

# **FISCAL YEAR-END CHECKLIST**

*for University Departments*

**prepared by the Office of Disbursements**



**June 30<sup>th</sup>** marks the last business day of the 2020 fiscal year. To assist departments in completing tasks to properly and accurately close the 2020 fiscal year, Disbursements has prepared this checklist as a guide to successfully close year-end. The complete 2020 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/memberships, 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 1<sup>st</sup>, but payment is required before June 30<sup>th</sup>, 2020. In this case, the payment may be processed in FY20 and coded to **132100-Prepaid Expenditures**. The required payment is made by June 30<sup>th</sup>, but the expenditure is posted in FY21 using budget period 2021.

## **Prepaid Transactions – (Travel)**

An example of prepaid travel is a travel engagement that requires a travel purchase order in FY20 to purchase airfare in advance; however, the travel engagement does not begin until on or after July 1<sup>st</sup>, 2020. In this case, the travel PO should be entered before June 30<sup>th</sup> 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 30<sup>th</sup>, but the expenditure will be posted in FY21 using budget period 2021. **Only essential travel for FY21 can be booked as prepaid in June.**

**IMPORTANT NOTES:** *PO requisitions approved **after** June 30<sup>th</sup> will encumber FY21 funds. For a PO to encumber FY20 funds, the following must take place **before** the close of business on June 30<sup>th</sup>:*

- 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 FY20 by June 30<sup>th</sup>. To meet the FY20 payment deadline and to ensure a successful FY20 audit, all University departments should be sure to adhere to the following guidelines:**

<input type="checkbox"/>	<p><b>TRAVEL EXPENSE STATEMENTS (TES)</b> must be received into Disbursements by <b>Friday, June 12<sup>th</sup></b> to ensure payment processing by Tuesday, June 30<sup>th</sup>. <b>We encourage all departments to submit TES via SharePoint.</b> TES must be complete, reference a valid PO number, indicate the purpose of the trip, and contain appropriate signatures of approval, including printed names. Attach appropriate documentation: Conference/Meeting Agenda or Itinerary, Receipts (including the method of payment), Memo of justification - where applicable, and Car Rental Cost Comparison Worksheets. <b>Travel Expense Statements should be routinely submitted within 30 days of return from travel.</b></p>
<input type="checkbox"/>	<p><b>FY20 Travel Authorizations can be entered until close-of-business on June 30<sup>th</sup></b>, however, only Travel Expense Statements received by June 12<sup>th</sup> will be processed for payment by fiscal year-end, June 30<sup>th</sup>, 2020. Travel Authorizations must be fully approved through PantherMart workflow and have a valid budget check in Spectrum.</p> <p><b>ENTER A TRAVEL AUTHORIZATION (TA) (ideally) by Friday, June 12<sup>th</sup> to encumber FY20 funds ONLY IF the travel begins in FY20.</b></p> <ul style="list-style-type: none"> <li>- <b>Travel Authorizations must include dates of travel and purpose.</b> <i>Travel Authorizations that are missing travel detail will be rejected by Disbursements and we will advise the department to have the PO closed.</i></li> <li>- <b>DO NOT encumber FY20 funds for travel that begins in FY21.</b></li> <li>- <b>TRAVEL THAT REQUIRES PAYMENT IN FY20 but won't begin until FY21</b>, may be entered as a Prepaid Travel Authorization, and charged to account number 132110, Prepaid Travel. (Use 132100 for prepaid expenditures other than travel). <b>Only essential travel for FY21 can be booked as prepaid in June.</b></li> </ul>
<input type="checkbox"/>	<p><b>CONSULTANT CONTRACT PAYMENTS (all contract payments) must be complete and submitted to Disbursements no later than Friday, June 12<sup>th</sup>, for payment by Tuesday, June 30<sup>th</sup>.</b></p> <ul style="list-style-type: none"> <li>- Allow sufficient time for contract/documentation review by Purchasing and Legal Affairs, to ensure completion by the deadline.</li> <li>- Required documentation includes: Contract/Service Provider agreements, contract routing form, E-Verify Affidavit, SPCW Form, Consultant Payment Authorization Form (CPA) and vendor's invoice. Attach receipts for reimbursements, memos (late payments /justification) where applicable.</li> <li>- A Cost Receipt is required in PantherMart. Receiving Instructions: <a href="#">PantherMart Receiver Guide</a></li> </ul>
<input type="checkbox"/>	<p><b>FY20 Non-catalog PO entries (Non-Consultant) can be entered until close-of-business on June 30<sup>th</sup></b>, however, only Non-Catalog PO entries which have receiving completed and for which invoices are received by June 12<sup>th</sup> will be processed for payment by fiscal year-end, June 30<sup>th</sup>.</p> <p><b>NON-CATALOG PO Entries (Non-Consultant) must be entered into PantherMart no later than Friday, June 12<sup>th</sup>, to ensure payment by Tuesday, June 30<sup>th</sup>.</b></p> <ul style="list-style-type: none"> <li>- <b>RECEIVING must be entered.</b> Receiving Instructions: <a href="#">PantherMart Receiver Guide</a></li> <li>- RETURN Confirmation Number must be referenced with the PO, where applicable.</li> </ul>

