Year-end Planning

- Key Information
 - Business Service Center
 - Accounting Services
- Roles/Responsibilities
- Next Steps

End of Year Timeline

- End of Fiscal Year Orders
 - Must be submitted no later than June 19
 - Cannot guarantee will arrive within fiscal year
- Retrofits (DPRs), TERs, and PO Invoices to BSC by June 25
 - Allow 2 days for intercampus mail

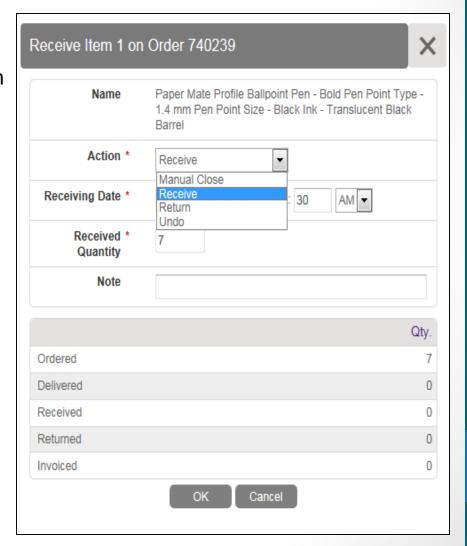
Key Dates

- Open/Standing Purchase Orders batch close process on June 30
- Receiving in CUBuyplus® completed by July 2
 - Receiving date in CUBuyplus® must reflect actual date goods received on campus or services were performed

Receiving Review

Four receiving options

- Manual Close use when item is no longer available and/or when the supplier has been notified item is no longer needed
- Receive use to document quantity that has been received
- Return use when an item has been returned
- Undo use when quantity received was entered incorrectly
- Receiving sub-menu now shows an accounting of activity for an item



Key Dates

- P-Card
 - Receipts due to BSC no later than June 26
 - Ongoing send timely to BSC
 - Any postings after June 24 will appear FY16
 - Approvals completed by June 30
 - Unapproved items will post to default fund/org on July 2nd

Accounting Services Key Information

- Journal Entries
 - To Accounting Services by noon July 6 (Day 3)
 - Accruals to Acct Svcs by end of day July 8 (Day 5)
 - May need to contact subcontractor for estimate
 - Close period 12 July 9 (Day 6 at noon)
 - Please try to get everything in to period 12
 - Any material entries that don't make period 12-Jul 16
 - Close period 14 July 23

Accounting Services Key Information

- Inventory Counts
 - Count on Friday, June 19
 - Spreadsheets to Leisha Friday, June 26

Communication

- Key Date Communication
 - Banner Finance listserv and CUBuyplus active users
 - Accounting Services web site
 - BSC website
 - CUBuyplus User Group

Roles/Responsibilities Departments

- Invoices
 - Ongoing send timely to BSC
 - Year-end invoices/TERs to BSC by June 25
- Receiving
 - Ongoing complete receiving in a timely manner
 - Year-end receiving should be completed by July 2

Accruals

Department to accrue if:

- Delivered to campus by June 30 and not received in CUBuyplus® by July 2
- Invoice has not been sent to BSC
- Service has been provided and not yet invoiced

BSC

 Invoices received by BSC and not entered into CUBuyplus® - BSC will accrue

 Have retrofits entered into CUBuyplus® by June 30

TERs entered into Banner by June 30

Roles/Responsibilities

Accounting Services

Process accrual journal entries