Fiscal Year End Procedures Workshop

May 15, 2014
FISCAL YEAR END

THE END IS NEAR!!!

Zebra148, ifunny.mobi
Departments Presenting Today

- Student Account Services
- Purchasing
- Accounting Services
  - Asset Management
- Grants & Contracts
- Payroll
General Reminders

- Fiscal year-end procedures apply to all funds:
  - Local (00500-29999)
  - Appropriated (30000-39999)
  - Grant & Contract (40000-49999)
  - All other funds (50000-89999)
Student Account Services

- **Departmental Deposits**
  - All deposits must be received at Student Account Services (SAS) no later than **12:00PM, Monday, June 30, 2014**. Arrangements will be made by SAS for those whose deposits are picked up by courier.
  - All checks received by the department and dated on or before June 30, 2014, must be deposited by the deadline.

- **Accounts Receivable**
  - Any requests for Emplid#’s and Ext Org ID’s for accounts receivable transactions must be received at Student Account Services by **Monday, June 23, 2014**.
Student Account Services

- Accounts Receivable
- All accounts receivable transactions must be received at Student Account Services no later than **4:30PM, Wednesday, June 25, 2014**.
- Accounts Receivable transactions **CANNOT** be backdated.
Reminders

For departments accepting payments:

- We recommend that you follow SAS valid Photo ID process when accepting checks.
- Numeric value and written value on checks must match—please review checks carefully.
- All checks should be stamped “For Deposit Only, Bank of North Dakota” prior to sending to SAS.
- No two-party checks are accepted.
Gift Deposits

All deposits to account codes 478005 and 478010 must include a Gift Deposit Documentation Form and supporting documentation received from the donor.

All forms can be found on the SAS website under Departmental Information.
Purchasing

Purchase Requisitions

- Should be submitted to Purchasing by **May 16th** for items that you expect to be delivered on or before **June 30th**.

- Requisitions will be processed after May 16th.

May 15, 2014
Purchasing

- Blanket Purchase Orders
  - Submit requests for FY15 blanket orders before May 16th.

- Contract #'s
  - Those with contract #'s may or may not need a new contract # assigned.
    - A new contract # is required, if a new contract is created each fiscal year or once the original contract is terminated and new one started.
    - A new contract # isn’t required, if the contract hasn’t terminated yet or if it is renewed.
Purchasing

- **Purchase Orders**
  - Review and follow-up on all open orders.
  - Work with your vendors to ensure that the invoicing and the delivery of goods/services occur on or before June 30th.
  - Any order open at fiscal year-end will be paid from your next year’s budget.
  - Review and monitor Blanket Purchase Order encumbrances. Contact Purchasing if changes need to be made.

11 May 15, 2014
Purchasing

Reminders

- All purchases $5,000 and greater need to be processed through Purchasing on a Quote or Bid.

Plan ahead

- Purchasing Policies and Procedures will not be ignored in order to facilitate a rush order near year-end.

Additional assistance

- Contact Vicki in the Purchasing Office 7-2682 or vicki.von.harz@email.und.edu
Launching paperless purchase requisition process

Phased rollout

What this means to departments:
- No paper
- No walking to Purchasing
- No lost/misplaced paperwork
- Complete visibility
- Email orders directly to you
Accounting Services

- **DEADLINE:**
  - Submit all FY14 Journal Entries, ImageNow electronic payments, Journal Vouchers, Journal Imports, and Travel Vouchers, no later than **Tuesday, July 8, 2014.**

  - Notify the Accounts Payable Manager or Director of Accounting Services if you receive a high-dollar invoice, after the FYE paperwork due date, for materials received by June 30th.
Purchasing Card

UND Purchasing Card statements have a cutoff date of the 2\textsuperscript{nd} of each month. UND cannot control when a vendor posts your Purchasing Card transactions. For example:

- A purchase made on June 28\textsuperscript{th} may not post to your credit card statement until July 9\textsuperscript{th}, this transaction will post to your July 2014 funds (FY15).

- A purchase made on July 1\textsuperscript{st} may post to your credit card statement on July 2\textsuperscript{nd}, this transaction will post to your June 2014 funds (FY14).
Accounting Services

Purchasing Card

- Make sure the vendor does not charge any sales tax at the time of purchase.

- Accounting Services will be posting your Purchasing Card transactions throughout the month of June and beginning of July for June expenditures.
Accounting Services

- Journal Entries & Journal Imports
  - **June and July transactions cannot** be processed on the same journal entry or journal import. Clearly indicate FY14 or FY15 on journal entries or journal imports.

