Fiscal Year End Procedures Workshop

May 18, 2017
Here we go again!

Just can’t get away from Fiscal Year End!
Departments Presenting Today

• Student Account Services
• Procurement & Payment 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)
Deposits???
There's a deadline for Deposits?
Student Account Services/One Stop

• Departmental Deposits
  – All deposits must be received at Student Account Services (SAS) no later than **12:00PM, Friday, June 30, 2017**.
  – All checks received by the department and dated on or before June 30, 2017, 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 19, 2017**.
Student Account Services/One Stop

- Accounts Receivable
  - All accounts receivable transactions must be received at Student Account Services no later than **4:30PM, Wednesday, June 28, 2017**.
  
  - Please do not hold transactions until then!
  
  - Accounts Receivable transactions **CANNOT** be backdated.
Student Account Services

• 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
Student Account Services

• 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 Office Resources>Department Information.

• [http://und.edu/admissions/student-account-services/department/department-information.cfm](http://und.edu/admissions/student-account-services/department/department-information.cfm)
Student Account Services/One Stop

• Departmental Deposits are available through iDashboards [https://dashboards.und.edu/idashboards/](https://dashboards.und.edu/idashboards/)
  – Sign in with IdM userID and password (same as PeopleSoft logon)
  – Select Campus Community > UND SAS-Deposit Finder
  – No need to have security access to Campus Connection
  – Email Chelsea Larson if you need access (chelsea.larson@UND.edu)
Student Account Services/One Stop

• Departmental Deposits moving to One Stop Student Services July 1, 2017.
• One Stop Student Services is located on the main floor of the Memorial Union.
• Electronic Deposit Forms coming, Stay tuned!
The moment when you finally reconcile that account!
Procurement for Year End FY17

• Purchase Requisitions
  – Submit to Procurement Services as soon as possible for items that you expect to be delivered on or before June 30th.
  – FY 17 Appropriated funding will be lost
  – Any purchase order open at fiscal year-end will be rolled and paid from your next year’s budget.

• Submit Fiscal Year 18 Purchase Orders for contracts in place to Procurement Services by May 31st.
Open Purchase Order Review

- Review and follow-up on all open purchase orders.
  - NDU_PO01_OPEN_PO_REPORT
  - Review ‘Purchase Order Reference Number’ to find your department

- Work with the vendors to ensure that the invoicing and the delivery of goods/services occur on or before June 30th.

- PO’s with exhausted funds are closed weekly

- Complete a Purchase Order Change/Cancellation Form if encumbrance changes are necessary
Payment Services

• All purchases at the University must have a documented **business purpose**.

• As a public institution, the University must demonstrate the prudent use of funds entrusted to it by its various constituencies. The general public, legislators, students, donors and granted organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees.

• This applies to both University and Foundation funds.
Payment Services

• DEADLINE:

  – Notify the Accounts Payable Manager or Director of Procurement & Payment Services if you receive a high-dollar invoice, *after the FYE paperwork due date*, for materials received by June 30th.
Payment Services

• Purchasing Card
  – UND Purchasing Card statements have a cutoff date of the 1\textsuperscript{st} business day 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 2017 funds (FY18).

  • A purchase made on July 1st may post to your credit card statement on July 3rd, this transaction will post to your June 2017 funds (FY17).
Payment Services

- Purchasing Card
  - Make sure the vendor does not charge any sales tax at the time of purchase.
  - Payment Services will be posting your Purchasing Card transactions throughout the month of June and beginning of July for June expenditures.
  - Upload Dates:
    - June 19 (Posting June 2 - June 11 transactions)
    - June 26 (Posting June 12 - June 18 transactions)
    - July 6 (Posting June 19 - July 3 transactions)
Payment Services

• Journal Entries & Journal Imports
  – June and July transactions cannot be processed on the same journal entry or journal import. Clearly indicate FY17 or FY18 on journal entries or journal imports

• Cut-Off Dates for Year-End Processing
  – Computer Software Site License - June 20.
  – Campus Mailing – June 15.
  – Duplicating – June 15
  – Motor Pool – May 31

May 18, 2017
Payment Services

• Perceptive Content 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’18, document it in the special instructions in the notes section of the e-Form.

