committed and remain open until July 31 to allow for processing of invoices dated on or before June 30. Invoices dated July 1 or after must be processed with a fiscal year 2016 standing order.
FRIDAY, JULY 31, 2015

- All balances on ‘C’ommitted standing purchase orders (V15xxxx) will be liquidated and closed.
Accounts Payable/Travel
THURSDAY, JUNE 25, 2015

• TA’s will need to be approved by the final approver by June 25\textsuperscript{th}. Accruals will not be processed for TA’s.

• Only reimbursable expenses for days traveled in FY 15 will be encumbered. Please note that non-reimbursable expenses are not encumbered. (Paid by UNF)

• Any non-reimbursable expense (i.e. lodging) that needs to be encumbered can be listed as a reimbursable expense. **Please note that this is for travel days in FY15 only.** When the TR is completed these expenses will then need to be listed in the appropriate category (reimbursable or non-reimbursable).
General revenue and carry forward TA encumbrances (committed) **MUST** be paid by September 30, 2015. On October 1, 2015, all un-cleared FY15 TA encumbrances will be liquidated & closed.
TUESDAY, JUNE 30, 2015

- **Paper Travel Authorization Requests (TAR’s)** will only be accepted for advances, students, and non-UNF employees (i.e. candidates for employment).

- Paper TAR’s for trips anticipated during the month of June must be received by Accounts Payable by June 30. (This includes charges for rental car, per diem, and registration for seminars, workshops and conferences occurring in June).
• Please remember if a travel advance was processed the reimbursement report needs to be submitted to Accounts Payable within 3 days after the trip is completed and the traveler owes advance funds back to UNF, 5 days after the trip is completed, otherwise 10 days.

• All travel reimbursement forms for 2014/2015 must be submitted by July 6.
MONDAY, JUNE 15, 2015

- This is the first day to submit T&E Travel Authorizations (TA’s) for the FY16 fiscal year.

**NOTE:** You **MUST** revise the report date of the TA to July 1, 2015.
MONDAY, JULY 6, 2015

• Last day to submit direct pay requests online in Banner for FY15. All supporting documentation must also be received in the Controller’s Office by 5:00 pm.

• All paper travel reimbursement forms for FY15 must be submitted by 5:00 pm.

• Direct Pay requests submitted after the deadline will be charged against the FY16 budget.
THURSDAY, JUNE 25, 2015

• In order to ensure that P-Card purchases are charged to the current fiscal year (2014/2015), the P-Card may be used through June 25.

• If these charges hit Sun Trust bank by July 7, they will be charged to FY 15.

• Charges incurred between June 25 and June 30 can impact current FY15 or FY16 depending on when the charges hit Sun Trust bank.
WEDNESDAY, JULY 8, 2015

- P-card charges will be made available for coding in FAAINVT on July 8.
- Approvers must code transactions by 1 PM.
- If charges were not coded by 1 PM they will be charged to the default P-Card account (771098) for fiscal year 2014/2015.
WEDNESDAY, JULY 8, 2015

- A P-Card should not be used until after July 8 for any 2015/2016 expenses.

- If a P-card transaction was made at the end of June and does not process through the bank by July 8, it will be paid from FY16 budget.
General Accounting/Payroll
WEDNESDAY, JUNE 10, 2015

- Inter-departmental telephone billings will be charged through the June invoices as of June 10.

- Suncom charges are billed 2 months in arrears. As a result, May & June charges will be charged against FY16’s Budget (12 months of charges in each fiscal year).
TUESDAY, JUNE 30, 2015

- Final day to deposit *refunds* collected for reimbursement of current year’s expenditures.
  - This includes *reimbursements* made from Foundation accounts or travel expenses.
TUESDAY, JUNE 30, 2015

• Last day to clear any employee outstanding A/R balances.
TUESDAY, JUNE 30, 2015

Departmental Deposits

- Departments that process their own transmittals **MUST** have deposit forms submitted for approval by 2 PM on June 30.

- Submitted deposit forms **MUST** be approved by Student Financial Services by 5 PM on June 30.
TUESDAY, JUNE 30, 2015

Departmental Deposits

- All other departments **MUST** have their deposits and transmittals/backup on the **Q:Drive** by 2 PM on June 30 for the Student Financial Services to process.

