

# 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**

Receive Item 1 on Order 740239

Name

Paper Mate Profile Ballpoint Pen - Bold Pen Point Type - 1.4 mm Pen Point Size - Black Ink - Translucent Black Barrel

Action \*

Receive

Manual Close

Receive

Return

Undo

Receiving Date \*

30

AM

Received Quantity

7

Note

	Qty.
Ordered	7
Delivered	0
Received	0
Returned	0
Invoiced	0

OK

Cancel

# 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 2<sup>nd</sup>

# 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