

**University of Nebraska  
at Kearney**

**June 30, 2024  
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, 2023 to June 30, 2025.
- Budget remaining in state-aided non-revolving cost centers (those that begin with 51xxxxxxx) 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.

A Happy  
New  
Year!

## To encumber...

- ✓ Enter purchase order into Ariba no later than June 30, 2024 (earlier is BETTER)
  - ✓ Need by Date drives the PO commitment. If using FY2024 funds make sure the date is June 30 or prior.
  - ✓ Any orders needing review by P2P should be submitted no later than **June 24<sup>th</sup>** to assure proper application to FY2024. Orders involving on-line catalogs should be completed by 1:00 pm on June 30. *You must make sure orders are approved to meet these deadlines. Please assist by prompting your approvers for action.*
- ✓ 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 (questions can be emailed to P2P@nebraska.edu)
- ✓ Add an Internal Note that indicates when the goods/services are expected to be received.
- ✓ Product or service must be received by Oct 31, 2024

A Happy  
New  
Year!

## Plant fund transfers...

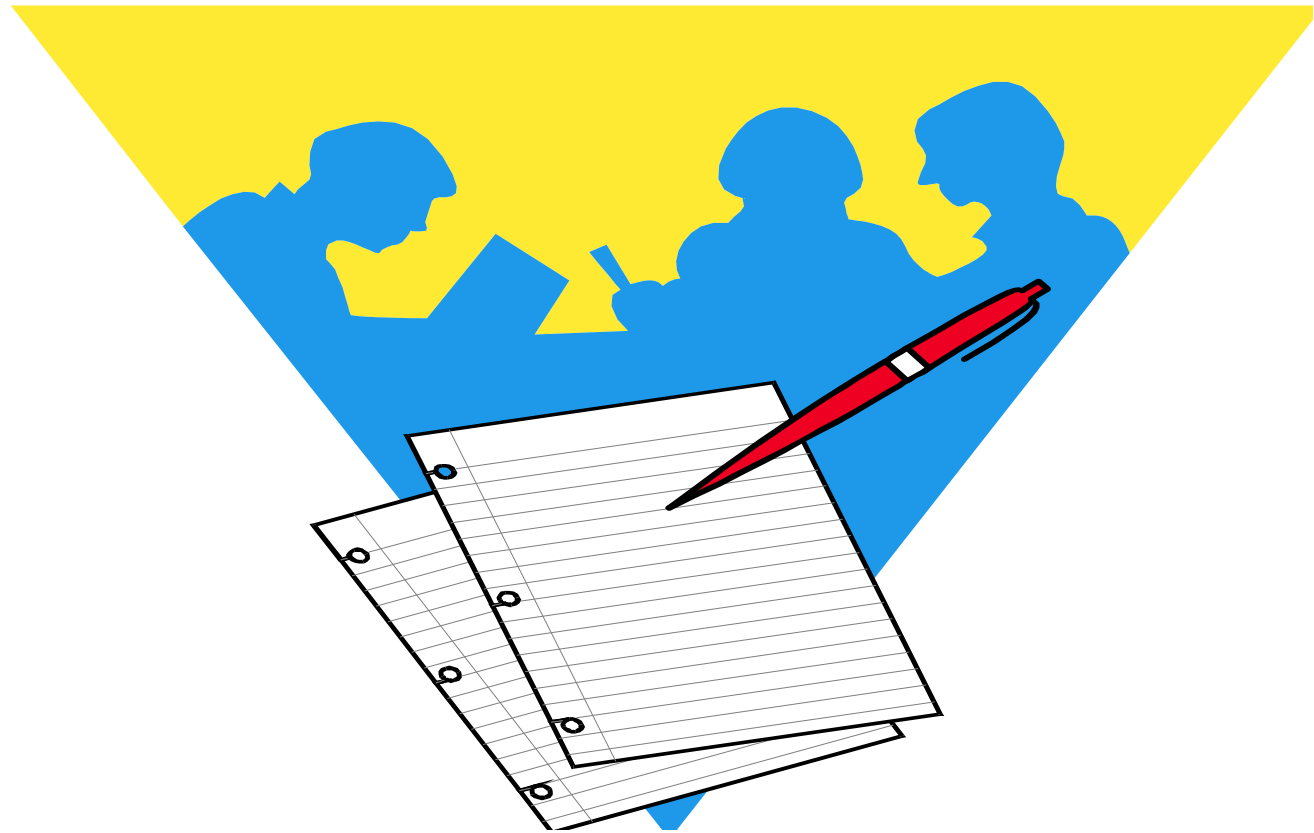
- ✓ Complete *UNK WBS Element Information Sheet – Plant Fund Transfer* form & submit to Finance Office by May 15, 2024
- ✓ Include description of the project & amount
- ✓ May require *Space Alteration & Change in Room Use* form
- ✓ May require an estimate from UNK Facilities Management & Planning
- ✓ Reference the cost center(s) where the funds will come from (must begin with 51XXXXXXX)
- ✓ Must be approved by Director of Facilities
- ✓ Must be approved by VCBF

A Happy  
New  
Year!

- **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.

A Happy  
New  
Year!