May 18, 2017
Vendor Id: 0000000366
Name: XEROX CORPORATION
Address: 26152 NETWORK PLACE
City: CHICAGO
State: IL
Zip: 60673-1261

Description:
- Tape binding for DUP SVCS copier

Amount: 392.00
Total: 392.00

Distribution Lines:
- With-holding: 535045
- Account: 22436
- Fund: 3300
- Dept: 
- Program: 
- Project: 
- Amount: 392.00
Total: 392.00

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 fund number at the Foundation that you wish to apply the payment to should be referenced on your documentation
  – description line on eForm in Perceptive Content
  – transaction notes in PaymentNet
  – white space above the funding totals on a travel voucher
  – justification for correction on the Journal Voucher
  – description area of a journal entry
  – description column (M) of a journal import

• Payment 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 in your 26XXX fund.

May 18, 2017
Payment 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 encourage 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 FY18 conference, will be paid from FY17 funds
Payment 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 FY17, for travel in FY18, will be charged to FY17 funds.
Payment Services

• Subscriptions
  – *New* subscriptions will be processed from FY 2017 funds through May 31, 2017.
  – Subscription *renewals expiring in FY18*, must be paid for from *FY18 funds*.

• Memberships & Maintenance Contracts
  – *Renewals* for memberships & maintenance contracts *expiring in FY18* must be paid from *FY18 funds*.
Payment Services

• Signature Authorization Form
  – Now is a good time to update your signature authorization form.

• Reconciliations
  – **Now** is a good time to begin monitoring your funds more frequently
Payment Services

• 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
  – Trial Balance – to review fund balance
Payment Services

Review fund balance during year end. To calculate your fund balance take your assets (account #’s that start with a 1) and subtract your liabilities (account #’s that start with a 2).

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Fund</th>
<th>Account Name</th>
<th>Debit</th>
<th>Credit</th>
<th>Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>105251</td>
<td>22116</td>
<td>Cash - in BND</td>
<td>135,611.94</td>
<td>0</td>
<td>135611.94</td>
</tr>
<tr>
<td>201001</td>
<td>22116</td>
<td>Accounts/Vouchers Payable</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>223001</td>
<td>22116</td>
<td>Accrued Salaries Payable</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>223026</td>
<td>22116</td>
<td>Payroll withholdings</td>
<td>3,759.67</td>
<td>0</td>
<td>-3759.67</td>
</tr>
<tr>
<td>223051</td>
<td>22116</td>
<td>Health Insurance Payable</td>
<td>1,979.21</td>
<td>0</td>
<td>-1979.21</td>
</tr>
<tr>
<td>223076</td>
<td>22116</td>
<td>Accrued Fringes Payable</td>
<td>2,368.21</td>
<td>0</td>
<td>-2368.21</td>
</tr>
<tr>
<td><strong>Fund Balance</strong></td>
<td>****</td>
<td><strong>Fund Balance</strong></td>
<td><strong>127504.85</strong></td>
<td><strong>0</strong></td>
<td><strong>127504.85</strong></td>
</tr>
</tbody>
</table>
Payment 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)
Payment Services

• Alternate Funding Sources:
  – Budgets changed from control to track on auxiliary (1XXXX) and local funds(2XXXX)
    • Will go negative
    • Negative balances MUST be cleared by FYE
  – If your remaining budget balance in your appropriated (3XXXX) fund(s) is near zero & you will be processing additional FY17 payments, you will need to provide an alternate funding source for future Journal Entries/Journal Imports and Perceptive Content payments by sending an e-mail to:
    • Dawn, Payment Services at: dawn.lommen@und.edu
Payment Services

• Cancelled Checks:
  – Must be processed before June 30\textsuperscript{th} for FY17
  • Deadline for cancelled checks is the same deadline given for departmental deposits, \textbf{June 30\textsuperscript{th} 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 at avpfoacctstudent@email.und.edu
  – If you have not tagged the equipment, please contact Asset Management via the above email, as soon as possible.
Payment Services

• Changes for FY18
  – Travel & Expense module in PeopleSoft (PS)
    • PS Finance requires Duo Authentication
    • All Employee travel reimbursements
    • All other reimbursements to employees
  – Journal Entries - electronic workflow
  – Journal Vouchers - electronic workflow
PLEASE!

