MEMORANDUM

TO: The University Community

FROM: Debee Ordway  
Controller

DATE: May 2, 2017

SUBJECT: Due Dates for June 2017 Transactions for Fiscal Year End

As you are aware, June 30 is the end of the fiscal year. The purpose of this memo is to notify all University departments of the deadlines for ordering goods and services, making purchase card transactions, submitting travel reimbursements, verifying open commitments and generating charge-backs and invoices surrounding the fiscal year end. Your cooperation in adhering to the dates and procedures outlined below is requested in order to successfully expedite and complete the year-end closeout processes.

Ordering Goods and Services

- All requisitions for goods, honoraria and services needed through the end of June should be processed as early as possible. Online requisitions that are to be charged to the current fiscal year (FY 2016-17) should be entered and saved no later than June 9, 2017.

- Requisitions of supplies from the Palmer storeroom should be made before 06/9/17; requisitions from the Roddy storeroom should be made before 06/22/17.

- Requisitions for the 2018 fiscal year (July 1, 2017 through June 30, 2018) may be entered in the system using a delivery date of July 1, 2017 or greater. Materials/service requisitions with a delivery date of July 1, 2017 or greater cannot have the material delivered, services performed or payments made before July 1, 2017. Please be advised that the system’s 2017-18 budget availability control will not be turned on until approximately June 23, 2017. In addition, following past practice, the Budget Office will be posting 80% start-up budgets during the month of June to accommodate budget availability control when it is activated.

- Starting July 1, 2017, all delivery dates entered on SAP Purchase requisitions must be July 1, 2017 or greater. Any requisitions entered after July 1 for goods or services obtained before July 1 should include a note in the Item Text of the requisitions stating when materials or services were received. The purchasing staff will make the necessary corrections, if required.

- If any deliveries that should have been sent through the Receiving Department are made directly to you before July 1, 2017 please send an email to Robert.Brown@millersville.edu. Your email should note the purchase order number so that the Receiving Office can enter the receipt in the proper year.
• Direct Payment forms should be forwarded promptly to the Accounting Office in Dilworth. All Direct Pay forms for goods received prior to July 1 must be charged against the old fiscal year (2016-17) and must be received in the Accounting Office by July 6, 2017.

Purchase Card Statements

• The credit card company’s closing date will be June 30, 2017. If you want your purchase to go against the old fiscal year’s (2016-17) budget, the purchase should be made prior to June 23, 2017. Purchases made after this date will not likely appear on the credit card statement and will be charged to the new fiscal year (2017-18) budget.

• Purchasing Card transactions for the month of June must be coded and signed off by the responsible person by July 7, 2017 with the appropriate receipts uploaded. In the event the statements are not coded, the month’s charges will be made to the default Cost Center and G/L Account for that particular credit card.

Open Commitment (for fiscal year 2017) Review

• Using the “Commitment” area of your Cost Center’s budget report, review your open documents:
  1. Review open requisitions, make necessary corrections. Send an email to Ryan.Bonafair@millersville.edu explaining the changes or requesting the deletion of the requisition by June 9, 2017.
  2. Review open purchase orders and send changes and/or deletions to Ryan.Bonafair@millersville.edu by July 7, 2017. Ryan will make the adjustments.
  3. Review open travel commitments and send changes and/or deletions to Jean.Ressler@millersville.edu by July 7, 2017. Jean will make the adjustments.

Held Requisitions

• Check your requisitions on hold and either delete or save them by June 9, 2017. Any held requisition with a delivery date of June 30, 2017 or earlier that is not completed by June 23, 2017 will be deleted by Ryan.

Travel Reimbursement

• Submit Travel Request forms for June 2017 to the Purchasing Office promptly before the travel date.

• Travel Vouchers for travel through June 30, 2017 must be submitted to the Purchasing Office as soon as possible after the travel, but no later than July 10, 2017.

Accounts Receivable Invoices

• If your department generates invoices for goods and services provided to internal or external parties, please prepare and mail all invoices applicable to the period ending June 30, 2017 by July 7, 2017 (July 5 for invoices to the Millersville University Foundation). Provide the Office of Student Accounts Office
with duplicate copies of these invoices by July 7 in order for the revenue to be posted into the 2016-17 fiscal year.

Budget Transfer Requests

- Submit all requests for 2016-17 budget transfers via the pre-posting process or via email to the Budget Office by Friday, July 14, 2017.

- Submit all requests for 2016-17 journal entries to the Budget Office by Friday, July 14, 2017.

Project Invoices or Progress Billings

Project managers are required to obtain invoices for work completed by the contractors through June 30 in order to properly record the liabilities for the fiscal year as required by the independent auditor to remain in compliance with GAAP (generally accepted accounting principles).

Because of the usually significant dollar amounts involved in construction, it is critical that the project costs not paid by June 30 be accrued (estimated and recorded). The Accounting Office depends upon the project managers to work with the contractors to receive the necessary year-end billings. It is critical that:

- The project manager requests invoices from contractors only for work completed through June 30.

- When invoices are received, the project manager reviews for accuracy and reasonableness and promptly forwards for processing.

- If an invoice is inaccurate, resolve the issue promptly with the contractors and advise Accounting Office of the reasonable amount to accrue for financial purposes.

It is very important that the Accounting Office receives the invoices by July 13 to allow adequate time for processing into the SAP system and the Fixed Assets System prior to the audit.

Thank you for your cooperation with these year-end procedures.
# RESOURCES FOR YEAR-END INFORMATION

**Accounting Office**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Ext.</th>
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<tbody>
<tr>
<td>Debee Ordway</td>
<td>4088</td>
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<tr>
<td>Neelima Ayilavarapu</td>
<td>4095</td>
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<tr>
<td>Andrea Connell</td>
<td>4096</td>
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<tr>
<td>Renea Wike-Rivera</td>
<td>4097</td>
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<tr>
<td>Anne Stehman</td>
<td>4093</td>
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<tr>
<td>Lucy Santana</td>
<td>4094</td>
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**Should be contacted regarding:**

- Grant accounting
- Check information
- Accounts Payable including payments for purchasing documents
- Fixed asset accounting
- Year-end deadline information

**Budget Office**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Ext.</th>
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<tbody>
<tr>
<td>Tammy Aument-Martin</td>
<td>4091</td>
</tr>
<tr>
<td>Gladys LaPorte Rodriguez</td>
<td>4092</td>
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</tbody>
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**Should be contacted regarding:**

- SAP User ID
- Budget information
- SAP budget training
- SAP basic navigation training

**Purchasing Office**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Lauren Weitzel</td>
<td>4184</td>
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<tr>
<td>Ryan Bonafair</td>
<td>4186</td>
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<tr>
<td>Jean Ressler</td>
<td>4181</td>
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<tr>
<td>Kathy Fulmer</td>
<td>4185</td>
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**Should be contacted regarding:**

- SAP MM questions
- Open encumbrances – requisitions, purchase orders
- Open travel encumbrance and payments
- Credit card and Travel card purchases