



# FY20 Year-End



# Year End



- This session will:
  - Provide important information designed to educate departments on year end processes
  - Information is provided from the view point of the following critical business offices:
    - Budgets
    - Purchasing
    - Accounting



# Budget Office – Negative Budget Lines

- For year end close, general funds and trust funds must be positive in total
- Salary lines must be positive
  - This applies to all fund types
- Operating lines can be negative, but must be positive in total



# 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)
- On line budget revisions
  - No pennies
  - Don't cross program codes
  - Use default org codes



# Budget Office - Overrides

- Current year requisitions
  - Budgeted funds are required to move budget to cover requisitions
    - Special circumstances require detailed explanation via email for Director of Budget approval
  - Unbudgeted funds, cash must have been deposited
- Future year requisitions
  - Requires attachment of Budget Override Request Form in uShop
    - Indication of future year override needed



# Budget Office – Time Limited Positions

- For all time-limited positions that will continue into the new fiscal year
  - Appropriate documentation due to Budget Office June 1<sup>st</sup>
  - No more than 3 years
- General fund time-limited positions
  - SRCI flex needed
- Trust fund time-limited positions
  - Include position funding in budget package
  - Budget revision needed



# Budget Office – Budget Rolls

- General funds operating roll
  - Continuation or permanent budget
  - By June 1<sup>st</sup>
- Special funds (budgeted trust)
  - Departments build budgets Jan – May
  - Approved by Budget Director May – June
- Unbudgeted trusts
  - Ending cash balance is rolled to new year as 109970 budget entry
  - Mid to late July
- Position roll
  - Late June

# Purchasing



**Spend Early**





# Purchasing - Ordering



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 **June 5<sup>th</sup> 10:45am**
- 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 **June 5<sup>th</sup> 10:45am**
- Email to [accountspayable@uncw.edu](mailto:accountspayable@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 June 5<sup>th</sup> payable deadline
- Expedite for "receiving/receipts" to meet the June 5<sup>th</sup> 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](mailto: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 Saved Reports

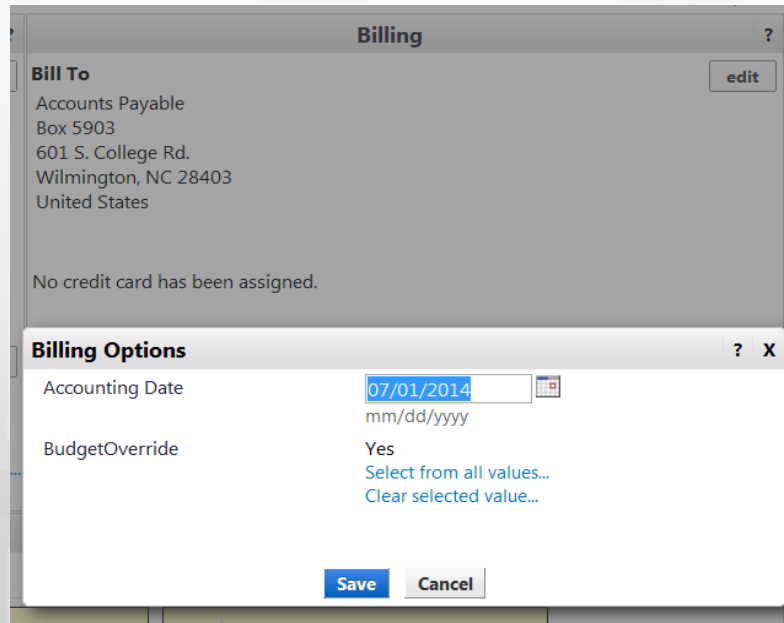
The screenshot shows the uShop Online Purchasing interface. The breadcrumb trail is: Orders & Documents > Document Search > Search Documents > Document Search. The 'Orders & Documents' menu is open, showing 'Document Search' as the active item. Under 'Document Search', there are three options: 'Search Documents', 'View Saved Searches' (highlighted with a red box), and 'Download Export Files'.

- Personal**
  - FY12 Orders to Review
  - Staff Invoices in Process
- Shared**
  - AIM Searches
  - Buyer - PO FYTD
  - Facilities Reports
  - HR Approval
  - Match Exceptions
  - Pending PR/PO - 30 days
  - Shared Saved Queries
  - Year End**

	<a href="#">edit</a>   <a href="#">move/copy</a>   <a href="#">delete</a>
<b>Open PO - Fully Invoiced - Partial or No Receipts - Current Fiscal Year</b>	<a href="#">Add Shortcut</a>   <a href="#">Export</a>   <a href="#">Go</a> <a href="#">edit</a>   <a href="#">move/copy</a>   <a href="#">delete</a>
<b>Open POs - Current Fiscal Year</b>	<a href="#">Remove Shortcut</a>   <a href="#">Export</a>   <a href="#">Go</a> <a href="#">edit</a>   <a href="#">move/copy</a>   <a href="#">delete</a>
<b>Open POs - General Fund - Current Fiscal Year</b>	<a href="#">Add Shortcut</a>   <a href="#">Export</a>   <a href="#">Go</a> <a href="#">edit</a>   <a href="#">move/copy</a>   <a href="#">delete</a>
<b>Open POs - Partial or No Receiving - All Funds - Current Fiscal Year</b>	<a href="#">Remove Shortcut</a>   <a href="#">Export</a>   <a href="#">Go</a> <a href="#">edit</a>   <a href="#">move/copy</a>   <a href="#">delete</a>

# Purchasing – Future Requisitions

- Future Requisition
  - Special needs requiring early July delivery
  - Must be ordered prior to July 1
  - Will be received after July 1
  - Change the Accounting date to 7/1/2020




**Billing** ?

**Bill To** edit

Accounts Payable  
Box 5903  
601 S. College Rd.  
Wilmington, NC 28403  
United States

No credit card has been assigned.