- Early Cut-Off Dates for Year-End Processing
  - Computer Software Site License - June 15.
  - Printing Center – June 15.
  - Campus Mailing – June 15.
  - Duplicating – June 15
  - Motor Pool – May 31
Accounting Services

- ImageNow Payments
  - If materials or services were received in June, regardless of the invoice date, materials or services will be charged to June.
  
  - If materials or services were received in July, regardless of the invoice date, materials or services will be charged to July.
  
  - We won’t be processing any July transactions unless it is necessary. If for FY’15, document it in the special instructions in the notes section of the e-Form.
**Header Info**

- **Vendor Id**: 0000000366
- **Name**: XEROX CORPORATION
- **Address**: 26152 NETWORK PLACE
- **City**: CHICAGO
- **State**: IL
- **Zip**: 60673-1261
- **Department #**: 3300
- **Reference/PO #**: 3300-46
- **Invoice #**: 130227762
- **Invoice Date**: 04/24/2014

**Description**

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<td>Tape binding for DUP SVCS copier</td>
<td>392.00</td>
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**Distribution Lines**

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<th>Fund</th>
<th>Dept.</th>
<th>Program</th>
<th>Project</th>
<th>Amount</th>
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<tbody>
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<td></td>
<td>535045</td>
<td>22436</td>
<td>3300</td>
<td></td>
<td></td>
<td>392.00</td>
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</table>

**Special Instructions**

- Hold Payment
- Payment Needed By
- Payment By Check, Not Direct Deposit
- Separate Check

**Notes**: JULY

**Additional Instructions**

- Must be checked before payment can be issued
- Vendor is not EXCLUDED(DEBARRED)

(Complete only for Non-employee travel)

- North Dakota State Employee (excluding UND employees)
  - Yes
  - No
Foundation Reimbursements

- The number of the fund at the Foundation that you wish to apply the payment should be referenced on your payment/journal voucher (description line in ImageNow, transaction notes in PaymentNet, white space above the funding totals on a travel voucher, justification for correction on the Journal Voucher).

- Accounting Services will request reimbursement on a weekly basis from the UND Foundation during the month of June.

- Any expenses that are reimbursed in July for June business will be recorded as a receivable on your 26XXX fund.
Accounting Services

Travel

- For travel that **begins** in **June** but **ends** in **July**:  
  - departments should submit **two separate Travel Vouchers** (one for June expenses; one for July expenses).

- We are now encouraging travel vouchers to be submitted on a “per trip” basis rather than one travel voucher per month per individual

- **Registration fees**, to reserve a spot at a **FY15 conference**, will be paid from **FY14 funds**
Accounting Services

Travel Reminders

- Departments should **follow up with faculty** to ensure that all Travel Expense Vouchers are submitted prior to their leaving for the summer.
- Airline tickets that must be purchased in **FY14**, for **travel in FY15**, will be charged to **FY14 funds**
- **Cancellation of transportation tickets (airline/AMTRAK, etc)** - notify Accounting Services

May 15, 2014
Subscriptions

New subscriptions will be processed from FY 2014 funds through May 30, 2014.

Subscription renewals expiring in FY15, must be paid for from FY15 funds.

Memberships & Maintenance Contracts

Renewals for memberships & maintenance contracts expiring in FY15 must be paid from FY15 funds.
Accounting Services

- Departmental Signature Authorization List
  - Now is a good time to update your departmental signature authorization list.

- Reconciliations
  - Now is a good time to begin monitoring your funds more frequently
Reconciliation Tools - Inquiries

Budgets Overview –
- By FNDDTL - to review budget balance by account.
- By FUND - to review budget balance by type
  - Appropriated funds by salaries, expenses, and equipment
  - Other funds by total expenses

Ledger – to review cash balance
Accounting Services

Reconciliation Tools – Reports
Tip sheets to run reports are available at http://und.edu/finance-operations/connect-und/finance-tip-sheets.cfm

- General Ledger Activity
- General Ledger Summary
- Budget to Actuals Report
- Budget Summary
- Budget Transaction Detail –
  - Be sure to include a budget period and extend your date range into the next budget year when running your reports. (See following screenshot)
Alternate Funding Sources:
If your remaining budget balance in your fund(s) is near zero and you will be processing additional FY14 payments, you will need to provide an alternate funding source for future Journal Entries/Journal Imports and ImageNow payments by sending an e-mail to both:
- Dawn, Accounting Services at: dawn.lommen@und.edu
- Sara, Purchasing at: sara.narveson@und.edu
Accounting Services

- Cancelled Checks
  - Credited back to the original payment source.