- Any deposit forms **APPROVED** after this date will post FY16.
FRIDAY, JUNE 19, 2015

- The June 26 payroll (for both Salaried and OPS employees) will include 10 days (full payroll period) that will be charged to the current fiscal year (FY15).

- The July 10 payroll will include amounts for 6/20-6/30 (7 days for most dept.) to be charged to current fiscal year (FY15). Please ensure that you have sufficient budget to cover these OPS expenditures.
FRIDAY, JUNE 19, 2015

• Payroll transactions for pay period ending June 19 shall be approved by Monday, June 22 at 10:00 AM for paychecks dated June 26.

• Following the completion of the payroll process on June 23, time sheets will not be available until positions roll to the new fiscal year which should be on Thursday, June 25.
THURSDAY, JULY 9, 2015

- Last day for FY15 timesheets to be submitted to payroll to ensure processing against the FY15 budget.

- Any leave payouts that are to be paid from the FY15 budget must be routed through HR to the Controller’s Office by July 9.
TUESDAY, JUNE 30, 2015

- All inventories should be completed and documentation should be sent to the Controller’s Office.
WEDNESDAY, JULY 2, 2015

• Final day for Business Services and Physical Facilities to submit inter-departmental recharges for duplicating, convenience copying, postage, building service, etc. for the year ending June 30, 2015.

• Campus Departments should contact the department initiating the recharge if there are any questions.
WEDNESDAY, JULY 8, 2015

- Any correcting Journal Transfers **MUST** be submitted to General Accounting by July 8.

**Note**: Please submit request with supporting documentation to Banner-General Accounting.
Monday, July 13th

• This is the final day for Treasury to process interest allocation for the year ending June 30, 2015.

• The transaction date for the allocation needs to be changed to June 30, 2015 for it to post in the fiscal year 2015.
Budget
MONDAY, JULY 6, 2015

- All FY15 expenditures that are NSF must still be processed against your current budget (FY15).

- Each division will be responsible for clearing negative balances by transferring budget or deleting encumbrances.
Please remember that all General Revenue and Carry Forward FY15 commitments **MUST** be received and paid by September 30, 2015.

General Revenue & Carry Forward commitments made through these encumbrances (committed PO) **MUST** be received and paid by September 30, 2015. On October 1, 2015, all un-cleared PO’s will be deleted. When an alternative funding source is identified, a direct pay (referencing the FY15 PO documentation) can be processed against a FY16 budget.

- Please note that change orders cannot be accepted in FY16 for committed encumbrances.
• Review all paper TARs & online TAs and cancel or finalize all for which NO travel will occur.

• Settle out registrations and airline ticket credits and unused tickets charged on your P-card by June 25.
• Keep your P-card coding up to date in FAAINVT and transfer any charges in the P-card default account (771098) to the correct expense account.

• Review all outstanding encumbrances and OPS employee commitments to ensure that sufficient balances are available to cover anticipated payments through June 30, 2015.
• Review pending documents and either complete and approve them OR delete them.

• Use Available Balance query in FSS to identify any incomplete documents.
• Use Finance Self Service (FSS) budget queries or INB queries [FGIOENC & FGIENCD].

• Review detailed transactions to ensure that all transactions charged to your indexes are correct and all deposits have been recorded.
  – Use FSS budget query or INB query [FGIBDST] or E-prints report [FGRODTA].
Ask the Panel:

- Procurement Services
- Accounts Payable/Travel
- General Accounting/Payroll
- Budget
We covered...

- Cutoff Dates
- Processes Involved
- Steps to Take Now
- Q&A
Thank you for attending.
We hope this course was helpful.

If you have any question related to Year End Closeout, please contact one of the year end team members or your divisional budget officer for assistance.
- Budget Office 2502
- Controller’s Office:
  - General Accounting 2497
  - Payroll 2715
  - Travel 2713
  - Accounts Payable 2713
  - P-Card Coordinator 1738
- Procurement Services 2730
- ORSP 2455
- Academic Affairs 2711
- Administration & Finance 2136
  - Student Affairs 3983
  - Institutional Advancement 2161
- President’s Office 2571