WE NEED TO CLOSE THAT GRANT ON TIME!
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 14, 2017 for submission of final invoices on all state grants.
  – All payments on state grants must be processed by Friday, July 7, 2017. Any items not included on the final billing become the responsibility of the department. **State agencies will NOT be contacted requesting special permission to rebill.**
Grants & Contracts

- Department User’s Training
- [http://und.edu/research/grants-and-funding/gca-training.cfm](http://und.edu/research/grants-and-funding/gca-training.cfm)
- Provides user’s with a step by step process for running grant reports
- Topics covered
  - Roles and Responsibilities Matrix
  - PI Report
  - Detailed Transaction Report
  - Salary Distribution Report
  - Salary Distribution Query
  - Award or Project Summary Report
Grants & Contracts

– Run Project Resource Query
  • Classic Home: Navigation = Reporting Tools > Query > Query Viewer > NDU_GM74_PROJ_RES
  • Grants WorkCenter: Navigation = Reports/Queries tab > GM Queries > GM_74 – Proj Resource Transactions
  • Enter Business Unit  Ex. UND01
  • Enter Project  Ex. UND0013375
  • Enter Accounting Date From: Ex. 01/01/1901
  • Enter Accounting Date through: Ex. 06/30/17
  • Click View Results
Grants & Contracts

May 18, 2017
Grants & Contracts

- Commitment Control – Review the grant fund:
  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
  4. a. Classic Home: Navigation = Main Menu > Commitment Control > Review Budget Activities > Budget Overview
      b. Grants WorkCenter: Navigation = Main Menu tab > GL/KK/AP > Budgets Overview

May 18, 2017
**Budget Inquiry Criteria**

**Budget Overview**

**Inquiry:** GL70-04  
**Description:**

<table>
<thead>
<tr>
<th>Amount Criteria</th>
<th>Search</th>
<th>Clear</th>
<th>Reset</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Budget Type</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

*Business Unit:* UND01  
**Ledger Group/Set:** Ledger Group  
**Ledger Group:** GNTDTL

- [ ] View Stat Code Budgets  
- [ ] Display Chart

**TimeSpan**

*Type of Calendar:* Detail Budget Period

<table>
<thead>
<tr>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Select</th>
<th>Ledger Group</th>
<th>Calendar ID</th>
<th>From Budget Period</th>
<th>To Budget Period</th>
<th>Include Adjustment Period(s)</th>
<th>Include Closing Adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>GNTDTL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ChartField Criteria</th>
<th>ChartField From Value</th>
<th>ChartField To</th>
<th>ChartField Value Set</th>
<th>Update/Add</th>
</tr>
</thead>
</table>

| Account | % | % | | Update/Add |
|---------|---|---||------------|
| DeptID  | % | % | | Update/Add |
| Fund    | % | % | | Update/Add |
| Project | UND0013055 | UND0013055 | | Update/Add |

**Budget Status**

- Open
- Closed
- Hold

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May 18, 2017
## Inquiry Results

### Budget Overview

- **Business Unit**: UND01
- **Ledger Group**: GNTDTL
- **Type of Calendar**: Detail Budget Period
- **Amounts in Base Currency**: USD
- **Revenue Associated**: No

### Ledger Totals (2 Rows)

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>435,221.00</td>
</tr>
<tr>
<td>Expense</td>
<td>253,960.42</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>35,562.00</td>
</tr>
<tr>
<td>Pre-Encumbrance</td>
<td>0.00</td>
</tr>
<tr>
<td>Budget Balance</td>
<td>145,698.58</td>
</tr>
<tr>
<td>Associate Revenue</td>
<td>0.00</td>
</tr>
<tr>
<td>Available Budget</td>
<td>145,698.58</td>
</tr>
</tbody>
</table>

