

MEMORANDUM

TO: The University Community

FROM: Eric N. Sheppard
Interim Associate Vice President for Finance and Administration

DATE: May 10, 2019

SUBJECT: Due Dates for June 2019 Transactions for Fiscal Year End

As you are aware, June 30, 2019 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 required 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 2019 should be processed as early as possible. Online requisitions that are to be charged to the current fiscal year (FY 2018-19) must be entered and saved no later than June 7, 2019. After June 7, 2019, all new requisitions will appear as commitments for FY2019-20 (July 1, 2019 through June 30, 2020). The Purchasing department will closely monitor all requisitions entered between June 8, 2019 and June 30, 2019.
- Requisitions for FY2019-20 may be entered in the system using a delivery date of July 1, 2019 or greater. Materials/service requisitions with a delivery date of July 1, 2019 or greater cannot have the material delivered, services performed or payments made before July 1, 2019. Please be advised that the system's FY2019-20 budget availability control will not be turned on until approximately June 24, 2019. 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.
- Requisitions of supplies from the Palmer storeroom and the Roddy storeroom must be made no later than 06/21/19.
- If any deliveries that should have been sent through the Receiving Department are made directly to you before July 1, 2019 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, 2019 will be charged against the current fiscal year (FY 2018-19) and must be received in the Accounting Office by July 5, 2019.

Purchase Card Statements

- The credit card company's closing date will be June 30, 2019. If you want your purchases to be charged to the FY 2018-19 budget, the purchase must be made prior to June 21, 2019. Purchases made after this date will not likely appear on the credit card statement and will be charged to the new fiscal year (FY 2019-20) budget.
- Purchasing Card transactions for the month of June 2019 must be coded and signed off by the responsible person by July 5, 2019 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 FY2018-19) 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 Ruth.Sheetz@millersville.edu explaining the changes or requesting the deletion of the requisition by June 7, 2019.
 2. Review open purchase orders and send changes and/or deletions to Ruth.Sheetz@millersville.edu by July 5, 2019. Ruth will make the adjustments.
 3. Review open travel commitments and send changes and/or deletions to Jean.Ressler@millersville.edu by July 5, 2019. Jean will make the adjustments.

Held Requisitions

- Check your requisitions on hold and either delete or save them by June 7, 2019. Ruth Sheetz will delete any held requisition with a delivery date of June 30, 2019 or earlier that is not processed by June 21, 2019.

Travel Reimbursement

- Submit Travel Request forms for the remainder of FY2018-19 to Jean Ressler promptly before the travel date. Travel Vouchers for travel through June 30, 2019 must be submitted to the Jean Ressler as soon as possible after the travel, but no later than July 12, 2019. Travel expenses will be charged to the FY2018-19 budget if a trip ends June 30, 2019 or prior. Travel expenses for trips that end on July 1, 2019 and later will be charged to FY2019-20.

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, 2019 by July 5, 2019. Please provide the Office of Student Accounts Office with duplicate copies of these invoices by July 5, 2019 in order for the revenue to be posted into FY2018-19.
- All invoices for payments from the Millersville University Foundation are due to the Development Office no later than June 14, 2019

Deposits

- All deposit forms must be completed and checks delivered to Office of Student Accounts (Dilworth 103) no later than 4 p.m., Thursday, June 27, 2019 for FY2018-19. This will ensure that cash and revenues are entered into the correct fiscal year.

Budget Transfer Requests

- Submit all requests for FY2018-19 budget transfers via the pre-posting process or via email to the Budget Office by Friday, July 12, 2019.
- Submit all requests for FY2018-19 journal entries to the Budget Office by Friday, July 12, 2019.

Project Invoices or Progress Billings

Project managers are required to obtain invoices for work completed by the contractors through June 30, 2019 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, 2019 are 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 receive the invoices by **July 12, 2019** 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.
Neelima Ayilavarapu	4095
Andrea Connell	4096
Heather Rossell	4089
Renea Wike-Rivera	4097
Anne Stehman	4093
Lucy Santana	4094
Jean Ressler (Travel and Credit Card Transactions)	4181
Should be contacted regarding:	
• Grant accounting	
• Check information	
• Accounts Payable including payments for purchasing documents	
• Open travel encumbrance and payments	
• Credit card and Travel card purchases	
• Fixed asset accounting	
• Year-end deadline information	

Budget Office

	Phone Ext.
Tammy Aument-Martin	4091
Neill Good	4090
Gladys LaPorte Rodriguez	4092
Should be contacted regarding:	
• SAP User ID	
• Budget information	
• SAP budget training	
• SAP basic navigation training	

Purchasing Office

	Phone Ext.
Ruth Sheetz	7884
Kathy Fulmer	4195
Should be contacted regarding:	
• SAP MM questions	
• Open encumbrances – requisitions, purchase orders	
• SAP Requisition Training	