# Questions/Discussion



UNIVERSITY OF  
**Nebraska**  
Kearney

**Purchase Order**





Purchase Orders/  
encumbering



For purchase orders entered in Ariba during FY2024 for which delivery is not expected until the new fiscal year:

To use FY2024 funds for the purchase, you must enter the need by date in SAP Ariba as June 30 or prior. Any orders needing review by P2P should be submitted no later than **June 24<sup>th</sup>** to assure proper application to FY2024. Orders involving on-line catalogs should be completed by 1:00 pm on June 30. *You must make sure orders are approved to meet these deadlines. Please assist by prompting your approvers for action.*

To use FY2025 funds for the purchase, enter a delivery date of July 1, 2024 or later in the Requested Delivery Date field and the commitment will show up in FY2025.

FY 2024 Commitment		Ariba Order Requested Delivery Date		FY 2025 Commitment
		June 30 or before		
		07/01/24 or after		

- ✓ entered in Ariba during FY2024
- ✓ delivery is not expected until the new fiscal year


For purchase orders entered in Ariba in FY2024 for which delivery is not expected until the new fiscal year (and will use FY2024 funds), the shipping information on the checkout screen will need edited:

Nebraska System Ariba Buying

< Product Name Submit Save and exit

Checkout / PR2756

<b>Ship to</b> <a href="#">Manage locations</a>	<b>Charge to</b> <a href="#">Manage details</a>	<b>Total cost</b> <b>\$5,100.00 USD</b>
1100 No 17th St Lincoln, NE 68588-0699 United States	GL Account (0000531600 (General Instruction Education & Recreation))	<b>Net amount</b> <b>\$5,100.00 USD</b>

**Need-by Date** ⓘ    
⚠ Need By Date must be set.

Unloading point

On Behalf Of

Company Code

Processing Agent  
Not applicable

If vendor/supplier is not available in Ariba but is active in SAP, please send an email to [unvendorgroup@nebraska.edu](mailto:unvendorgroup@nebraska.edu)

The email must contain the supplier name, supplier number, and supplier email address with the request to move it to Ariba.

You will receive an email response once action is taken.

UNIVERSITY OF  
**Nebraska**  
Kearney

**Purchase Order**


Goods receipts  
on orders

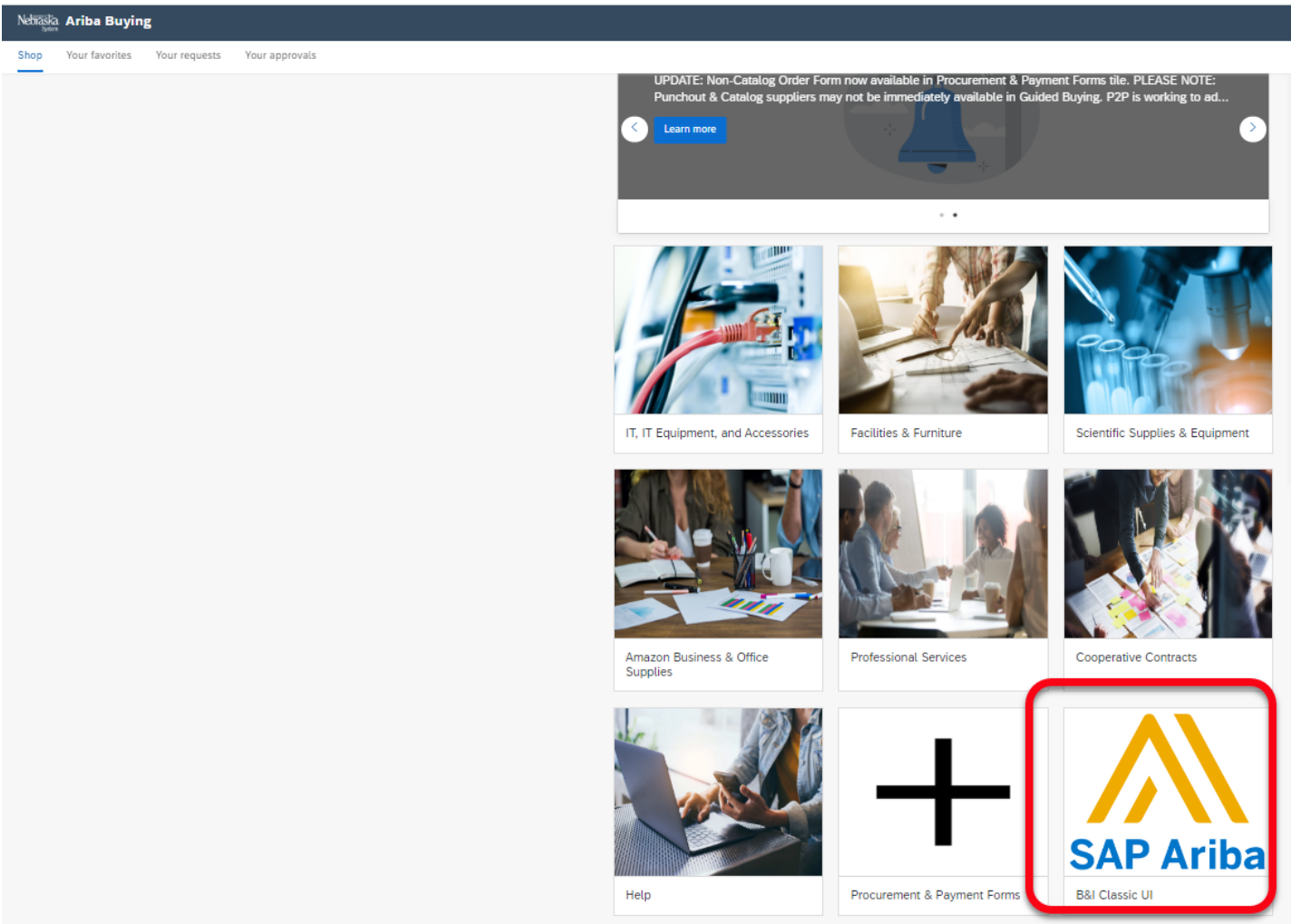
When completing a goods receipt in Ariba during June and July, please be sure to enter the actual date you receive the item, as this determines when the PO gets closed and if FY2024 funds are used or carried forward to FY2025.

