Fiscal Year End Procedures Workshop

May 9, 2012
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, Friday, June 29, 2012**. 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 29, 2012, should 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 **Wednesday, June 20, 2012**.
Student Account Services

- Accounts Receivable
- All accounts receivable transactions must be received at Student Account Services no later than **4:30PM, Wednesday, June 27, 2012**.
- 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
- Checks drawn on foreign banks are not accepted, including Canada. Check will be returned to department and deposit will be adjusted.
Student Account Services

- Gift Deposits
  - All deposits to account codes 478005 and 478015 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 Forms and Procedures.

May 9, 2012
Purchasing

- **Purchase Requisitions**
  - Should be submitted to Purchasing by **May 14th** for items that departments expect to be delivered on or before June 30, 2012.
  - Will continue to be processed after May 14, 2012

- **Blanket Purchase Orders**
  - New process – Blanket PO # or a Contract #
  - Submit requests for FY13 blanket purchase orders before May 14, 2012.
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.

May 9, 2012
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 7-2681 or vicki.von.harz@email.und.edu
Accounting Services

DEADLINE:


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.
Accounting Services

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 29\textsuperscript{th} may not post to your credit card statement until July 9\textsuperscript{th}, this transaction will post to your July 2012 funds.
- 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 2012 funds.
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 FY12 or FY13 on journal entries or journal imports

Early Cut-Off Dates for Year-End Processing

- Computer Software Site License - June 13.
- 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, material 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’13, document it in the special instructions in the notes section of the e-Form.
University of North Dakota
Payment Request eForm

Vendor Id: 0000129787
Name: AVIATION SCHOOLS
Address: 118 GREENSIDE LN
City: HOPE
State: ND
Zip: 58364-9826

Vendor Location: MAIN
Fed Tax Id #: 
SSN #: 
*Last four digits of Social Security Number only!

Department #: 3130 Comp
Reference/PO #: 3130 410569A
Invoice #: 00007763
Invoice Date: 03/31/2011
Voucher #: 

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising for airport</td>
<td>364.00</td>
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</tbody>
</table>

Total: 364.00

Distribution Lines

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<th>With-holding Account</th>
<th>Fund Dept.</th>
<th>Program Project</th>
<th>Amount</th>
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<tbody>
<tr>
<td>621030</td>
<td>22116</td>
<td>3130</td>
<td>364.00</td>
</tr>
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</table>

Total: 364.00

Special Instructions
- Hold Payment
- Call
- Payment Needed By
- Payment By Check, Not Direct Deposit
- Separate Check

Additional Instructions
- Vendor is not debarred or suspended

(Complete only for non-employee travel)
North Dakota State Employee (excluding UND employees)
- Yes
- Clear
- No

Notes: July
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).

- Airline tickets that must be purchased in FY12, for travel in FY13, will be charged to FY12 funds.

- Registration fees, to reserve a spot at a FY13 conference, will be paid from FY12 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.

- **Cancellation of transportation tickets (airline/AMTRAK, etc)**- notify Bonnie (7-2966)
Accounting Services

- Subscriptions
  - New subscriptions will be processed from FY 2012 funds through May 31, 2012.
  - Subscription renewals expiring in FY13, must be paid for from FY13 funds.

- Memberships & Maintenance Contracts
  - Renewals for memberships & maintenance contracts expiring in FY13 must be paid from FY13 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
Accounting 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
Accounting Services

- Reconciliation Tools – Reports
  - General Ledger Activity
  - General Ledger Summary
  - 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.)
Accounting Services

Alternate Funding Sources:

If your remaining budget balance in your fund(s) is near zero and you will be processing additional FY12 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@email.und.edu
- Sara, Purchasing at: sara.narveson@email.und.edu
Accounting Services

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

- Refunds
  - Refunds 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 29th for FY12
  - Deadline for cancelled checks and refunds is the same deadline given for departmental deposits, June 29th 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 25, 2012.**
Anticipated Changes for FY13

- Electronic submission of Travel Vouchers
- New Web Page and updated policies and procedures
- Purchasing Card documents and Journal Entries in ImageNow

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

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

Grants & Contracts Administration has a drop dead date of 7-13-2012 for submission of final invoices on all state grants.

All vouchers, etc on state grants must be stamped by G&C by Tuesday July 3, 2012. Be sure to mark item as a RUSH and walk over if close on the deadline. Items MUST BE ENTERED by Friday 7-06-2012. 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
- 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

ORACLE You are on Database: HEFP

Run Control ID: on_06u_pl_report

Business Unit: UND01

As of Date: 04/15/2012

Type of Report:
- Sponsor Funding Report
- Cost Share Report
- Third Party Report

Select one of the following 4 options below.