	<p>- <b>VENDOR INVOICES</b> must be scanned to <a href="#">Disbursements</a>. (If the invoice is attached to the PO, departments must email <a href="#">Disbursements</a> to notify that the invoice is attached to the PO).</p>
<input type="checkbox"/>	<p><b>Payment Request Form entries can be entered into PantherMart until close-of-business June 30<sup>th</sup> to encumber FY20 funds. Entries must be fully approved through workflow and have a valid budget check.</b></p> <p><b>Payment Request Form entries must be received by Friday, June 12th, to ensure payment by Tuesday, June 30th. (Entries must be complete and valid, with payment documentation scanned into the entry).</b></p> <p><b>Payment Request Form Rules: (IMPORTANT)</b></p> <ul style="list-style-type: none"> <li>- <b>Quotes, Proposals, Pro Forma Invoices/Statements may NOT be used for payment processing in conjunction with a Payment Request Form. All quotes/proposals should be entered as non-catalog PO entries.</b></li> <li>- <b>Goods and services may be entered as Payment Request Form entries, except:</b> <ul style="list-style-type: none"> <li>o <b>Agreements which require a fully executed contract. These require a non-catalog PO entry (must be reviewed by Purchasing and Legal Affairs, etc. (see Consultant Payments, above)).</b></li> <li>o <b>Any single furniture or equipment item valued at \$3,000 or more must be entered on a non-catalog PO entry.</b></li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>WIRE TRANSFER/ACH REQUESTS:</b></p> <ul style="list-style-type: none"> <li>- <b>To request a wire transfer/ACH payment, a PO must be entered into Spectrum by Friday, June 12th. Due to system limitations, a PantherMart PO cannot be used for a wire transfer request.</b></li> <li>- <b>PO must be fully approved through workflow and dispatched by Purchasing.</b></li> <li>- <b>Deliver full documentation to Disbursements by the close of business on Friday, June 26th to ensure payment is made and recorded by Tuesday, June 30th.</b></li> </ul> <p><b>Requests for wire transfer/ACH forms should be sent to <a href="#">Disbursements</a>. Disbursements will only send form to staff email accounts.</b></p> <p><b>Instructions for completing the wire transfer form can be found using the following link: <a href="#">Wire Transfer Request - Requirements &amp; Instructions</a></b></p>

<input type="checkbox"/>	<p><b>REVIEW all open POs by Department.</b></p> <ul style="list-style-type: none"> <li>- This may free up funds that may be used in FY20!</li> </ul> <p>QUERY: GSU_PO_Open_Enc_By_Dept_Range</p> <ul style="list-style-type: none"> <li>- REVIEW OPEN TRAVEL Purchase Orders.</li> <li>- REVIEW OPEN CONSULTANT/CONTRACT Purchase Orders</li> <li>- REVIEW OPEN NON-CATALOG POs</li> <li>- REVIEW OPEN PAYMENT REQUEST FORM POs</li> </ul> <p>Email <a href="#">Purchasing</a> with requests to close POs.</p> <p><b>Note: Ensure any pending vouchers have been paid prior to close request!</b></p> <p>IMPORTANT:</p> <p><b>Do not close POs that are associated with Payment Request Form Entries (unless you also reject the associated Payment Request Form voucher).</b></p> <p>To close a PO that is associated with a Payment Request Form Entry:</p> <ul style="list-style-type: none"> <li>- Email <a href="#">Disbursements</a>. Request that the Voucher be closed (VOXXXXXX).</li> <li>- Disbursements will reject the voucher and notify Purchasing to close the associated PO (PM00XXXXXX), as well.</li> </ul>
<input type="checkbox"/>	<p><b><u>CAREFULLY CHECK FOR INVOICES for goods, services, or engagements that were delivered, or that occurred in FY20, regardless of the date of the invoice.</u></b> These invoices require special handling.</p>
<input type="checkbox"/>	<p><b>VENDOR CREDITS must be applied by Friday, June 12<sup>th</sup>.</b> Contact <a href="#">Disbursements</a> for assistance with credit processing, if needed.</p>
<input type="checkbox"/>	<p><b><u>VENDOR REFUND CHECKS must be sent to Disbursements no later than Friday, June 19<sup>th</sup>.</u></b></p>
<input type="checkbox"/>	<p><b><u>VENDOR CHECKS that need to be VOIDED must be sent to Disbursements no later than Friday, June 19<sup>th</sup>.</u></b> (So that funds can be used by department for another purpose).</p>
<input type="checkbox"/>	<p><b><u>VENDOR CHECKS that need to be VOIDED and RE-ISSUED need to be identified no later than Friday, June 19<sup>th</sup>.</u></b> Contact <a href="#">Treasury</a> to request a check Stop Payment/Reissue.</p>
<input type="checkbox"/>	<p><b><u>ALL PROJECT ADVANCES and IMPREST FUNDS (Fund 10XXX), must be closed out by 4 PM on Tuesday, June 30<sup>th</sup>.</u></b> Questions should be emailed to <a href="#">Yvonne Bell</a>, Asst. Comptroller, Accounting Services.</p>
<input type="checkbox"/>	<p><b><u>All Purchase Card transactions</u></b> recorded on your June 2020 Bank Statement will be charged to FY20. Your June bank statement will not be received until July. Generally, vendors and the bank process card transactions within a few days of the purchase. The only way to know for certain what will be charged to your FY20 budget is to gain access to the bank's software, the "WORKS" application. Please contact <a href="#">Purchasing</a> to learn more about this software.</p>