This is especially important between July 1 and July 16th – be sure to change the default Receipt Date if the item was physically received in June or before.

Goods receipts requiring the date entry need to be handled via  
Ariba B&I Classic UI

Questions can be directed to Kim Christensen at 8525.

Entry of a Goods Receipt when adding the received date must be done in the B&I Classic UI. Click on the tile as shown below.



# Search for your PO and then click on "Receive"



Test Site

- HOME
- PROCUREMENT
- INVOICING
- CATALOG
- RELISH

Purchase Order  Order ID

480000827 - test Status: **Ordered**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

- Change
- Receive**
- Print
- Resend to Supplier

- Summary
- Approval Flow
- Receipts
- Invoices
- Payments
- History

Order ID: 480000827  
Version: 1  
Order Confirmation Status: Unconfirmed  
Title: test  
Supplier: BECKMAN COULTER INC  
Contact: BECKMAN COULTER INC  
Close Order: Open  
Source System: Ariba Guided Buying  
My Labels: Apply Label...

Line Items

1 Line Item Show Details

Type	ReqID	Qty	Unit	Description	Supplier Part Number	Price	Discount	Net Amount	Charges	Taxes	Amount	
<input type="checkbox"/>	PR2757	1	each	test	1	\$12,000.00 USD		\$12,000.00 USD			\$12,000.00 USD	<input type="button" value="Detail"/>

# Record the items received and insert the date received. Click Submit.

Nebraska System Test Site

Receiving Steps Receipt RC1255: 4800000827 - test Next Submit Exit

1 Select Receipt  
2 Receive  
3 Additional Info  
4 Summary

For a receipt, indicate the amount or quantity to accept or reject for each line item, and the date received. If you reject receipt line items, you must provide comments to explain your action.

**Accept All**

Order ID: 4800000827 Date: Tue, 16 Apr, 2024  
Order Title: test Processing Status: Receiving  
ERPReceiptNumber:  
My Labels: Apply Label... ⓘ

Line Items - Receive by Quantity

No.	Quantity	Full Description	Unit	Supplier Part Number	Prev. Accepted	Prev. Rejected	Accepted	Rejected	Total Received	Date Received
1	1	test	each	1	0	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="Tue, 16 Apr, 2024"/>

**Update Totals**

Comments - Entire Receipt

Comments:



