FY22 Year-End
Year-End

• This session will provide:
  – Information from the viewpoint of the following critical business offices:
    • Budget
    • Purchasing
    • Controller’s Office
  – Important information designed to educate departments on year-end processes
  – Critical year-end dates
Budget Office - Overcommitments

- General Funds
  - General funds only Salary accounts must be positive at the detailed level (9111xx-9151xx)
  - Mobile allowance account must be positive at the detailed level (916930)
  - Benefit accounts will receive budget from the university monthly and can be disregarded (918xxx-919xxx)
  - Operating must be positive in total (sum of 920000-950000)
  - Grants and state aid accounts must be positive at the detailed level (9651xx-9659xx)
  - Fund must be positive in total

- Non-general budgeted funds (excluding grants)
  - Salary accounts must be positive at the pool level (911000-915000)
  - Benefits accounts must be positive at the pool level (916000-919000)
    - Benefits include Short Term Disability (916800)
  - Operating must be positive in total (sum of 920000-980000)
Budget Office – Budget Revisions

- SRCI budget revisions – flexes
  - General funds only
  - Operating to salary (or vice versa) or between programs

- Budget Office revisions
  - Increase revenue in trust funds
  - Operating to salary (or salary to operating) in trust funds only
  - General fund one-time and permanent transactions (same account & program)

- Online budget revisions
  - No pennies
  - Don’t cross program codes
  - Use default org codes
Budget Office - Overrides

• Current year requisitions
  – Budgeted funds are required to cover requisitions
  – Unbudgeted funds, cash must have been deposited

• Check Banner Budget Availability / Prepare Documentation

• FY22-23 requisitions / Requisitions without Budget
  – Must Attach Budget Override Request Form
  – For both, must select override button
  – FY22-23 requisitions: date 07/01/2022 in UShop

• Good News
  – Special funds due February 18th, Load in April
  – Operating Roll scheduled May 18th, position roll tentatively scheduled June 28th
Budget Office – Time Limited Positions

• For all time-limited positions that will continue into the new fiscal year
  – Documentation due to Budget Office June 1st
• General fund time-limited positions
  – SRCl flex needed
• Trust fund time-limited positions
  – Include position funding in budget package
  – Budget revision needed if not included in budget package
Budget Office – Budget Rolls

- **General funds Operating Roll**
  - FY22-23 Budgets become available in Banner
  - By May 18th

- **Special funds (budgeted trust)**
  - Departments develop budgets (Due February 18th)
  - Budget Office approval (March)

- **Position roll**
  - Tentatively Scheduled for June 28th

- **Unbudgeted trusts**
  - Ending cash balance is rolled to new year as 109970 budget entry
  - Mid to late July
Encumbrance Roll / Precollections

• Encumbrance Roll
  – No budget in FY22-23 for encumbrances remaining from FY21-22
  – Non-general funds which are budgeted may request to “roll” the associated budget with a particular encumbrance
  – Amounts requested to roll must be less than the excess budget available (YTD Income less previous uses of fund balance less YTD Expenses)

• Precollections
  – Relates to funds collected in FY21-22 to be applied to expenses in FY22-23

Requests for encumbrance rolls and precollections can be sent to the Budget Office after the Unbudgeted Trust Roll.
Budget Office – Resources

• Budget Forms: https://uncw.edu/budget/forms.html
  – SRCI Flex Form, Budget Revision Template, and Override form maintained at this location
• SSRS Resources: https://ssrsweb-uncw4.msappproxy.net/reports/browse/
  – Financial Reports > Campus Reports > Miscellaneous Reports > Detailed Over Commitments
  – Financial Reports > Campus Reports > Reconciliation Reports > Budget Bal Avail (Salary-Operating)
  – Financial Reports > Campus Reports > Reconciliation Reports > Non-General Funds > Non-General Funds – Budget Bal Available

All questions and inquiries can be directed to budgetoffice@uncw.edu.
Important Dates

- 02/18/2022: FY22-23 Special Funds Deadline
- 05/18/2022: FY22-23 Budgets Available in Banner
- 05/25/2022: Noon Deadline for Cost Redistributions covering period from 07/2021 to 05/2022
- 06/01/2022: Time Limited Documentation Deadline
- 06/23/2022: Noon Deadline for Cost Redistributions covering 06/2022
- 06/23/2022: SRCI Flex Deadline for FY22 position actions
- 06/28/2022: SRCI Flex Deadline approved FY22 finance actions
- 06/28/2022: Tentative Scheduled date for Position Roll
Questions?

