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