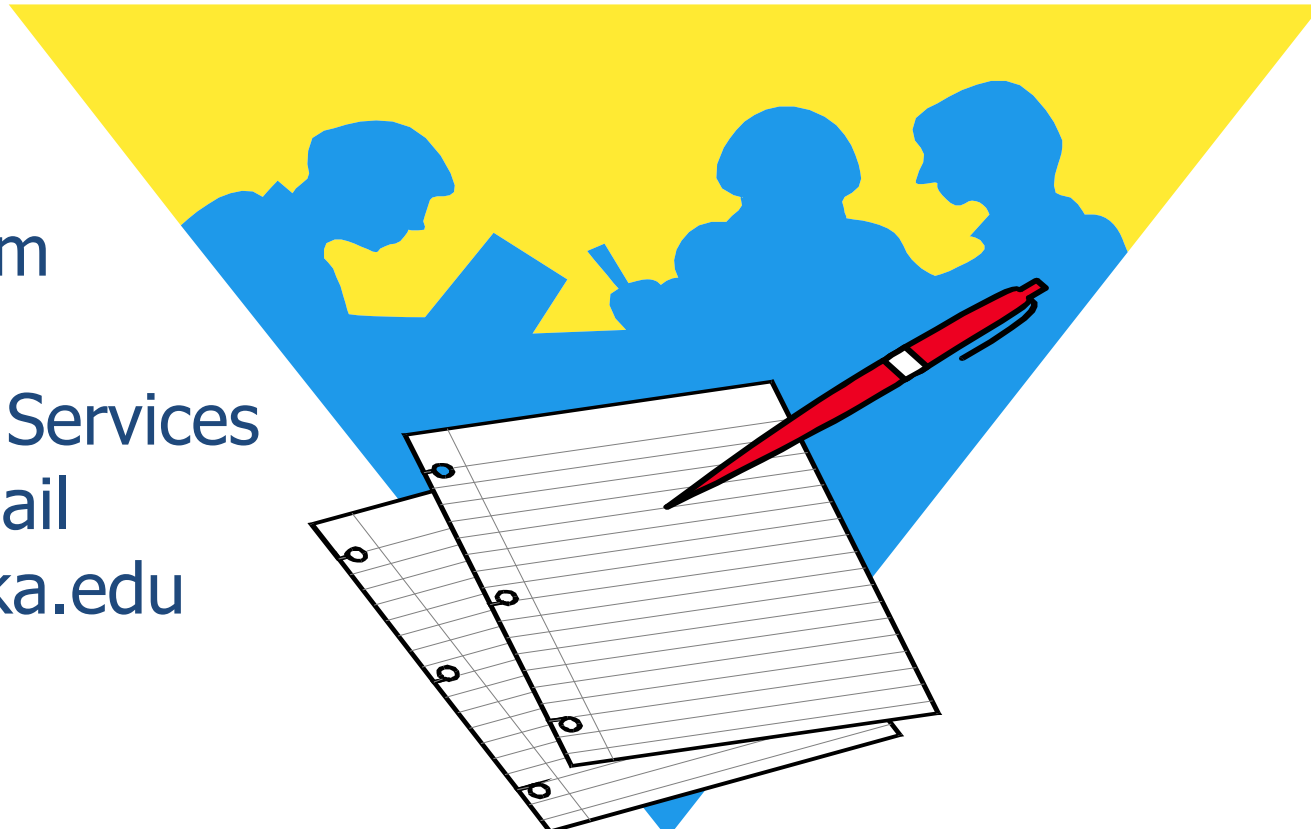
# Central Supplies



- Orders for Central Supplies into SAP on June 24 and prior. = FY 2024 expense entered
- Orders for Central Supplies July 1 and after. = FY 2025 expense entered
- No on-line orders will be filled June 25 through June 30 to allow for year-end inventory count.

# Questions/Discussion

Please call Kim  
Christensen  
Procurement Services  
(8525) or email  
[P2P@nebraska.edu](mailto:P2P@nebraska.edu)

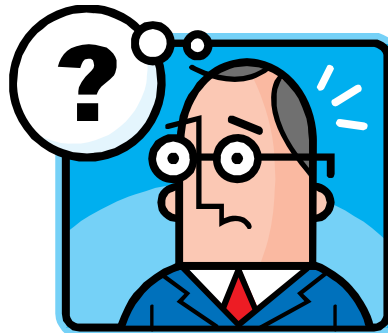


# Key Processing Dates & Procedures



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, 2024 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



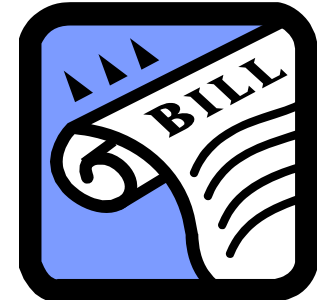
- Time worked June 30 and prior = FY 2024 expense
  - ✓ Last 11 working days of June for biweekly employees
  - ✓ July & August salaries for 9/12 employees
- Time worked after June 30 = FY 2025 expense

# Payroll



- Biweekly employees - PACFs for FY 2024 payroll transfers or corrections due to Payroll Office by June 7.
- Monthly employees - PACFs for FY 2024 payroll transfers or corrections due to Payroll Office by June 14.
- Contact Payroll Office *immediately* for FY 2024 payroll corrections or transfers discovered after these dates.

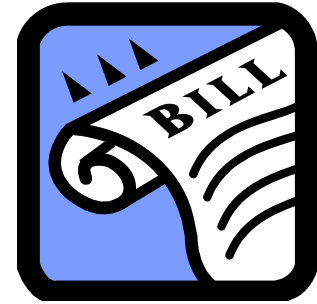
## Invoice Payments



- Product or service received June 30 and prior = FY 2024 expense
- Product or service received after June 30 = FY 2025 expense

