University of Nebraska at Kearney

June 30, 2021 Fiscal Year End Closing
AGENDA

• Overview
• Balances Carried Forward
• Encumbrances & Plant Fund Transfers
• Key Processing Dates & Procedures
• Reporting Periods & Posting Periods
• Accounts Payable/Purchasing Procedures
• Other expectations & reminders
Balances Carried Forward

- Biennium = July 1, 2019 to June 30, 2021.

- Budget remaining in state-aided non-revolving cost centers (those that begin with 51xxxxxxxx) will carry forward automatically between fiscal years except for benefits (social security, retirement, life and health insurance) which are budgeted centrally.

- Check with your Dean or Vice Chancellor’s Office for any further restrictions to this policy for your College or Division.
To encumber…

- Enter purchase order into eSHOP by June 25, 2021

- If vendor is not available in eSHOP, please use the eSHOP Vendor Request form in eSHOP to request that a vendor be moved to eSHOP for use in Purchase Orders or Direct Pay.

- Include description of product or service, vendor, and amount.

- Cannot be a blanket order

- The purchasing policy of the Board of Regents regarding bidding must be followed

- Add an Internal Note that indicates when the goods/services are expected to be received.

- Product or service must be received by Oct 31, 2021
Plant fund transfers...

- Complete UNK WBS Element Information Sheet – Plant Fund Transfer form & submit to Finance Office by May 15, 2021
- Include description of the project & amount
- May require Space Alteration & Change in Room Use form
- May require an estimate from UNK Facilities Management & Planning
- Reference the cost center(s) where the funds will come from (must begin with 51XXXXXX)
- Must be approved by Director of Facilities
- Must be approved by VCBF
• **Revenue bond funds**
  Budget cannot be carried forward from one fiscal year to the next.

• **Revolving funds**
  Funds automatically carry forward from one fiscal year to the next.

• **Restricted funds**
  Funds automatically carry forward from one fiscal year to the next until the end of the grant period.
Questions/Discussion
Purchase Orders/encumbering
For purchase orders entered in eSHOP during FY2021 for which delivery is \textbf{not} expected until the new fiscal year:

To use FY2021 funds for the purchase, leave the Requested Delivery Date blank on the purchase order and the commitment will show up in FY2021 and budget will carry forward to FY2022 to cover the purchase (if remaining funds in the cost center, excluding benefits, are adequate to cover the purchase).

To use FY2022 funds for the purchase, enter a delivery date of July 1, 2021 or later in the Requested Delivery Date field and the commitment will show up in FY2022.

<table>
<thead>
<tr>
<th>FY 2021 Commitment</th>
<th>eShop Order Requested Delivery Date</th>
<th>FY 2022 Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Sun]</td>
<td>Blank</td>
<td>![Sun]</td>
</tr>
<tr>
<td>07/01/21 or after</td>
<td></td>
<td>![Sun]</td>
</tr>
</tbody>
</table>

- entered in eSHOP during FY2021
- delivery is \textbf{not} expected until the new fiscal year
For purchase orders entered in eSHOP in FY2021 for which delivery is not expected until the new fiscal year (and will use FY2022 funds), the shipping information on the checkout screen will need edited:
After clicking on the pencil icon to edit the shipping information, scroll down to the Delivery Options section to fill in the requested Delivery Date so that the PO will utilize FY2022 funds and Save Changes.
If vendor/supplier is not available in eSHOP, please fill out a Vendor Request Form located under Special Forms in eSHOP.

If you have any questions, contact Kim Christensen in Procurement Services at (308) 865-8525.
Goods receipts on eSHOP orders
When completing a goods receipt in eSHOP during June and July, please be sure to enter the actual date you receive the item, as this determines when the PO gets closed and if FY2021 funds are used or carried forward to FY2022.

Between July 1 and July 15th – be sure to change the default Receipt Date if the item was physically received in June or before.

Questions can be directed to Kim Christensen at 8525.
Questions/Discussion

Please call Kim Christensen in Business Services (8525)
Key Processing
Dates & Procedures
Our goal is to record transactions on SAP in the correct fiscal year in accordance with Generally Accepted Accounting Principles.

What does this mean?
Adjustments will be made to the June 30, 2021 balances to record:

Revenue earned but not collected as of June 30.
(i.e. UNK delivered the product or provided the service to the customer on June 30 and prior but was not paid by the customer until after June 30.)