**Billing Options** ? X

Accounting Date    
mm/dd/yyyy

BudgetOverride Yes  
[Select from all values...](#)  
[Clear selected value...](#)

**Save** **Cancel**





# Purchasing – Important Dates



- Many goods must be inspected prior to payment (ex. Auditorium seating, carpet, equipment, etc.)
- Pcard Final Spend June 1
- Pcard Final Spend posted to bank June 9
- Pcard Statement Reconciled by June 15
- Requisition/Purchase Orders per the Year End Recommended Order Dates for 2020







# Purchasing

## Year End Information



Finance Link:

[www.uncw.edu/finance/YearEnd\\_Info.html](http://www.uncw.edu/finance/YearEnd_Info.html)



Purchasing Link:

[www.uncw.edu/Purchasing/PurchasingYear-EndInformation.html](http://www.uncw.edu/Purchasing/PurchasingYear-EndInformation.html)





## Controller's Office - Billing External Billing



### All External Invoices for FY20

- Budget Authority must submit to Billing (use the SUBMIT button on the external invoice form) by **4pm Thursday, June 25<sup>th</sup>**
- This includes all invoices that are for services rendered and/or products provided through June 30<sup>th</sup>.
- 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 FY20 must be received in General Accounting by **10:45am Friday, June 5<sup>th</sup>**
- For JE's - this includes both electronic and hard copies completed accurately with appropriate backup and approvals.
- For IDI's - this includes white hard copies completed accurately with approvals.
- JE's and IDI's **after June 5<sup>th</sup>** will require approval from your Divisional Business Officer or their designee





## Controller's Office - General Accounting Deficit Fund Balances

- Review funds with deficit fund and cash balances (negative/credit). General Acctg will be emailing the Budget Authorities monthly with a list of funds with negative fund balances beginning April 1
- 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 funds, which are not State appropriated funds



## Controller's Office - General Accounting 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

- Mission funds – collect receipts and unspent cash from faculty to complete the reconciliation and return funds to Gen Accounting
- Mission funds for new fiscal year should be requested by depts. no later than June 25<sup>th</sup> to be processed July 1<sup>st</sup>
- Change funds – reminder emails and verification forms will be sent to custodians. Form must be signed by custodian.
- Change funds must be counted and verified by Gen Acctg by **5pm Monday, June 22<sup>nd</sup>**
- 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 Monday, June 22<sup>nd</sup>**.
- Petty cash funds for new fiscal year should be requested by departments starting June 25<sup>th</sup> to be processed July 1<sup>st</sup>
- 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 12<sup>th</sup>**. A final cleanup feed will post **Friday, June 19<sup>th</sup>**. 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 19<sup>th</sup>**







## Controller's Office - Accounts Payable Invoices and Chrome River Check Requests

- Reminders:

- Pay all expenses in the fiscal year they occur
- General funds can be used for subscriptions and registrations (not Travel) prior to fiscal year-end when there has not been a previous payment from general funds for that subscription or registration that same fiscal year.





## Controller's Office - Accounts Payable Invoices and Chrome River Check Requests



- Invoices related to PO's must be in the AP Inbox [accountspayable@uncw.edu](mailto:accountspayable@uncw.edu) with all receiving completed in uShop by **10:45am Friday, June 5th**
- Checks requests and related support documentation must be submitted, approved at all levels and in the Chrome River Direct Pay queue by **10:45am Friday, June 5th**
- Check requests will be processed if all approvals and required documentation are in order. Please double check all documents before submitting them



## Controller's Office – Travel in Chrome River

- All travel reimbursement requests for FY20 should be submitted, approved and in the Chrome River queue by **10:45am Friday, June 5th**
- Local lodging, Enterprise and Prepaid Agency Airfare transactions that are posted to the BOA credit card by **Thursday, June 18th** and reconciled by campus departments by **5pm on Friday, June 19th** will be included in FY20 transactions
- Transactions made with the UNCW Visa Travel Card must be posted by **Thursday, June 18<sup>th</sup>** and reconciled by campus departments by **5pm on Friday, June 19th** will be paid out of the FY20 funds



# Controller's Office Resources

- Controller's Website:  
<https://www.uncw.edu/Controller/index.html>
- Year End Deadlines on Controller's Office webpage:  
<http://www.uncw.edu/controller/Year-EndDeadlines.html>

## Controller's Office Contacts:

- External Invoicing: Amy Coker 2-2526
- General Accounting: Kim Blankenburg 2-7423
- Accounts Payable: Cathy Daniels 2-3645
- Travel & Direct Pay: Sandy Gladden 2-4217