

MEMORANDUM

TO: The University Community

FROM: Debee Ordway
Controller

DATE: May 11, 2018

SUBJECT: Due Dates for June 2018 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 2017-18) should be entered and saved no later than **June 8, 2018**.
- Requisitions of supplies from the Palmer storeroom should be made before 06/8/18; requisitions from the Roddy storeroom should be made before 06/22/18.
- Requisitions for the 2019 fiscal year (July 1, 2018 through June 30, 2019) may be entered in the system using a delivery date of July 1, 2018 or greater. Materials/service requisitions with a delivery date of July 1, 2018 or greater cannot have the material delivered, services performed or payments made before July 1, 2018. Please be advised that the system's 2018-19 budget availability control will not be turned on until approximately June 22, 2018. 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, 2018, all delivery dates entered on SAP Purchase requisitions must be July 1, 2018 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, 2018 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 (2017-18) and must be received in the Accounting Office by July 6, 2018.

Purchase Card Statements

- The credit card company's closing date will be June 30, 2018. If you want your purchase to go against the old fiscal year's (2017-18) budget, the purchase should be made prior to June 22, 2018. Purchases made after this date will not likely appear on the credit card statement and will be charged to the new fiscal year (2018-19) budget.
- Purchasing Card transactions for the month of June must be coded and signed off by the responsible person by July 6, 2018 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. It is strongly recommended that you code transactions throughout the month rather than waiting until the end of the month.

Open Commitment (for fiscal year 2018) 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 8, 2018.
 2. Review open purchase orders and send changes and/or deletions to Ryan.Bonafair@millersville.edu by July 6, 2018. Ryan will make the adjustments.
 3. Review open travel commitments and send changes and/or deletions to Jean.Ressler@millersville.edu by July 6, 2018. Jean will make the adjustments.

Held Requisitions

- Check your requisitions on hold and either delete or save them by June 8, 2018. Any held requisition with a delivery date of June 30, 2018 or earlier that is not completed by June 22, 2018 will be deleted by Ryan.

Travel Reimbursement

- Submit Travel Request forms for June 2018 to the Purchasing Office promptly before the travel date.
- Travel Vouchers for travel through June 30, 2018 must be submitted to the Purchasing Office as soon as possible after the travel, but no later than July 12, 2018.

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, 2018 by July 6, 2018 (July 5 for invoices to the Millersville University Foundation). Provide the Office of Student Accounts Office with duplicate copies of these invoices by July 6 in order for the revenue to be posted into the 2017-18 fiscal year.

Budget Transfer Requests

- Submit all requests for 2017-18 budget transfers via the pre-posting process or via email to the Budget Office by Friday, July 13, 2018.
- Submit all requests for 2017-18 journal entries to the Budget Office by Friday, July 13, 2018.

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

	Phone Ext.
Debee Ordway	4088
Neelima Ayilavarapu	4095
Andrea Connell	4096
Heather Rossell	4089
Renea Wike-Rivera	4097
Anne Stehman	4093
Lucy Santana	4094
Should be contacted regarding:	
<ul style="list-style-type: none"> • Grant accounting 	
<ul style="list-style-type: none"> • Check information 	
<ul style="list-style-type: none"> • Accounts Payable including payments for purchasing documents 	
<ul style="list-style-type: none"> • Fixed asset accounting 	
<ul style="list-style-type: none"> • Year-end deadline information 	

Budget Office

	Phone Ext.
Tammy Aument-Martin	4091
Neill Good	4090
Gladys LaPorte Rodriguez	4092
Should be contacted regarding:	
<ul style="list-style-type: none"> • SAP User ID 	
<ul style="list-style-type: none"> • Budget information 	
<ul style="list-style-type: none"> • SAP budget training 	
<ul style="list-style-type: none"> • SAP basic navigation training 	

Purchasing Office

	Phone Ext.
Lauren Weitzel	4184
Ryan Bonafair	4186
Jean Ressler	4181
Kathy Fulmer	4185
Should be contacted regarding:	
<ul style="list-style-type: none"> • SAP MM questions 	
<ul style="list-style-type: none"> • Open encumbrances – requisitions, purchase orders 	
<ul style="list-style-type: none"> • Open travel encumbrance and payments 	
<ul style="list-style-type: none"> • Credit card and Travel card purchases 	