Year End Presentation
FY19 Closing & FY20 Opening Procedures

University Payables
Purchasing
University Payroll & Benefits
University Accounting & Financial Reporting
Session Objectives

The objective of this presentation is to enhance the understanding of the information published in the University of Illinois System FY19 Closing/FY20 Opening Procedures document.

At the end of this presentation, you will be able to:

- Understand the importance of implementing year end closing and opening procedures for your unit
- Anticipate year end impact on daily activities
- Plan for critical year end dates
- Work with 2 fiscal years
- Identify unique characteristics of various funds
- Locate helpful resources and links
System Impact

Annual Financial Report

- Stakeholders
- External Auditors
- State Regulations

What’s In This For Me!

- Do you make purchases, responsible for finding your FOAPAL balances?
- Do you reconcile your FOAPALs?
- Peace of mind
Year-End Terminology

Important Terms

- Accounts Receivable
- Allowance for Uncollectible Accounts
- Fiscal Year
- Lapse Period
- Unearned Revenue
- Prepaid Expenses
Year-End Terminology

Important Terms
- Encumbrances
- Overdraft
- Excess Funds
- Transaction/Default Date
- Preliminary Statement
- Period 12
- Period 14
Mark Your Calendars

- June 30: End of FY19
- July 1: New fund codes, default codes, index codes
- July 3: T-Card, Travel/Misc Invoices, TEM approvals
- July 12: P-Card, iBuy, JVs, Receiving Reports, FABweb
- July 13: P12 Closed
- July 27: P14 Closed
- July 31: FY19 State appropriations (100019) invoice vouchers to Payables
- August 16: FY19 State appropriations (100019)
  - JV’s, approval queues, receiving reports
- June 1: Discontinue use of FY19 state fund
- FUND CODE CHANGES JULY 1
  - Profiles must be manually updated from 100019 to 100020
- July 12: Departmental approval queues must be cleared
  - Approve or reject ALL requisitions
PO Encumbrances

- September 1
  - All orders with a balance of zero are automatically closed.
  - All FY19 State Funded orders are closed
  - All Standing Orders are reviewed and closed (if appropriate).

- All remaining open Standing Orders must be closed via request.

- All Regular Orders with a remaining encumbrance are left open unless a request is sent.

- Send requests to:
  - UIUC – Service Desk Request Form
  - UIC – uicpurchasing@uillinois.edu
  - UIS – uispurchasing@uillinois.edu
Purchase Order Reports

- Renewal of FY19 Standing and Multi-Year Orders
  - List of orders that Purchasing believes may need renewal
- Receipts Required Report
  - July 12th for FY19, otherwise posts to FY20
  - August 16th if using State Fund 100019
Common Processing Errors

All FY20 Requisitions need to have a Transaction Date of July 1, 2019 or later.

An incorrect transaction date will cause Purchasing to be unable to process a corresponding PO, and the requisition will have to be cancelled and re-submitted with the correct Transaction Date.

Requisition Entry Form - FZAREQN
If you are cancelling an FY20 requisition with a Transaction Date of July 1, 2019, or later, your Cancel Date must also be July 1, 2019, or later.

Using a Cancel Date that is before the Transaction Date will prevent the completion of the cancellation. Your requisition will remain active and could be assigned a Purchase Order, which would cause an encumbrance on you FOAPAL.
Common Processing Errors - iBuy Requisitions

All FY20 Requisitions initiated in iBuy must have an Accounting Date of July 1, 2019, or later.
Purchasing Contacts

Urbana-Champaign
- Justin Johnston  jjustin@uillinois.edu  (217) 333-6261
- Brad Henson  bhenson4@uillinois.edu  (217) 300-245

Chicago
- uicpurchasing@uillinois.edu  (312) 996-2850

Springfield
- uispurchasing@uillinois.edu
- Jill Menezes  jmene1@uillinois.edu  (217) 206-6651

OBFS Service Desk
- Service Desk Request Form
UPAY Critical Dates

- **July 1**
  - All P-Card default C-FOPs on state funds will be converted automatically from the FY18 fund code to the FY19 fund.
  - All Travel and Expense Management (TEM) project codes which contain an FY18 state fund will be copied and new FY19 project codes will be created.