Polling Question for Attendants
Polling Question for Attendants

**BUDGET**

(True or False) Before submitting a requisition in Ushop, the requestor should access Banner to verify that there is available budget within the fund and account pool.

Answer: True
Purchasing

Spend Early
Orders for Goods and/Services must be placed in time for delivery/receiving and invoice payment to occur prior to the Year-End Deadline.
Purchasing - Receiving

- Receiving and invoices required for payment by **10:45am Friday, June 3rd**
- Receiving must be completed as soon as goods/services are received
- Do **not** enter receiving if goods/services are not received
- uShop – be sure the “Receipt” is entered into uShop
Purchasing - Invoices

- All invoices must be sent to Accounts Payable for payment processing by 10:45am Friday, June 3rd

- Email to accounts payable@uncw.edu

- Departments needing copies of invoices for files – make copy and forward original to Accounts Payable
Purchasing - Encumbrances

Purchasing Responsibilities

- Expediting for delivery of as many PO’s as possible to meet Friday, June 3rd payable deadline
- Expedite for “receiving/receipts” to meet the Friday, June 3rd payable deadline
- Processing Future PO’s
- Identifying PO’s with “0” balances for closure
- Identifying PO’s with remaining balances for closure and liquidation
Purchasing - Encumbrances

- Campus Department Responsibilities
  - Monitor for PO’s with open encumbrances
    - Process receiving in uShop
    - Request invoice from Vendor
    - Order Complete, need to close and liquidate
      - Email: purchasing@uncw.edu
  - Reports To Use
    - Banner
      - FGIENCD = Detail Encumbrance Activity
      - FOIDOCH = Document History Screen
    - SSRS
      - Open Encumbrance Report – Financial
        Reports>Campus Reports>Reconciliation
        Reports>Open Encumbrances
Purchasing – Important Dates

- Many goods must be inspected prior to payment (ex. Auditorium seating, carpet, equipment, etc.)
- Pcard Final Spend **Wednesday, June 1st**
- Pcard Statement Reconciled by **Wednesday, June 8th**
- Requisition/Purchase Orders per the Year-End Recommended Order Dates for 2022
Purchasing

Year-End Information

Finance Link:
www.uncw.edu/finance/YearEnd_Info.html

Purchasing Link:
www.uncw.edu/Purchasing/PurchasingYearEndInformation.html
Purchasing

Questions?

Polling Question for Attendants
Polling Question for Attendants

PURCHASING
Which of the following is the correct answer?
A. I can submit requisitions after June 3 with guarantee they will be paid this fiscal year.
B. I can make charges to my PCard on June 8 with certainty that the expense will be posted in this fiscal year.
C. Purchase orders and general funds will roll to the next fiscal year if not received.
D. All of the Above
E. None of the Above

Answer: E None of the Above

A is not correct as receiving and invoices must be submitted by 10:45 am June 3rd to be certain they can be processed this fiscal year.
B is not correct as PCard statements are to be reconciled by June 8 to ensure the charges will be booked in this fiscal year.
C is not correct as Purchase Orders will roll, but general funds will not roll and expenditures for purchase orders received in FY23 will be from FY23 budgets. Purchase orders are not to be canceled just to liquidate funds just to be reordered in the next fiscal year.
D is not correct
E is the correct answer.
Controller’s Office - Billing
External Billing

All External Invoices for FY22

• Budget Authority must submit to Billing (use the SUBMIT button on the external invoice form) by **10am Wednesday, June 22**nd

• This includes all invoices for services rendered and/or products provided through June 30th

• Invoice description must reference the date service was provided to ensure inclusion in correct fiscal year
Controller’s Office - General Accounting
JE’s and IDI’s

• All journal entries (JE’s) and interdepartmental invoices (IDI’s) to be posted in FY22 must be sent to GeneralAccounting@uncw.edu by 10:45am Friday, May 6th

• For JE’s - this includes both electronic Excel and pdf copies completed accurately with appropriate backup and approvals

• For IDI’s - this includes email submission completed accurately with all approvals

• JE’s and IDI’s after May 6th require approval from your Divisional Business Officer (DBO) or their designee
Controller’s Office - General Accounting
Deficit Fund Balances

- Review funds with deficit fund and cash balances (negative/credit). Beginning April 1\textsuperscript{st} General Acctg will email Budget Authorities monthly with a list of funds with negative fund balances.

- All deficit balances must be cleared by journal entry
  - Clear the deficit balance from another source
  - Move the expense that caused the deficit balance to another fund
  - Check cost share fund balances and transfer money

- This applies mainly to Trust (non-general) funds, which are not State appropriated funds.
Small Balances

- Review funds with small balances and inactivity. Determine if these funds should be terminated.

