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
    • Controller’s Office Operations
      – General Accounting
      – AP and uShop invoices
      – Chrome River
        » Travel
        » Electronic Check Requests
      – External Billing
Budget Office – Negative Budget Lines

- For year end close, general funds and trust funds must be positive in total

- Salary lines must be positive at detailed level

- 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 varied salary lines, 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 and program code)

- 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 Director 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 1st
  – 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
  – 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
Budget Office - Contacts

• Position/Personnel Budgeting Inquiries
  – Charlie Ducker
  – 910.962.7540
  – duckerc@uncw.edu

• Operations/Finance Budgeting Inquiries
  – Heidi Mallory
  – 910.962.3914
  – malloryh@uncw.edu
Purchasing – Important Dates

• Order Early
  – Many goods must be inspected by NC Dept of Administration prior to payment.

• General Rule
  – Equipment ordered by March 16\textsuperscript{th}
  – Services ordered by March 30\textsuperscript{th}
  – Supplies ordered by May 11\textsuperscript{th}
Purchasing – Important Dates

Order Early

• See “Recommended Order Dates for 2018” on the Finance Year-End Information webpage

  OR

• http://www.uncw.edu/Purchasing/PurchasingYear-EndInformation.html
Purchasing – Important Dates

Purchase Orders

June 15, 2018

- Orders must be physically received
- Receiving must be completed in uShop
- Orders must pass inspection
- Invoice must be received by Accounts Payable
Purchasing – Important Dates

Purchasing Card

June 21, 2018

- Transactions posted by Bank of America by this date will be paid out of this year’s funds
Purchasing – Spending Options
Items not on Lead Time List/Last Minute

• Use uShop Catalogs
• MS- Project, Visio, and Non-Creative Cloud Adobe Software Licenses – orders placed by May 25\(^\text{th}\) should be complete by June 15\(^\text{th}\)
• Supplies – typically have a shorter lead times
• Furniture – KI Quick Ship – cutoff May 28\(^\text{th}\)
Purchasing – Spending Options

Items not on Lead Time List/Last Minute

Computers

- Computers and computer related equipment should be ordered by May 18th to ensure delivery by June 15th
  - Dell Standard Configurations
  - Apple Standard Configurations
  - iPads
  - Surface Pro Tablets
Purchasing - Encumbrances

• Department Responsibilities
  – Monitor for POs with open encumbrances
    • Need receiving
    • Need invoice
    • Completed Orders

  – Liquidation requests
    • Email purchasing@uncw.edu 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

Receiving

• Purchasing will be expediting for receiving
• Purchasing Students – Emmanuel Johnson, Courtney Sowers
• Receipt must be entered into uShop
Do not “receive”
– if not physically received
Purchasing - Encumbrances

• Standing Orders
  
  – Orders with effective dates ending on or before June 30\(^{th}\) will be liquidated soon after July 1\(^{st}\), regardless of funds

  – Orders using non-general funds and effective dates after June 30\(^{th}\), will roll to the new fiscal year unless the department requests they be liquidated
Purchasing – Future Requisitions

- Special needs requiring early July delivery
- Must be ordered prior to July 1\textsuperscript{st} but will be received after July 1\textsuperscript{st}
- Renewals effective on July 1\textsuperscript{st}
- Instructions on the Purchasing Website
Purchasing – Future Requisitions

In uShop, in the billing options section:

• Click “edit”
• Change the Accounting Date to **7/1/2018**. No other date should be used
• Click “Save”
It’s very important to understand what the Accounting Date means:

- In Banner and uShop, the Accounting Date tells the system when the order is active to receive and pay.
- Future POs are not active until the date of 7/1/2018.
- Entering a date in the Accounting Date field should only be done for future orders else the PO will not post to Banner.
- **Do Not** “receive” Future Orders in Current Year.
Purchasing – Future Requisitions  

Budget Override

• During the period from now until budgets have been entered in Banner for FY19
• Beginning mid May users should check BAVL prior to requesting a budget override
• Budget Overrides are necessary so that requisitions will not be rejected by the Banner budget workflow step in uShop
Purchasing – Future Requisitions

Budget Override

• Prepare “Budget Override Request Form”

• Located under **Budget Forms** on the Budget Office website.

• Attach form to requisition.
Purchasing – Future Requisitions

Budget Override

In the Billing Options section:
• Click “Edit”
• Budget Override, click “Select from all values…”
• From the dropdown menu choose “Yes”
• Click “Save” and place your order

![Billing Options](image)
Purchasing – Year-End Info

Finance Webpage

www.uncw.edu/finance/YearEnd_Info.html

Purchasing Webpage

www.uncw.edu/Purchasing/PurchasingYear-EndInformation.html

Check back regularly for updates
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 no later than Monday, June 25th
  – 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 inactivated.