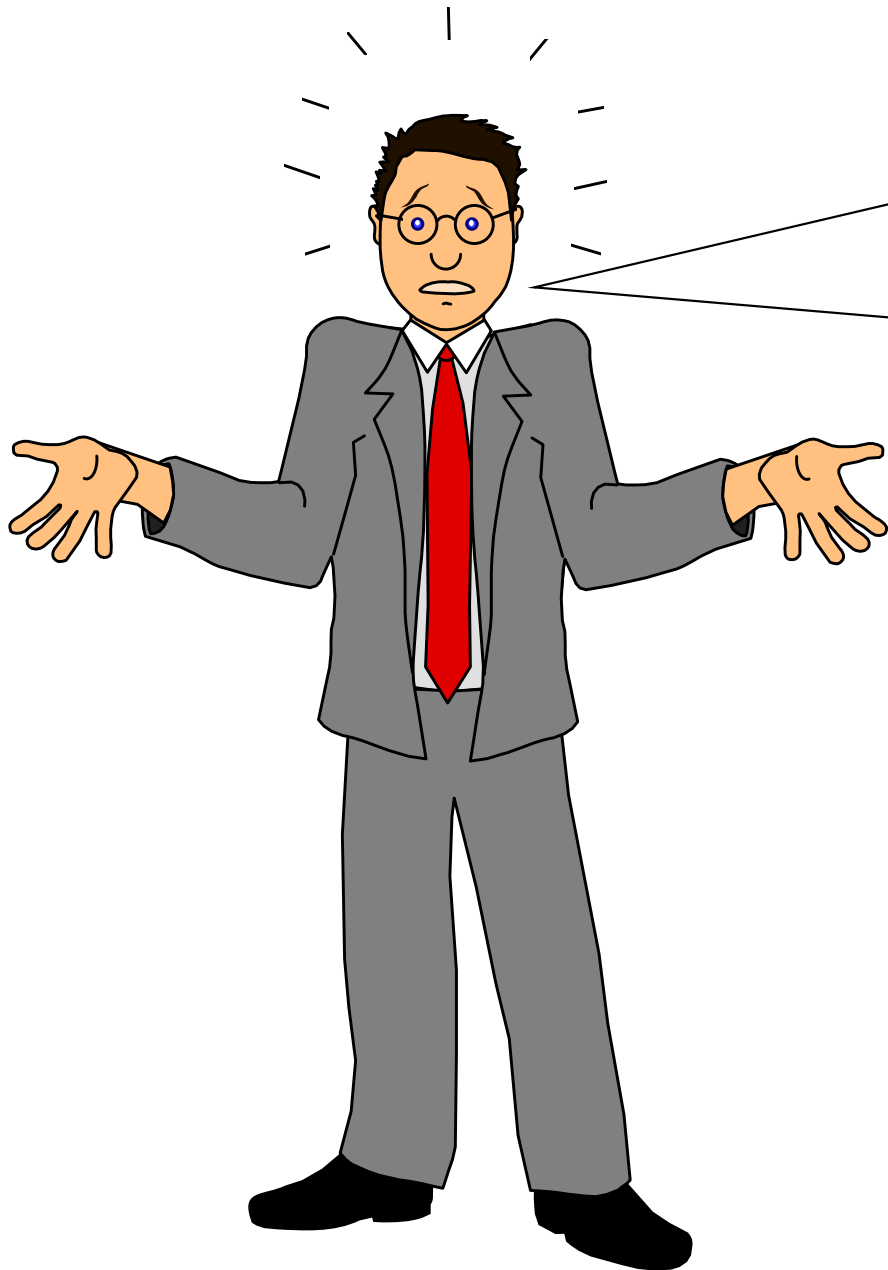


## Invoice Payments



### ***Ariba Direct Pay Forms:***

- FY 2024 invoices must be entered into Ariba Direct Pay form and documentation attached by July 10th. Please make certain your funding approvers take immediate action.
- Payment Services will review the transaction and those needing to be posted to FY 2024 will have the posting date changed to 6/30/24 and those needing to post to FY 2025 will be held until July 17<sup>th</sup> when Period 12 in SAP has closed.



Uh oh, it's after July 16 & someone has brought me an old invoice. It's too late to park the document in the old year! What should I do?

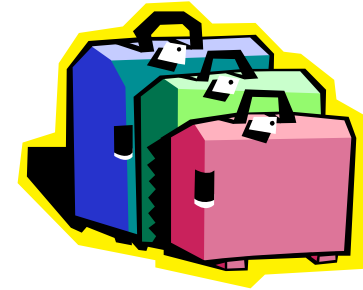
After July 16 – Only ONE fiscal year will be open  
(FY 2025, period 1)

- Clearly mark “for FY 2024” on face of documentation and attach to the Ariba Direct Pay form as usual.
- Send an email to [sarahmiles@nebraska.edu](mailto:sarahmiles@nebraska.edu) with the Ariba document number immediately.
- Payment Services will evaluate the request and post the expense back to FY 2024 if appropriate.
- Call Payment Services at 8141 with any questions.
- Be **PROACTIVE**, contact the vendor if you are expecting, but have not received, a FY 2024 invoice.

## A Special Request--

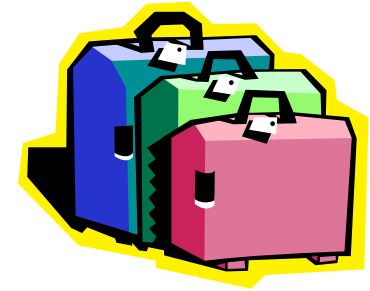
When preparing any type of installment payment, (for example, **monthly rental or lease payment, quarterly service agreement payment, etc.**) for the first payment of the new fiscal year, please include with your payment documentation, a copy of the original contract from which the installment payment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

All items can be attached to the Direct Pay form during Ariba entry.



## Travel & Non-Travel Employee Expense Reimbursements

- ✓ Reimbursement when travel completed on June 30 or prior = FY 2024 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 30<sup>th</sup>) = FY 2025 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



## Travel & Non-Travel Employee Expense Reimbursements

- Expense reports should be submitted by the employee and financially approved by noon on July 10 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 2024.
- From July 1 through July 16, the daily procurement card transaction feeds will post to either FY 2024 or FY 2025 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 2025.





## PCard Reconciliation Screen (ZPCARD)

The dates in SAP may not be changed.

The period may not be changed.

Pop-up For Pro-card Posting

KUSER13 0137 K OFFICE MAX 00007492

ON 6/26/2024 FOR 174.95

GL Account Code [Yellow Box] ON SAP Doc # 27002042 FY 2023

Item Description [Empty Box]

Cost Center 5105110100 OR WBS Element [Empty Box]

SAP Posting Date 6/30/2024 Period 12  Get Next Charge

[Green Checkmark] [Red X] [Yellow Folder]

Red arrows point from the text annotations to the date fields (6/26/2024, 6/30/2024) and the Period field (12).