- Refunds/Reimbursements
  - Refunds/Reimbursements are defined as money received from:
    - Vendors for overpayments or returns
    - Employees for unallowable purchases
    - Please note: Funds from Alumni Foundation or other related foundations for expenditures are not “refunds” but rather gifts (Account Code: 478007).
Accounting Services

- Cancelled Checks/Refunds Reminders:
  - Procedures apply to all sources of funds
    - Appropriated funds must be processed through Accounting Services.
  - Must be processed before June 30th for FY14
    - Deadline for cancelled checks and refunds is the same deadline given for departmental deposits, June 30th at 12:00pm
Asset Management

- Major Equipment items received in June:
  - If you have already tagged the equipment, complete and return the location information to Asset Management
  - If you have not tagged the equipment, contact Hazel Lehman, Asset Management (7-3126), as soon as possible.

- Spring inventories are due on May 23, 2014.
Accounting Services

Anticipated Changes for FY15

- Journal Vouchers & Journal Entries processed electronically in ImageNow
- Drill down capability on queries in PeopleSoft.

Watch for more updates and information coming soon!
Grants & Contracts

- Grants & Contracts projects follow same deadlines as all other funding sources with the following exceptions.

  - Grants & Contracts Administration has a drop dead date of July 15, 2014 for submission of final invoices on all state grants.

  - All payments on state grants must be processed by G&C by Tuesday, July 8, 2014. Any items not included on the final billing become the responsibility of the department. **No state agencies will be contacted requesting special permission to rebill.**
Grants & Contracts

- Department User’s Training
- [http://und.edu/research/grants-and-funding/_files/docs/departmenttrainingmanual.pdf](http://und.edu/research/grants-and-funding/_files/docs/departmenttrainingmanual.pdf)
- Provides user’s with a step by step process for running grant reports
- Topics covered
  - Setting up a RUN control
  - PI Report
  - Commitment Control KK
  - Project Page
  - Project team link
  - Setting up a Favorite
Grants & Contracts

- Run the following information:
  - Run PI Report
    - Navigation=Grants>Interactive Reports>HE PI Report
PI Report Run Control
### University of North Dakota
PI Report
Sponsor Funding Report
As of April 28, 2011.

**AWARD:** UND0015018  
**AWARD NAME:** Seafood Treasures of the Hawaii and U.S. Pacific Island  
**AWARD DEPT:** 1120 ERRC  
**AGENCY:** National Oceanic & Atmospheric Administration  
**AWARD PI:** Crocker, Charlene Renee  
**AWARD START DATE:** 06/01/2009  
**AWARD END DATE:** 03/31/2011  

**PROJECT:** UND0015018  
**PROJECT NAME:** Seafood Treasures of the Hawaii  
**PROJECT DEPT:** 1120 ERRC  
**PROJECT STATUS:** ACTIVE  
**F4A RATE:** 50.000  
**PROJECT PI:** Crocker, Charlene Renee  
**PROJ START DATE:** 06/01/2009  
**PROJ END DATE:** 03/31/2011  
**FUND CODE:** 435000 Research

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<th>EXPENSE DESCRIPTION</th>
<th>BUDGET</th>
<th>CURRENT MO EXPENSES</th>
<th>CUMULATIVE EXPENSES</th>
<th>OUTSTANDING INCURRED</th>
<th>AVAILABLE</th>
<th>PERCENT AVAILABLE</th>
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<td>Salaries-OT</td>
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<td>Bldg,Grounds,Vehicle Supply</td>
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</table>
Grants & Contracts

- Run Project Resource Query
  - Navigation=Reporting Tools>Query>
    Query Viewer>NDU_GM74_PROJ_RES
  - Enter Business Unit  Ex. UND01
  - Enter Project  Ex. UND0013375
  - Enter Accounting Date From: Ex. 01/01/1901
  - Enter Accounting Date through: Ex. 06/30/11
  - Click View Results
Grants & Contracts
Grants & Contracts

Commitment Control

Review the grant project:
1. Compare remaining balance of KK to PI Report
2. Review Outstanding Encumbrances
3. Review remaining balance to ensure sufficient funds are left to cover any expenditures
### Inquiry Results

#### Budget Overview

- **Business Unit:** UND01
- **Ledger Group:** GNTDTL
- **Grant Detail Budget**
- **Type of Calendar:** Detail Budget Period
- **Amounts in Base Currency:** USD
- **Revenue Associated:**

**Ledger Totals (2 Rows):**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<td>Expense</td>
<td>253,960.42</td>
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<td>Encumbrance</td>
<td>35,562.00</td>
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<tr>
<td>Pre-Encumbrance</td>
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<td>Budget Balance</td>
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<td>Associate Revenue</td>
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<td>Available Budget</td>
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**Net Transfers:** 0.00