1. Award:
2. Department:
3. PI:

4. Projects(Y/N): Y
   If Y selected, enter the projects in grid below.

15 Project Maximum

For Options 1, 2 & 3, please select options below:
- Active Statuses Only: No
- Project detail options:
  - Summary Report Only
  - Project Detail & Summary

* FYI - If department is chosen with Cost Share or Third Party reports, please keep in mind that all expenditures may not return if an award has multiple departments providing cost sharing.
** If multiple departments are providing cost sharing or have third party transactions posted, a separate report cost share or third party report will print for each.

May 9, 2012
Grants & Contracts

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 BERC
AGENCY: National Oceanic & Atmospheric Administr
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 BERC
PROJECT STATUS: ACTIVE
F&A RATE: 50.00%
PROJECT PI: Crocker, Charlene Renee
PROJ START DATE: 06/01/2009
PROJ END DATE: 03/31/2011
FUND CODE: 43500 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>OUTSTANDING ENCUMBERED</th>
<th>AVAILABLE</th>
<th>PERCENT AVAILABLE</th>
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<td><strong>TOTAL PERSONNEL EXPENSE</strong></td>
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<td><strong>(2,288.81)</strong></td>
<td><strong>0.00</strong></td>
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| Travel              | 1,535.00 | 26.81              | 1,061.87             | 0.00                 | 0.00                   | 473.13     | 30.82            |
| Supplies            | 1,343.00 | 0.00               | 383.30               | 0.00                 | 0.00                   | 1,304.70   | 97.15            |
| Food and Clothing   | 0.00     | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00       | 0.00             |
| Egdg, Grounds, Vehicle Supply | 0.00 | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00       | 0.00             |
| Miscellaneous Supplies | 0.00 | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00       | 0.00             |
| Office Supplies     | 0.00     | 0.00               | 0.00                 | 0.00                 | 0.00                   | 0.00       | 0.00             |
| Postage             | 150.00   | 0.00               | 5.72                 | 0.00                 | 0.00                   | 144.28     | 96.19            |
| Printing            | 295.00   | 0.00               | 27.39                | 0.00                 | 0.00                   | 267.61     | 90.72            |
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

![Microsoft Excel and Oracle Graphics]

May 9, 2012
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
**Budget Inquiry Criteria**

**Budget Overview**

Inquiry: GL70-04  
Description: 

**Amount Criteria**

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

**Budget Type**

*Business Unit:* UNDO1

Ledger Group/Set: Ledger Group

Ledger Group: GNTD TL

Grant Detail Ledger Group

**View Stat Code Budgets**

**Display Chart**

**TimeSpan**

*Type of Calendar:* Detail Budget Period

<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>
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</thead>
<tbody>
<tr>
<td>✔️</td>
<td>GNTD TL</td>
<td></td>
<td></td>
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</table>

**ChartField Criteria**

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<th>ChartField From Value</th>
<th>ChartField To Value</th>
<th>ChartField Value Set</th>
<th>Update/Add</th>
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<td>%</td>
<td></td>
<td>Update/Add</td>
</tr>
<tr>
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<td>Update/Add</td>
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<tr>
<td>Fund</td>
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<td>Update/Add</td>
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<tr>
<td>Project</td>
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<td>UNDO0013055</td>
<td></td>
<td>Update/Add</td>
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</tbody>
</table>

**Budget Status**

- Open
- Closed
- Hold

May 9, 2012
Grants and Contracts

- Reminders
  - Expenditures (travel) paid with P card. 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 benefits the project.
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 2011 or 2012.
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 13th Payday (Pay period June 16-30)
  - Salary and all fringes will be accrued back to FY12
  - After the accrual, Health, Life and EAP premium charges will be reversed back to FY13

- July 31 Payday (Pay period July 1-15)
  - Salary and all fringes will be charged to FY13
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
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 FY12 expenses is Friday July 6, 2012.
- 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 FYE Resources webpage:

- Fiscal Year-End Policy
- Fiscal Year-End Presentation
- Fiscal Year-End Procedures Memo
- Fiscal Year-End Schedule
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/
Questions?

If anyone needs me,

I’ll be under my desk

May 9, 2012
Thanks for Coming!
Good Luck with Year-end Processing!