- **July 3**
  - Vouchers/Invoices to Payables by 5:00PM—all funding sources
  - All FY19 PO-related invoices and other invoices which are not appropriate to process via TEM.
  - All travel and other reimbursement expense reports for travel or purchases made prior to July 1, 2019.

- **July 12**
  - Departments must create general encumbrances by 5:00PM for FY19 petty cash and travel expenditures incurred but not reimbursed by June 30
UPAY Critical Dates

- **July 12** transactions completed/approved 5:00 PM
  - All FY19 transactions, including general ledger and accounts payable transactions, routed to approval queues.
  - All P-Card transactions with a transaction date of June 30, 2018, or earlier must be reconciled and approved in the P-Card system.
  - Any unapproved P-Card transactions still on FY19 state funds at the end of Period 12 will be converted automatically from the FY19 fund code to the FY20 fund code.
  - All receiving reports required for FY19 purchase orders must be completed in Banner.
  - All iBuy departmental invoice acknowledgements must be completed.
UPAY Critical Dates

- **July 31**
  - Due in University Payables by 5:00PM, or entered and approved in TEM as appropriate
    - All state-funded invoices and miscellaneous vouchers for goods and services encumbered in FY18, but received or rendered after June 30, 2019.
    - All outstanding state-funded travel reimbursement vouchers for travel completed and encumbered prior to July 1, 2019.

- **August 16**
  - All FY19 state-funded transactions, including general ledger and accounts payable transactions, routed to approval queues must be approved by 5:00PM for posting to occur during the lapse period.
  - All receiving reports required for state-funded FY19 purchase orders where the goods are received after June 30th must be completed in Banner by 5:00PM for posting to occur during the lapse period.
P-Card

- **June 30**
  - Last swipe date for FY19 funds

- **July 1**
  - All P-Card default C-FOPs on state funds will be converted automatically from the FY19 fund code to the FY20 fund.
  - Any unapproved P-Card transactions still on FY19 state funds at the end of Period 12 will be converted automatically from the FY19 fund code to the FY20 fund code.

- **July 12**
  - All P-Card transactions with a transaction date of June 30, 2019 or earlier must be reconciled and approved in the P-Card system by 5:00PM.

- General encumbrances are not required
General Encumbrances

Why?

- State, Institutional Funds, Self Supporting
- Use for Petty Cash, Travel Expenditures, contractual services
- Not for Internal Transactions or P-Card/T-Card, Stores, iBuy
- General Encumbrance number must be referenced in the upper right hand corner of voucher submitted for payment.

When?

- July 12th established in Banner
- July 13th Roll to FY20

How?

- FGAENCB or General Encumbrance Training
Travel & Miscellaneous Reimbursements

- Travel and other reimbursable expense incurred prior to July 1 is to be recorded in FY19.
- Travel and other reimbursable expense incurred after June 30 is to be recorded in FY20.
- July 3 T-Card Transactions reconciled and approved at 5:00 p.m.
Helpful Hints from Payables

- Track and adjust all encumbrances to ensure balances meet expenses prior to June 30
- Review all forms/documents for:
  - Accurate, complete information
  - Signatures/approvals
- Provide correct PO number to vendor
  - Particularly if department has active standing orders for FY19 and FY20 with same vendor
- Complete receiving reports in Banner in a timely manner
  - FY of payment is determined by the date of goods/services receipt, not order date
Payables Contacts

If you need additional information:

University Payables Customer Service and Inquiry Help Desk

- Service Desk Request Form
- OBFSUPAY@uillinois.edu
- (888) 872-9953 Phone
- (217) 333-6583 Phone
- (217) 239-6840 Fax
Payroll Calculation Dates

