

Year-End Planning

- **Timeline**
- **Key Information**
 - **Business Service Center**
 - **Accounting Services**
- **Roles/Responsibilities**
- **Staff Changes in Acct Services**

End of Year Timeline

- End of Fiscal Year Orders
 - Must be submitted no later than June 15
 - Cannot guarantee will arrive within fiscal year
- Retrofits (DPRs), TERs, and PO Invoices – to BSC by June 22
 - Allow 2 days for intercampus mail

End of Year Timeline

- Open/Standing Purchase Orders – batch close process on June 30
- Receiving in CUBuyplus® completed by July 5
 - 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 24
 - Ongoing send timely to BSC
 - Any postings after June 22 will appear FY17
 - Approvals completed by June 28
 - Unapproved items will post to default fund/org on June 30

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 11 (Day 6 at noon)
 - Please try to get everything in to period 12
 - Any material entries that don't make period 12-Jul 15
 - Close period 14 – July 22

Staff Responsibility Changes

- Amanda – has been promoted. We will be moving work from Leisha, Michon and Suzanne to Amanda. With regards to this year end, she will be reviewing journal entries and reconciling balance sheet accounts. Send journal entries over \$1,000 per line to her.
- Leisha - continue with fixed assets and adding bank reconciliations and doing journal entries for under \$1,000/ line
- You don't need to separate if you have some lines under and some over.

Staff Responsibility Changes

- Amber has also been promoted and will now be doing the new fund set ups and cash drawdowns.
- We are hiring another person in the grants department
- We will re-shuffle the orgs between the two.
- Notice coming soon on who will be responsible for which orgs.

Accounting Services

Key Information

- Inventory Counts
 - Count on Friday, June 17
 - Spreadsheets to Amanda Friday, June 24

Communication

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

Roles/Responsibilities

Departments

- Invoices
 - Ongoing – Continue to send to BSC on a timely basis
 - Year-end - Invoices/TERs to BSC by June 22
- Receiving
 - Ongoing – Continue to receive on a timely basis
 - Year-end - Receiving should be completed by July 5

Accruals

Department to accrue if:

- Delivered to campus by June 30 and not received in CUBuyplus® by July 5
- Invoice has not been sent to BSC
- Service has been provided and not yet invoiced

Roles/ Responsibilities

BSC to Accrue

- 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