- Funds with small balances require a journal entry to transfer the balance to another fund
  - Funds cannot be inactivated with a Fund Balance (positive or negative)
  - All journal entries must be submitted to Gen Acctg by 5 pm Monday, June 25th
  - Terminate or inactivate funds via Banner Fund Change Request Form
Mission funds – collect receipts and unspent cash from faculty to complete the reconciliation and return funds to Gen Accounting.

Change funds – reminder emails and verification forms will be sent to custodians. Form must be signed by custodian.

Funds must be counted and verified by Gen Acctg by 5pm Monday, June 18th.

Funds requested by departments for new fiscal year will be processed July 2nd.

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 18th

• Funds requested by departments for new fiscal year will be processed July 1st

• Custodian information must always be up-to-date
Controller’s Office - General Accounting
IDIs, Feeds and JEs

• All interdepartmental invoices (IDI’s) to be paid from FY18 funds must be received in General Accounting by 5 pm Monday, June 18th

• Last posting of decentralized Auxiliary Feeds will be Thursday, June 21st

• Special projects will also have a fiscal year end date of June 21st. Facilities will stay in contact with departments about general funds

• JE’s that cross funds must be received by 5pm Monday, June 25th. JE’s that don’t cross funds must be received by 5 pm Tuesday, June 26th. This includes both electronic and hard copies with backup
Controller’s Office – Disbursements
Check Requests in Chrome River

• Pay all expenses in the fiscal year they occur

• General funds
  – Subscriptions, registrations and memberships paid at fiscal year end can be paid from General Funds only if there has not been a renewal already paid that current fiscal year
Controller’s Office – Disbursements
Check Requests in Chrome River

• All electronic check requests to be paid from FY18 funds must be submitted and approved in Chrome River 10:45 am Friday, June 15th

• 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 – Disbursements

Invoices in uShop

• All uShop invoices to be paid from FY18 funds must be sent to the AP Inbox accountspayable@uncw.edu or in the AP Disbursements office by 10:45 am on Friday, June 15th.

• All receiving must be completed in uShop
Controller’s Office – Chrome River

Travel

• All travel in current fiscal year should be received for payment by 10:45 am Friday, June 15th

• Local lodging, Enterprise and Prepaid Agency Airfare transactions that are posted to our credit card by June 21st will be included in FY18

• Purchases made with the UNCW Visa Travel Card must be posted by Thursday, June 21st to be paid out of FY18 funds
Controller’s Office – Chrome River
Chrome River Encumbrances

• When processing new pre-approvals for travel that will take place after July 1\textsuperscript{st}, 2018 be sure to check the box on the pre-approval for future year travel. This will encumber the money in next fiscal year not this year.

• If there are pre-approvals for travel that have already taken place and it is not yet been 90 days, email Susan Suits (suitss) or Caitlin Osgood (osgoodc) to have the encumbrance liquidated.
Controller’s Office - Billing

External Billing

• All External Invoices for FY18
  – Budget Authority must submit to billing (by using the SUBMIT button on the external invoice form) by 12:00 noon Monday, June 25th
  – This includes all invoices for services rendered and/or products provided through June 30, 2018
  – Invoice description must reference the date service was provided to ensure inclusion in correct fiscal year
Controller’s Office - Contact Us

- Controller’s Website
  - [http://www.uncw.edu/Controller/index.html](http://www.uncw.edu/Controller/index.html)

- Joanne Ferguson [fergusonj@uncw.edu](mailto:fergusonj@uncw.edu) or 962-3647
- Becky Heins [heinsr@uncw.edu](mailto:heinsr@uncw.edu) or 962-7423
- Cathy Daniels [danielsca@uncw.edu](mailto:danielsca@uncw.edu) or 962-3645
- Sandy Gladden [gladdens@uncw.edu](mailto:gladdens@uncw.edu) or 962-4217
- Marcia White [whiteme@uncw.edu](mailto:whiteme@uncw.edu) or 962-2190

- Look for Year End Documentation for 2018 with specific contact information here:
  - Important Dates on the General Accounting webpage. [http://www.uncw.edu/genaccoun/](http://www.uncw.edu/genaccoun/)
  - Under Year End Deadlines on the Controller’s Office webpage. [http://www.uncw.edu/controller/Year-EndDeadlines.html](http://www.uncw.edu/controller/Year-EndDeadlines.html)