### Budget Overview Results

<table>
<thead>
<tr>
<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>Average Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>GNTDTL</td>
<td>501000</td>
<td>42700</td>
<td>2800</td>
<td>UND0013055</td>
<td></td>
<td></td>
<td>417,486.00</td>
<td>245,803.64</td>
<td>35,562.00</td>
<td>0.00</td>
<td>136.1</td>
</tr>
<tr>
<td>GNTDTL</td>
<td>730000</td>
<td>42700</td>
<td>2800</td>
<td>UND0013055</td>
<td></td>
<td></td>
<td>17,735.00</td>
<td>8,156.78</td>
<td>0.00</td>
<td>0.00</td>
<td>9.5</td>
</tr>
</tbody>
</table>

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May 18, 2017
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 Perceptive Content vouchers be descriptive in explanation. List what was purchased and how it is used or how it benefits the project. Explanations of “merch.” or “supplies” is not sufficient.
Grants & Contracts

• Located in Room 100 in Twamley Hall
• 701.777.4151
You have how many retros to process??
Payroll Form Reminders

• If submitting paper forms or submitting in MSS please submit as early as possible to approving offices or to allow extra time for approvals in MSS. Hires need to be entered before the first day of work. This is required due to the implementation of TLAB.

• Make sure you use valid Combo Codes – if new Combo Code is to be used, you must contact Budget Office or Grants & Contracts to have set up.

• New Employees must complete the I9 form prior to the first day of work.
Form Reminders (cont’d)

• All returning employees need to be sure their information is current with Payroll. This includes address and banking information.

• When submitting hires be sure the work address is correct. Will save you work later!

• Remember to terminate employees in MSS that no longer work for your department

May 18, 2017
Payroll Accruals

• July 14\textsuperscript{th} Payday (Pay period June 16-30)
  – Salary and all fringes will be accrued back to FY17
  – After the accrual, Health, Life and EAP premium charges will be reversed back to FY18

• July 31 Payday (Pay period July 1-15)
  – Salary and all fringes will be charged to FY18
Budget Module

• In order to terminate an employee, the required process in Manager Self Service (MSS) must be initiated. This information will flow through to the Budget Module.
• All appointments crossover the fiscal year
• Salary increases for single occupant positions automatically crossover – pool position occupants require completion of Payroll forms
• Salary changes and position funding can be made in the Budget Module – all other changes require completion of Payroll forms
Budget Module (cont’d)

• Position funding as submitted through the Budget Module, will become effective in Payroll for the July 31 pay date.
• If annual funding as you submitted in the Budget Module 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
• Please call Jennifer Moe at 777-6142 with any Budget Module questions.
Payroll Retro’s

• The deadline to submit to the Payroll Office any Payroll salary corrections (Retro’s) for FY17 expenses is Friday, July 7, 2017.

• 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.
DON'T PANIC!

HELP IS AVAILABLE
FYE Resources

• The following resources are available for you on the Payment Services webpage:
  – Fiscal Year-End Procedures Memo
  – Fiscal Year-End Schedule
  – Fiscal Year-End Presentation
Additional Resources

• Additional information/tools are available at:
  – Payment Services: [www.und.edu/dept/accounts/](http://www.und.edu/dept/accounts/)
  – Student Account Services: [www.und.edu/dept/studentaccounts/](http://www.und.edu/dept/studentaccounts/)
  – Procurement Services: [www.und.nodak.edu/dept/purchase/](http://www.und.nodak.edu/dept/purchase/)
  – Asset Management: [www.und.nodak.edu/dept/assetmanagement/](http://www.und.nodak.edu/dept/assetmanagement/)
  – Grants & Contracts: [www.und.edu/dept/undgca/](http://www.und.edu/dept/undgca/)
  – Payroll: [www.und.edu/dept/payroll/](http://www.und.edu/dept/payroll/)
  – Connect’U’ND: [www.und.edu/cnd/index.htm](http://www.und.edu/cnd/index.htm)

• Be sure to check out the training resources through Learning and Development

May 18, 2017
Questions?
Thanks for Coming!
Good Luck with Year-end Processing!

When fiscal year end is complete!!