This session will:

- Provide important information designed to educate departments on year end processes
- Information is provided from the viewpoint 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

• Operating lines can be negative, but must be positive in total
Budget Office – Budget Revisions

- **SRCI budget revisions – flexs**
  - General funds only
  - Salaries, benefits, contracted services, between programs
- **Budget Office revisions**
  - Increase revenue in trust funds
  - Operating to salary (or salary to operating) in trust funds only
- **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 and Budget Officer approval
  – Unbudgeted funds, cash must have been deposited

• **Future requisitions**
  – Require email request to Budget Office including:
    • Requisition number
    • Funding source
    • Amount
Budget Office – Time Limited Positions

• HR 3.30s are required for all time limited positions that will continue into the new year
  – Due to Budget Office June 1\textsuperscript{st}
  – No more than 3 years

• General funds positions
  – SRCI flex
  – Time limited certification

• Trust funds
  – Include position funding in budget package
Budget Office – Budget Rolls

- General funds operating roll
  - Continuation or permanent budget
  - June 1st
- 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 - Encumbrances

• Department Responsibilities
  – Monitor for POs with open encumbrances
    • Need receiving
    • Need invoice
    • Completed Orders
  – Liquidation requests
    • Email Susan Suits or send a comment through uShop
Purchasing - Identifying Open Encumbrances - Resources

• Banner
  – FGIENCD
  – FOIDOCH

• SSRS
  – Open Encumbrance Report – Financial Reports>Campus Reports>Reconciliation Reports>Open Encumbrances
Purchasing - Encumbrance Reports in uShop
Purchasing - Encumbrances

• Standing Orders
  – With effective dates ending on June 30th will be liquidated soon after July 1st
  – Non-general funds will roll to the new fiscal year unless the department requests they be liquidated
Purchasing - Deadlines

June 9, 2015
P-Card cycle ends

June 1, 2015
Recommended P-Card cutoff

June 19, 2015
40 Calendar Days
30 Business Days
Purchasing - Receiving

• Receipt entered into uShop

• Do not “receive”, if not physically received
Purchasing – Spending Options

• Use uShop Catalogs

• Adobe Software Licenses – cutoff June 5th

• Office Supplies – HP Toner discount through Staples

• Furniture – KI Quick Ship – cutoff June 2nd
Purchasing – Spending Options

• Dell – standard configuration – 2-3 week delivery
• Surface Pro Tablet – cutoff 5/31
• Apple computers – standard configuration 2 week delivery
• iPads – 2 week delivery
• MacBook 12” with Retina Display – 4 week delivery
Purchasing – Future Requisitions

- Special needs requiring early July delivery
- Renewals effective on July 1
- Must be ordered prior to July 1
- Will be received after July 1
- Instructions on the Purchasing Website
Purchasing – Year-End Info

Finance Webpage

www.uncw.edu/finance/YearEnd_Info.html

Purchasing Webpage

www.uncw.edu/Purchasing/PurchasingYear-EndInformation.html
Accounting – Deficit Fund Balances

• Review funds with deficit fund and cash balances (negative/credit) starting on May 1 of the fiscal year

• All deficit balances should be cleared no later than June 19th
  – Fund the deficit balance from another source
  – Move an expense that caused 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
Accounting – Small Balances

- Funds with small balances and little activity may need to be closed
- Review your funds with small balances and inactivity. Determine if they need to be closed for the upcoming Fiscal Year
- Funds with balances will require a journal entry to move balance to another fund
  - Funds cannot be closed with a Fund Balance
  - Refer to General Accounting’s Year-End (Month-end June) calendars for specific journal entry cutoff dates
  - Terminate funds via Banner Fund Change Request Form
Accounting – Change Funds

• Reminder emails will be sent to departments with change funds
• Mission funds – get receipts from professors for reconciliation
• Change funds must be counted and verified by 11:00 am Friday, June 19th
  – Count verification form included in mailing
  – Must be signed by custodian
• Custodian information must always be up-to-date
Accounting – Petty Cash

• Expenses must be recorded at year end

• All money and expenditure documentation must be turned in to General Accounting before 11:00 am Friday, June 19th

• Department may request money for new fiscal year and processed in July 1st check run

• Custodian information must always be up-to-date
Accounting – IDIs, Feeds and JEs

• All interdepartmental invoices to be paid from FY15 funds must be received in General Accounting by 10:45 am Friday, June 19th.

• Decentralized Auxiliary Feeds cut-off Friday, June 19th.

• Special projects will also have a fiscal year end date of June 19th. Facilities will stay in contact with departments about general funds.

• All Journal Entries must be received by noon Wednesday, June 24th. This includes both electronic and hard copies with backup.
Accounting – Check Requests

• Pay all expenses in the fiscal year they occur

• General funds
  – Subscriptions purchased at fiscal year end can be paid from General Funds only if there has not been a renewal already paid that fiscal year
  – Certain registrations may be deferred and paid in the next fiscal year
Accounting – Check Requests and Invoices

• Check requests, invoices and all related backup must be in the AP Department by 10:45 am Friday, June 19th

• Check requests will be processed if all approvals and required documentation are in order. Please double check your documents before submitting them.
Accounting – External Billing

• All External Invoices for FY15
  – Budget Authority must submit to billing (by using the SUBMIT button on the external invoice form) before 5:00 pm on Wednesday, June 24th

  – This includes all invoices that are for services rendered through June 30, 2015

  – Invoice description must reference date service was provided to ensure inclusion in correct fiscal year
Accounting – Travel

• All travel in current fiscal year should be received for payment by 10:45 am Friday, June 19th

• Purchasing airfare from travel agencies concludes at 10:45 am Friday, June 19th

• Purchases made with the UNCW Visa Travel Card must be posted by Wednesday, June 17th to be paid out of the FY15 budget
Accounting – Contact Us

- Controller’s Website
  - http://www.uncw.edu/Controller/index.html

- Christa King kingc@uncw.edu or 962-7423
- Joanne Ferguson fergusonj@uncw.edu or 962-3647

- Look for Year End Documentation for 2015 with specific contact information here:
  - Important Dates on the General Accounting webpage.
    http://www.uncw.edu/genaccoun/
  - Under Year End Deadlines on the Controller’s Office webpage. http://www.uncw.edu/controller/Year-EndDeadlines.html