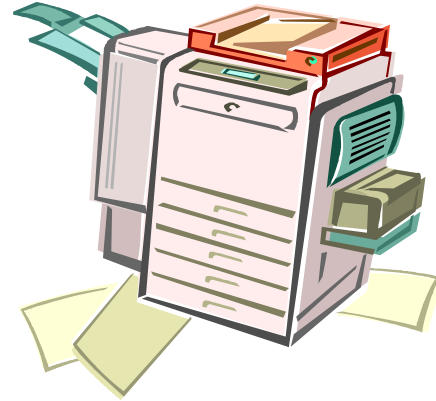
# Payment Services Questions/Discussion

Please contact  
Teresa Howell  
Director Payment Services  
University of Nebraska  
Office: 402-554-4937  
Cell: 402-690-7498  
[teresa.howell@nebraska.edu](mailto:teresa.howell@nebraska.edu)



## ROUTINE INTERNAL CHARGES

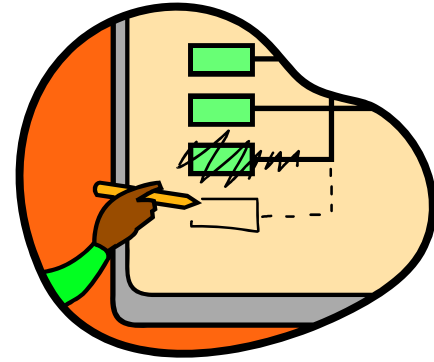
- POSTAGE
- COPIES
- TELEPHONE
- PRINTING



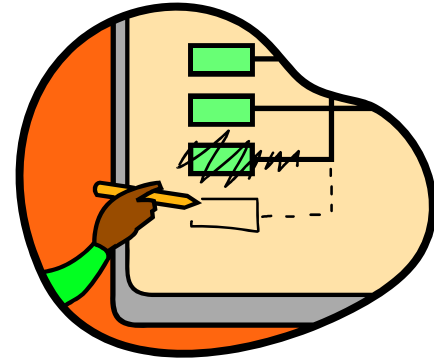
- June 2024 charges will be reported in FY 2025.



# Budget Transfers



- Budget Transfer forms for FY 2024 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

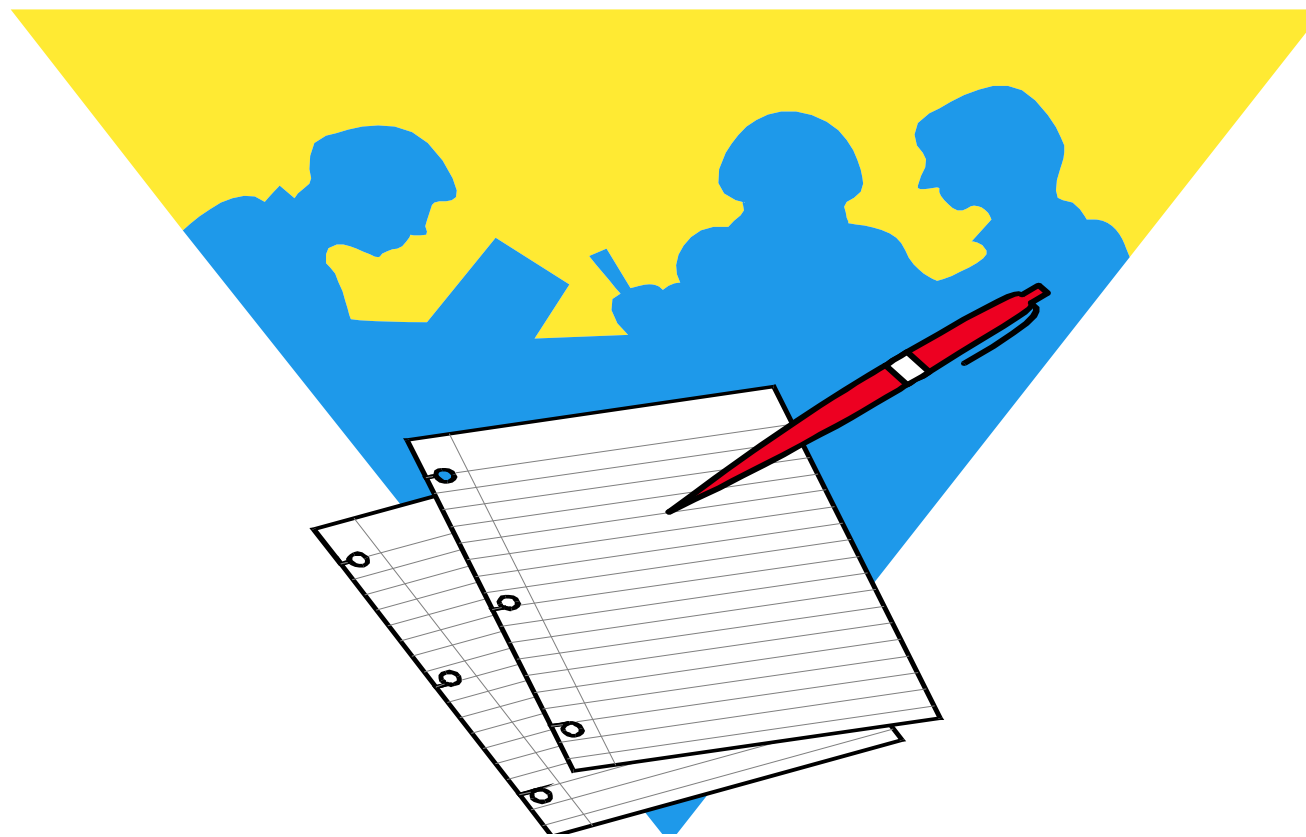
- GL Account Posting forms for FY 2024 corrections or transfers due to Finance Office by:  
    Goal = June 15  
  
    Final cut-off = July 22
- Form should **boldly** indicate that it is to be posted to FY 2024.
- This includes any intercampus billings for FY 2024.