- Funds with small balances require a journal entry to transfer the balance to another fund:
  - Funds cannot be terminated with a Fund Balance (positive or negative)
  - Terminate funds via Banner Fund Change Request Form
Controller’s Office - General Accounting
Mission Funds, Change Funds

• General Accounting will begin contacting all Mission and Change Fund custodians in early June

• Mission funds – collect receipts and unspent cash from faculty to complete the reconciliation and return funds to General Accounting by **5pm Thursday, June 16th**

• Mission funds for new fiscal year should be requested by depts no later than June 23rd to be processed early July

• Change funds – Verification forms will be sent to custodians. Form must be signed by custodian. Change funds must be counted and verified by General Accounting by **5pm Thursday, June 16th**

• Custodian information must **always** be up-to-date
Controller’s Office - General Accounting
Petty Cash

- All funds and expenditure documentation must be reconciled and turned in to General Accounting by **5pm Thursday, June 16th**

- Petty cash funds for new fiscal year should be requested by departments by June 23rd to be processed early July

- Custodian information must **always** be up-to-date
Controller’s Office - General Accounting

Decentralized Feeds

• Facility Special Projects will be fed and posted by **Friday, June 10th**. A final cleanup feed will post **Friday, June 17th**. Facilities will stay in contact with departments regarding general funds.

• All other decentralized feeds (such as printing, postal, ARAMARK, and telecom) must be fed and posted by **Friday, June 17th**
Questions?

Polling Question for Attendants
Polling Question for Attendants

GENERAL ACCOUNTING
When do you have to give your JEs and IDIs to your DBO for approval?
A. Never  
B. After June 30th each year  
C. After the May 6th JE and IDI deadline for the Fiscal Year  
D. What’s a DBO?

Answer: C After the May 6th JE and IDI deadline for the Fiscal Year
Reminders:

• Pay all expenses in the fiscal year they occur.

• General funds can be used for subscriptions and registrations (non-Travel) prior to fiscal year-end when there has not been a previous payment from general funds for that same subscription or registration that same fiscal year.
Controller's Office - Accounts Payable Invoices and Direct Pay Invoices

- Invoices related to PO's in uShop must be in the AP Inbox accountspayable@uncw.edu and all receiving completed in uShop by 10:45am Friday, June 3rd.

- Direct Pay invoices and related support documentation must be submitted, approved at all levels, and in the Chrome River Direct Pay queue by 10:45am Friday, June 3rd.

- Direct Pay invoices will be processed if all approvals and required documentation are in order. Please double check all your information and documentation prior to submitting.
• All travel reimbursement requests for FY22 must be submitted, approved at all levels and in the Chrome River queue by 10:45am Friday, June 3rd

• Transactions for Local lodging, Enterprise and Prepaid Agency Airfare posted in e-wallets by Thursday, June 16th must be reconciled by campus departments by 5pm Friday, June 17th to be paid out of FY22 funds.

• UNCW Visa Travel Card transactions posted in e-wallets by Thursday, June 16th must be reconciled by campus departments by 5pm Friday, June 17th to be paid out of the FY22 funds
Liquidation of Travel Encumbrances

- Travel encumbrances liquidate on their own 90 days after the end date on the pre-approval.

- When completing expense reports, remember to answer the question "Is this your final report?"
  - Answering "no" will partially liquidate your encumbrance
  - Answering "yes" will liquidate the remaining encumbrance

- Beginning April 1st, the Travel Office will begin reviewing year-end liquidation requests for any remaining travel encumbrances that would not ordinarily liquidate before June 30th.
Controller’s Office Resources

• Controller’s Website:  
  https://www.uncw.edu/Controller/index.html

• Year-End Deadlines on Finance webpage:  
  https://uncw.edu/finance/yearend_info.html

Controller’s Office Contacts:

• External Invoicing: Amy Coker (cokera)
• General Accounting: Kim Blankenburg (blankenburgk)
• Accounts Payable: Cathy Daniels (danielsca)
• Travel & Direct Pay: Joanne Ferguson (fergusonj)
Questions?

Polling Question for Attendants
ACCOUNTS PAYABLE and TRAVEL & DIRECT PAY
What date do travel card transactions need to be reconciled to be included in FY22 funds?
A. June 3rd
B. June 17th
C. June 24th
D. June 30th

Answer: 5pm Friday, June 17th.
Polling Question for Attendants

BONUS QUESTION
UNCW is known as North Carolina’s _______ (blank) university.

A. Seahawk
B. Largest
C. Smallest
D. Coastal

Answer: D Coastal