Expenses incurred but not paid as of June 30.
(i.e. UNK received the product or service from the vendor on June 30 and prior but did not pay the vendor until after June 30.)
Payroll

• Time worked June 30 and prior = FY 2021 expense
  ✓ Last 19 working days of June for biweekly employees
  ✓ July & August salaries for 9/12 employees

• Time worked after June 30 = FY 2022 expense
Payroll

• Biweekly employees - PACFs for FY 2021 payroll transfers or corrections due to Payroll Office by May 31.

• Monthly employees - PACFs for FY 2021 payroll transfers or corrections due to Payroll Office by June 11.

• Contact Payroll Office *immediately* for FY 2021 payroll corrections or transfers discovered after these dates.
Invoice Payments

• Product or service received June 30 and prior = FY 2021 expense

• Product or service received after June 30 = FY 2022 expense
**eShop Direct Pay Forms:**

- FY 2021 invoices must be entered into an eSHOP Direct Pay form and paperwork attached by July 15th. Routing for approvals and notification takes place automatically.

- All invoices will stop in a special folder for Payment Services to review and those needing to be posted to FY 2021 will have the posting date changed to 6/30/21 and those needing to post to FY 2022 will be held until July 16th when Period 12 in SAP has closed.
**SAP Parked Invoices (rare entries):**

- FY 2021 invoices must be parked in SAP and paperwork attached by July 15th. Please send an email to [acctspay@unk.edu](mailto:acctspay@unk.edu) if you’ve entered anything into SAP and include the SAP Doc # (44).

- TWO fiscal years will be open in SAP from July 1 through July 15 (i.e. FY 2021, period 12 and FY 2022, period 1). *Use caution to enter the correct posting period and fiscal year!*

- For FY 2021 invoices entered into SAP during these 15 days:
  - Invoice date=date on invoice
  - Posting date=6/30/21
  - Period=12
  - Fiscal Year=2021

- For FY 2022 invoices entered into SAP during these 15 days:
  - Invoice date=date on invoice
  - Posting date=date entered
  - Period=1
  - Fiscal Year=2022
  - *i.e. business as usual*
Uh oh, it’s after July 15 & someone has brought me an old invoice. It’s too late to park the document in the old year! What should I do?
After July 15 – Only ONE fiscal year will be open (FY 2022, period 1)

• Clearly mark “for FY 2021” on face of documentation and attach to the eSHOP Direct Pay form or SAP Parked Invoice transaction as usual.

• Send an email to acctspay@unk.edu with the eSHOP requisition number or SAP Doc #(44 number) immediately.

• Payment Services will evaluate the request and post the expense back to FY 2021 if appropriate.

• Call Payment Services at 8419 with any questions.

• Be **PROACTIVE**, contact the vendor if you are expecting, but have not received, a FY 2021 invoice.
A Special Request--

When preparing any type of installment payment, (for example, monthly rental or lease payment, quarterly service agreement payment, etc.) for the first payment of the new fiscal year, please include with your payment documentation, a copy of the original contract from which the installment payment schedule originated.

All items can be attached to the Direct Pay form during eSHOP entry.
Concur Travel & Non-Travel Employee Expense Reimbursements

- Reimbursement when travel completed on June 30 or prior = FY 2021 expense
  - Employee non-travel expense reimbursement containing receipts dated June 30 and prior

- Reimbursement when travel completed after June 30 (even if it starts before June 30th) = FY 2022 expense
  - Employee non-travel expense reimbursement containing receipts with mixed dates before and after June 30
  - OR ONLY contains receipts dated July 1 and after

- PCard or Direct payments for conference registrations prior to travel completion = Expense in the FY the registration is paid

- Employee reimbursements for any expenses prior to travel completion = Not allowed
Concur Travel & Non-Travel Employee Expense Reimbursements

• Concur expense reports should be submitted by the employee and financially approved by noon on July 15 for:
  
  – Travel ended June 30 or prior
  – Non-travel employee expense reimbursement receipts dated June 30 or before

• Normally, an employee has 60 days to enter their reimbursement expense report, but employees with expenses in June will have less time to enter their reimbursement to facilitate fiscal year-end cut-off.
Procurement Card Purchases

- For purchases made by June 30, the fiscal year depends on how timely the vendor transmits the transaction to the bank.
• Through June 30, the daily procurement card transaction feeds will post to FY 2021.