## Cash Receipts

- All cash and checks deposited with the Finance Office Cashier on June 30 or prior = FY 2024 revenue
- Deposits after June 30 = FY 2025 revenue
- In addition, revenue will be accrued in FY24 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 2024 transactions posted from June 1 through July 16.

*June 1 through June 30 – regular June activity.*

*July 1 through July 16 – fiscal year-end accrual adjustments, corrections & transfers.*



## SAP On-line Reports



- Period 13

Includes all FY 2024 transactions posted from July 17 through August 2.

*Primarily corrections, adjustments or transfers*

- Period 14

Includes any FY 2024 adjustments posted after August 2.

*Such adjustments are rare.*

## SAP On-line Reports

- Period 1, FY 2025      Finalizes August 19
- Period 2, FY 2025      Finalizes August 31 (back to normal)



# SAP On-line Reports

The screenshot shows the SAP interface for the report 'Cost Center: Revenue/Expense Summary with pr'. The 'Selection values' section is highlighted, showing the following data:

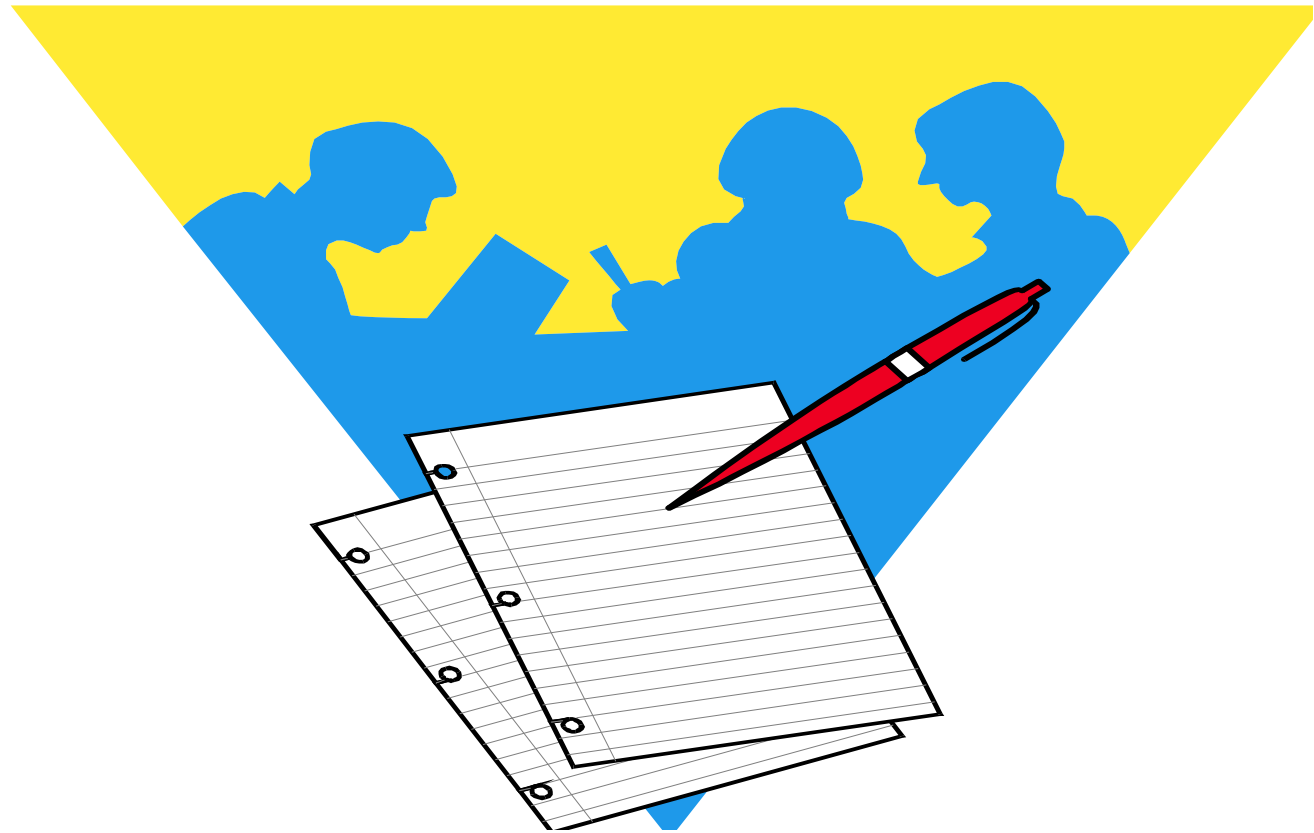
Selection values	Value
Fiscal Year	2024
Current Fiscal Period	14
Plan Version	0

The 'Selection sets' section is also visible, showing:

Selection sets	Value
Cost Center Group	
Or Cost Center(s)	5143110100

**ALWAYS** run final fiscal year reports in SAP with **Period 14** to ensure that all activity for the year is included in the report!

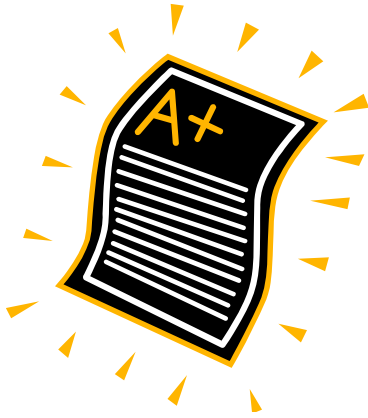
# Questions/Discussion



Please help us by...

