

2019 FISCAL YEAR-END CHECKLIST

for University Departments

prepared by the Office of Disbursements



June 28th marks the last business day of the 2019 fiscal year. To assist departments in completing tasks to properly and accurately close the fiscal year, Disbursements has prepared this checklist as a guide to successfully close year-end. The complete 2019 Fiscal Year-End Processing guide will be available on our website: [Disbursements Policies & Procedures](#)

Prepaid Transactions – (Non-Travel)

Prepaid expenditures are limited to transactions such as warranties, registrations, or events that require payment in the current fiscal year; however, the **effective date** is in the next fiscal year, when the event/service takes place. An example is a registration for a conference that begins on or after July 1st, but payment is required before June 28th. In this case, the payment may be processed in FY19 and coded to **132100-Prepaid Expenditures**. The required payment will be made by June 28th, but the expenditure will be posted in FY20 using budget period 2020.

Prepaid Transactions – (Travel)

An example of prepaid travel is a travel engagement that requires a travel purchase order in FY19 to purchase airfare in advance; however, the travel engagement does not begin until on or after July 1st. In this case, the travel PO should be entered before June 28th and coded to **132110-Prepaid Travel Expenditures or 132170-Non-Employee Prepaid Travel**. The airfare can be purchased in advance through Travel Inc. by June 28th, but the expenditure will be posted in FY20 using budget period 2020.

IMPORTANT NOTE:

PO requisitions approved **after** June 28th will encumber FY20 funds. For a PO to encumber FY19 funds, the following must take place before the close of business on June 28th:

1. the transaction must be fully approved through workflow, and
2. have a valid budget check in Spectrum.

The Office of Disbursements must complete all payment processes for FY19 by Friday, June 28th. To meet the FY19 payment deadline and to ensure a successful audit, all University departments should be sure to adhere to the following guidelines:

<input type="checkbox"/>	<p>TRAVEL EXPENSE STATEMENTS (TES) must be received into Disbursements by Friday, June 7th to ensure payment processing by June 28th. We encourage all departments to submit TES via SharePoint. A complete TES will contain:</p> <ul style="list-style-type: none"> ✓ A valid PO number ✓ Indicate the purpose of the trip ✓ Contain appropriate signatures of approval, including printed names ✓ Contain appropriate documentation: Conference/Meeting Agenda or Itinerary, Receipts (including the method of payment), Memo of justification - where applicable, and Car Rental Cost Comparison Worksheets. <p>Travel Expense Statements should be routinely submitted within 30 days of return from travel.</p>
<input type="checkbox"/>	<p>ENTER A TRAVEL AUTHORIZATION by Friday, June 7th to encumber FY19 funds.</p> <ul style="list-style-type: none"> ✓ IT IS NOT PERMISSABLE to encumber FY19 funds for travel that begins in FY20. ✓ TRAVEL THAT REQUIRES PAYMENT IN FY19 but won't begin until FY20, may be entered as a Prepaid Travel Authorization, and charged to account number 132110-Prepaid Travel. Non-Employee Travel (airfare) should be charged to 132170-Non-Employee Prepaid Travel.
<input type="checkbox"/>	<p>CONSULTANT CONTRACT PAYMENTS (all contract payments) must be complete and submitted to Disbursements no later than Friday, June 7th, for payment by Friday, June 28th.</p> <ul style="list-style-type: none"> ✓ Allow sufficient time for contract/documentation review by Purchasing and Legal Affairs, to ensure completion by the deadline. ✓ Required documentation includes: Contract/consultant agreements, contract routing form, E-Verify Affidavit, SPCW Form, Consultant Payment Authorization Form (CPA) and vendor's invoice. Attach receipts for reimbursements, memo of justification, where applicable. ✓ A Cost Receipt is required in PantherMart - PantherMart Receiver Guide
<input type="checkbox"/>	<p>FY19 Non-Catalog PO entries (Non-Consultant) can be entered until close-of-business on June 28th, however, only Non-Catalog PO entries which have receiving completed and for which invoices are received by June 7th will be processed for payment by fiscal year-end, June 28th.</p> <p>NON-CATALOG PO Entries (Non-Consultant) must be entered into PantherMart no later than Friday, June 7th, to ensure payment by Friday, June 28th.</p> <ul style="list-style-type: none"> ✓ RECEIVING must be entered - PantherMart Receiver Guide ✓ RETURN Confirmation Number must be referenced with the PO, where applicable. ✓ VENDOR INVOICES must be emailed/sent to Disbursements.

<input type="checkbox"/>	<p>REVIEW all open POs by Department. This may free up funds that may be used in FY19!</p> <p>QUERY: GSU_PO_Open_Enc_By_Dept_Range</p> <ul style="list-style-type: none"> ✓ REVIEW OPEN TRAVEL Purchase Orders ✓ REVIEW OPEN CONSULTANT/CONTRACT Purchase Orders ✓ REVIEW OPEN NON-CATALOG Purchase Orders ✓ REVIEW OPEN PAYMENT REQUEST FORM Purchase Orders <p>Email Purchasing with requests to close POs. Note: Ensure any pending vouchers have been paid prior to close request!</p> <p>IMPORTANT: Do not close POs that are associated with Payment Request Form Entries (unless you also cancel the associated Payment Request Form voucher).</p> <p>To close a PO that is associated with a Payment Request Form Entry:</p> <ul style="list-style-type: none"> ✓ Email Disbursements to request the voucher (VOXXXXXXX) be canceled. ✓ Disbursements will cancel the voucher and notify Purchasing to close the associated PO (PM00XXXXXX).
<input type="checkbox"/>	<p>CAREFULLY CHECK FOR INVOICES for goods, services, or engagements that were delivered, or that occurred in FY19, regardless of the date of the invoice. These invoices require special handling.</p> <p>Invoice should be entered into PantherMart prior to July 5th, to ensure the payment is processed by July 12th. The AP accrual for FY19 will occur on July 12th.</p>
<input type="checkbox"/>	<p>VENDOR CREDITS must be applied by Friday, June 7th. Contact Disbursements for assistance with credit processing, if needed.</p>
<input type="checkbox"/>	<p>VENDOR REFUND CHECKS must be sent to Disbursements no later than Friday, June 21st.</p>
<input type="checkbox"/>	<p>VENDOR CHECKS that need to be VOIDED must be sent to Disbursements no later than Friday, June 21st (so that funds can be used by department for another purpose).</p>
<input type="checkbox"/>	<p>VENDOR CHECKS that need to be VOIDED and RE-ISSUED need to be identified no later than Friday, June 21st. Email Treasury to request a check Stop Payment/Reissue.</p>
<input type="checkbox"/>	<p>ALL PROJECT ADVANCES and IMPREST FUNDS (Fund 10XXX), must be closed out by 4 PM on Friday, June 28th. Questions should be emailed to Yvonne Bell, Asst. Comptroller, Accounting Services.</p>