### Budget Overview Results

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<th>#</th>
<th>Ledger Group</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Budget</th>
<th>Expense</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Avail. Bt</th>
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<td>GNTDTL</td>
<td>501000</td>
<td>42700</td>
<td>2800</td>
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<td>2</td>
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<td>0.00</td>
<td>9.5</td>
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</table>
Grants & Contracts

- Detailed Transaction Report
- Navigation-Grants>Interactive Reports>HE Detailed Transaction Report

May 15, 2014
Grants & Contracts
Detailed Transaction Report
Grants & Contracts

- HRMS Grants payroll Queries

- NDU_Ca_GL_RECON – Gross/Fringe to reconcile to GL

- NDU_Ca_RECON_ADJUST_ONLY - Gross/Fringe to reconciled to GL
Grants and Contracts

- Reminders
  - Expenditures (travel)- Make sure travel dates are within grant period. Anything outside the start and end date is not allowable.
  - When completing vouchers be descriptive in explanation. List what was purchased and how it is used or how it benefits the project.
Grants & Contracts

- Located in Room 100 in Twamley Hall
- 701.777.4151
Payroll Form Reminders

- Prepare and submit forms as early as possible to approving offices. Do not forget signatures.

- Make sure you use valid Combo Codes – if new Combo Code is to be used, you must contact Budget Office, or Grants/Contracts.

- Completion of I-9 forms and New Employee packets are required for any employee that has not received a check from UND in calendar year 2013 or 2014.
Form Reminders (cont’d)

- Ask returning employees, if any information has changed (address, bank accounts, etc). If information has changed, have them come to the Payroll Office to make the necessary changes.

- Complete the Work Address block for your new employees. Will save you work later!

- Remember to terminate employees that no longer work for your department.
Payroll Accruals

- July 15\textsuperscript{th} Payday (Pay period June 16-30)
  - Salary and all fringes will be accrued back to FY14
  - After the accrual, Health, Life and EAP premium charges will be reversed back to FY15
- July 31 Payday (Pay period July 1-15)
  - Salary and all fringes will be charged to FY15
Budget Crossover

- Just deleting employees from your budget does not terminate them – do the Payroll forms!
- All appointments cross over the fiscal year
- Salary increases for single occupant positions automatically crossover – pool position occupants require completion of Payroll forms
- Only salary changes crossover – all other changes require completion of Payroll forms
Budget Crossover (cont’d)

- Position Funding as submitted through the Budget process, will become effective in Payroll for the July 31 pay date.

- If Annual funding as you submitted it to the Budget Process is NOT how you want that person funded for the July 1-15 pay period, you must submit a Position funding form to change it.

- Early forms are ALWAYS appreciated
Payroll Retro’s

- The deadline to submit to the Payroll Office any Payroll salary corrections (Retro’s) for FY14 expenses is Tuesday, July 8, 2014.
- If any of the funding sources used on the retro are grants or contracts, Grants and Contracts must approve the retro, prior to submitting to Payroll – please plan accordingly.
FYE Resources

The following resources are available for you on the Accounting Services webpage:

- Fiscal Year-End Procedures Memo
- Fiscal Year-End Schedule
- Fiscal Year-End Presentation
Additional Resources

Additional information/tools are available at:
- Accounting Services: www.und.edu/dept/accounts/
- Student Account Services: www.und.edu/dept/studentaccounts/
- Purchasing: www.und.nodak.edu/dept/purchase/
- Asset Management: www.und.nodak.edu/dept/assetmanagement/
- Grants & Contracts: www.und.edu/dept/undgca/
- Payroll: www.und.edu/dept/payroll/
- Connect’U’ND: www.und.edu/cnd/index.htm

Be sure to check out the training resources through U2:
- www.conted.und.edu/U2/
Agreement or Contracts

Please review the *Agreement or Contract Authorization* policy on the Finance and Operations policy page [http://und.edu/finance-operations/_files/docs/1-4-agreement-contract-authority.pdf](http://und.edu/finance-operations/_files/docs/1-4-agreement-contract-authority.pdf). The policy was signed by President Kelley on March 18th and the policy authorizes signing authority to particular positions based upon the type of contractual agreement and amount. The delegation does not eliminate the requirement for the review by UND’s legal counsel or other qualified person.
Agreement or Contracts

- Within the policy, the Appendix 1 (http://und.edu/finance-operations/associate-vp/signature-policy.cfm) is the reference guide you will need. It lists the types of agreements/contracts and who is authorized to sign those agreements/contracts. Thus, if you have submitted a request for payment based on a signed agreement/contract, we will be returning that request if the appropriate signature is not on the agreement/contract. We will also be requiring a verification from you (via sticky note or memo) that the agreement/contract has been reviewed by legal counsel.
Questions?
Thanks for Coming!
Good Luck with Year-end Processing!