• From July 1 through July 16, the daily procurement card transaction feeds will post to either FY 2021 or FY 2022 depending on what date the transaction was presented to the bank for payment.

• After July 16, the daily procurement card transaction feeds will post to FY 2022.
The dates in SAP may not be changed.

The period may not be changed.
Central Supplies

- Orders for Central Supplies = FY 2021 expense entered into SAP on June 25 and prior.
- Orders for Central Supplies = FY 2022 expense entered July 1 and after.
- No on-line orders will be filled June 26 through June 30 to allow for year-end inventory count.
ROUTINE INTERNAL CHARGES

- POSTAGE
- COPIES
- TELEPHONE
- PRINTING

- June 2021 charges will be reported in FY 2022.
Budget Transfers

• Budget Transfer forms for FY 2021 budget transfers are due to the Budget Office by July 15.

• To avoid processing backlog & to keep on-line budget reports current, departments are strongly encouraged to submit Budget Transfer forms earlier than this – i.e. As soon as the need for a budget transfer is known.
Corrections & Internal Transfers

• GL Account Posting forms for FY 2021 corrections or transfers due to Finance Office by:
  
  Goal = June 15

  Final cut-off = July 23

• Form should **boldly** indicate that it is to be posted to FY 2021.

• This includes any intercampus billings for FY 2021.
Cash Receipts

• All cash and checks deposited with the Finance Office Cashier on June 30 or prior = FY 2021 revenue

• Deposits after June 30 = FY 2022 revenue

• In addition, revenue will be accrued in FY21 for services provided June 30 or prior but not collected until after June 30. Accruals will be based on information provided by departments on the Accounts Receivable confirmations and Finance Office review of subsequent deposits.
Questions/Discussion
SAP On-line Reports

- Period 12  Includes all FY 2021 transactions posted from June 1 through July 15.

  June 1 through June 30 – regular June activity.

  July 1 through July 15 – fiscal year-end accrual adjustments, corrections & transfers.
SAP On-line Reports

• Period 13  
  Includes all FY 2021 transactions posted from July 16 through August 5.

  *Primarily corrections, adjustments or transfers*

• Period 14  
  Includes any FY 2021 adjustments posted after August 5.

  *Such adjustments are rare.*
SAP On-line Reports

- Period 1, FY 2022  Finalizes August 19
- Period 2, FY 2022  Finalizes August 31 (back to normal)
ALWAYS run final fiscal year reports in SAP with **Period 14** to ensure that all activity for the year is included in the report!
Questions/Discussion
Please help us by…

- …submitting all invoices to the Payment Services Office for payment as soon as received.

- …entering all employee travel reimbursements into SAP Concur as soon as travel completed.
Please help us by...

• ...reviewing your SAP or Firefly reports *now* to verify that transactions have been posted to the correct cost center or WBS element – including payroll.
  
    ✓ ...submitting budget transfer forms to the Budget Office as soon as possible.
  
    ✓ ...submitting journal entry forms to the Finance Office as soon as possible.
  
    ✓ ...submitting PACF forms to the Payroll Office as soon as possible.
  
    ✓ ...contacting the Procurement and Payment Services Office regarding an outstanding commitment or encumbrance that should have liquidated.
Please help us by...

...completing and returning equipment confirmations by date listed on confirmation.

Capitalized equipment (cost > $5,000) and

• Objects on loan (cost < $5,000):

  ✓ Laptops, iPads, computer tablets, or any other mobile electronic devices assigned to individuals

  ✓ desktop computers, printers and fax machines that are taken home or off campus

  ✓ other items at the department head’s discretion
Please help us by...

...completing and returning accounts receivable confirmations.

✓ Accounts receivable = Revenue earned for goods or services that your department provided to external customers June 30 or prior but for which payment is not received until after June 30.

✓ AR Confirmations will be sent to you by campus mail June 30

✓ Please complete & return by July 8 (quick turn-around!)
Get ready for the next academic year…
remember to enter new faculty & staff into SAP **ASAP**

Why?

So they can get:
- ID card
- Email account
- Keys
- Parking permit
- EASI/MyBlue/Canvas
Questions/Discussion
Thank You

For Your Time