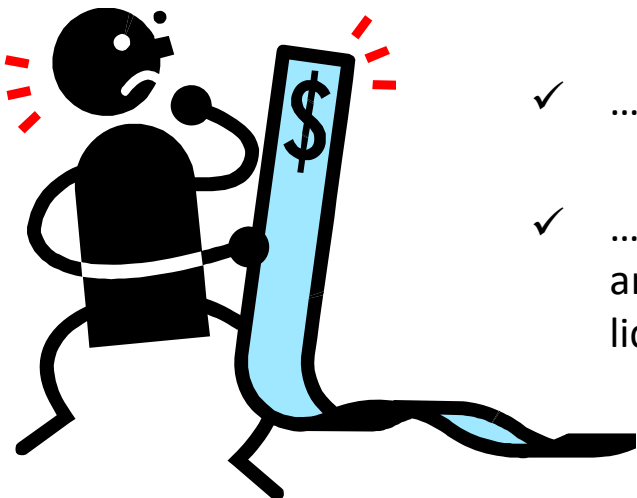


- ...submitting all invoices to [invoices@nebraska.edu](mailto:invoices@nebraska.edu) for payment as soon as received.
- ...entering all employee travel reimbursements into Firefly Travel as soon as travel completed.
- ...entering all employee non-travel reimbursements into Firefly Non-Travel as soon as expense is incurred.



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.

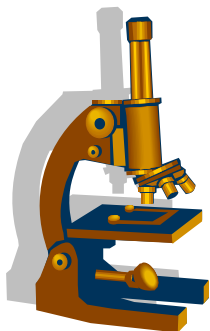


## Please help us by...

...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**

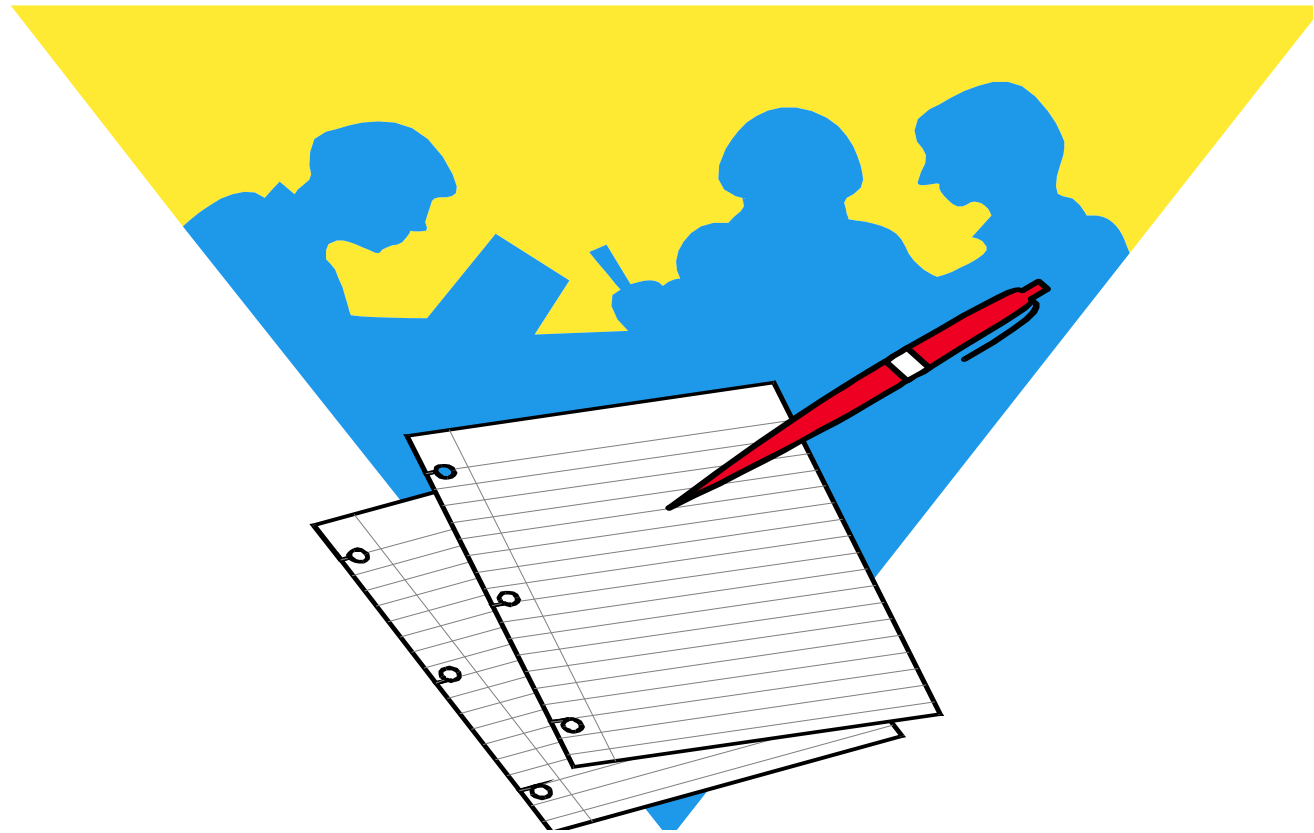
## Why?

So they can get:

- ✓ ID card
- ✓ Email account
- ✓ Keys
- ✓ Parking permit
- ✓ EASI/MyBlue/Canvas



# Questions/Discussion



Thank You

For Your Time

