

MEMORANDUM

TO: The University Community

FROM: Eric Sheppard
Associate Vice President for Finance and Administration

DATE: May 4, 2020

SUBJECT: Due Dates for June 2020 Transactions for Fiscal Year End

As you are aware, June 30, 2020 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 2019-20) should be entered and saved no later than **June 5, 2020**.
- Requisitions of supplies from the Palmer storeroom should be made before 06/05/20; requisitions from the Roddy storeroom should be made before 06/19/20.
- Requisitions for the 2021 fiscal year (July 1, 2020 through June 30, 2021) may be entered in the system using a delivery date of July 1, 2020 or greater. Materials/service requisitions with a delivery date of July 1, 2020 or greater cannot have the material delivered, services performed or payments made before July 1, 2020. Please be advised that the system's 2020-21 budget availability control will not be turned on until approximately June 22, 2020. In addition, following past practice, the Accounting & 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, 2020, all delivery dates entered on SAP Purchase requisitions must be July 1, 2020 or greater. Although strongly discouraged, should a need arise to enter a requisition after July 1 for goods or services obtained before July 1, the requisition should include a note in the header note of the requisition 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, 2020 please send an email to Michael.Miller@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 & Budget Office in Dilworth or via email to Accounts.Payable@millersville.edu. All Direct Pay forms for goods received prior to July

1 will be charged against the old fiscal year (2019-20) and must be received in the Accounting & Budget Office or via email by July 6, 2020.

Purchase Card Statements

- The credit card company's closing date will be June 30, 2020. If you want your purchase to go against the old fiscal year's (2019-20) budget, the purchase must be made prior to June 22, 2020. Purchases made after this date will not likely appear on the credit card statement and will be charged to the new fiscal year (2020-21) budget.
- Purchasing Card transactions for the month of June must be coded and signed off by the responsible person by July 6, 2020 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 2020) 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 5, 2020.
 2. Review open purchase orders and send changes and/or deletions to Ruth.Sheetz@millersville.edu by July 6, 2020. Ruth will make the adjustments.
 3. Review open travel commitments and send changes and/or deletions to Jean.Ressler@millersville.edu by June 30, 2020. Jean will make the adjustments.

Held Requisitions

- Check your requisitions on hold and either delete or save them by June 5, 2020. Any held requisition with a delivery date of June 30, 2020 or earlier that is not completed by June 22, 2020 will be deleted by Ruth.

Travel Reimbursement

- Outstanding travel vouchers for fiscal year 2019-20 must be submitted to Jean Ressler no later than June 30, 2020.

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, 2020 by July 6, 2020. 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 2019-20 fiscal year.
- All invoices for payments from the Millersville University Foundation are due to the Development Office no later than June 12, 2020

Budget Transfer Requests

- Submit all requests for 2019-20 budget transfers via the pre-posting process or via [the Budget Transfer Request](#) form to the Accounting & Budget Office by Friday, July 10, 2020.
- Submit all requests for 2019-20 journal entries to the Accounting & Budget Office by Friday, July 10, 2020.

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 & Budget 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 & Budget Office of the reasonable amount to accrue for financial purposes

It is very important that the Accounting & Budget Office receives the invoices by **July 10** 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 & Budget Office

Tammy Aument-Martin	tammy.ument-martin@millersville.edu	X4091
Neelima Ayilavarapu	neelima.ayilavarapu@millersville.edu	X4095
Kerry Bartens	kerry.bartens@millersville.edu	X4088
Andrea Connell	andrea.connell@millersville.edu	X4096
Neill Good	neill.good@millersville.edu	X4090
Gladys LaPorte Rodriguez	gladys.laporte-rodriguez@millersville.edu	X4092
Jean Ressler	jean.ressler@millersville.edu	X4191
Heather Rossell	heather.rossell@millersville.edu	X4089
Lucy Santana	lucy.santana@millersville.edu	X4094
Anne Stehman	anne.stehman@millersville.edu	X4093
Renea Wike-Rivera	renea.wike-rivera@millersville.edu	X4097

Please contact regarding:

- Grant accounting
- Check information
- Accounts Payable including payment for purchasing documents
- Open travel encumbrance and payments
- Travel card purchases
- Fixed Asset accounting
- Year-end deadline information
- SAP User ID's
- Budget Information
- SAP budget training
- SAP basic navigation training

Purchasing Office

Ruth Sheetz	ruth.sheetz@millersville.edu	X7884
Kathy Fulmer	kathy.fulmer@millersville.edu	X4185

Please contact regarding:

- SAP MM questions
- Open encumbrances – requisitions, purchase orders
- Credit card purchases