- BW 14
  - July 1
    - Departmental approvals by 12 noon
    - Superusers must complete approvals by 5:00 p.m.
  - July 2
    - Current pay period adjustments must be submitted through PARIS by 10:00 a.m.
Payroll Calculation Dates

- MN 7
- July 9th
  - Current pay period adjustments must be submitted through PARIS by 10:00AM
Payroll Calculation Dates

- BW 15
  - July 16
    - Departmental approvals by 12 noon
    - Superusers must complete approvals by 5:00 p.m.
  - July 17
    - Current pay period adjustments must be submitted through PARIS by 10:00 a.m.
Payroll Calculation Dates

- Prior Underpayment Adjustments
  - June 25
    - Submitted in PARIS by 12 noon will be paid on Friday, June 28
  - June 28
    - Submitted in PARIS by 12 noon will be paid on Friday, July 5
  - July 2
    - Submitted in PARIS by 12 noon will be paid on Friday, July 12
  - July 9
    - Submitted in PARIS by 12 noon will be paid on Friday, July 12
  - July 16
    - Submitted in PARIS by 12 noon will be paid on Friday, July 19
    - This will post in FY20
2019 Year-End Payrolls

- 2019 BW 14: 100% FY19
- 2019 MN 7: 9 over 12: 100% FY20, State Funded
- 2019 MN 7: 47.62% FY19, 52.38% FY20
- FY19 accrual pay period MN-999, BW-999
- Mobius View and My-UI-Financials—Payroll Expense by Person reports
  - HRPAY00104-pay period version
  - HRPAY00103-month end version
Labor Redistributions

- Fiscal-Year-End Deadlines for Labor Redistributions
- Performing Year End Labor Redistributions job aid
- Labor Redistribution Form (PZAREDS)
  - Use Edit Labor Distribution tab, Posting Date field
  - BW14, MN6, and all earlier payrolls
    - Type a June date in the Posting Date field
  - BW15 and MN7
    - Posting Date field must be blank
Labor Redistributions - PZAREDS

ID: 673284286  Sheryl Ann Krsticevic  Payroll ID: MN  Begin Year: 2018  Payroll Number: 7
Payroll Number: 7  Date: 07/15/2018

Posting Date: 12/14/2018
Status
Year: 2018
Payroll Number: 7
Labor Redistributions

- **July 5**
  - Must be approved (disposition 60) in Banner by 5:00PM to be included in the June Preliminary Statements.
    - BW14, MN6, and earlier: Posting Date field = June date
    - MN7: Posting Date field = Leave blank

- **July 11**
  - Last redistribution opportunity for FY19
  - Must be approved (disposition 60) in Banner by 5:00PM to be included in June Period 12 Statements.
    - BW14, MN6, and earlier: Posting Date field = June date
    - BW15, MN7: Posting Date field = Leave blank
Labor Redistributions

- BW14, MN6, and earlier
  - Posting Date field = June date
- BW15, MN7
  - Posting Date field = Leave blank
Helpful Hints from UPB

- Review deadlines found on the Payroll Schedules
- Payments made in error on a state or grant fund need to be redistributed to another fund to ensure proper credit when payment is repaid or corrected
- Review Payroll Expense by Person reports found in Mobius View or My-UI-Financials
  - HRPAY00104-pay period version
  - HRPAY00103-month end version
- Verify Posting Date on Labor Redistribution Page (PZAREDS)
UPB Contacts

If you need additional information:

University Payroll & Benefits

- Customer Service Representatives
  - Chicago: (312) 996-7200
  - Springfield: (217) 206-7144
  - Urbana: (217) 265-6363
Payroll Inquiries – paying@uillinois.edu
Other Important Transactions

Accounts Receivable

- (SAR) and (GAR) feeders no back dating June 20, 5:00 p.m.
- (SAR) and (GAR) manual charges and credits June 28, 5:00 p.m.

Deposits

- All monies for FY19 must be received by 2:00 p.m., June 28

Petty Cash and Change Funds

- July 1: Annual Renewal Forms
Reports

JUNE Preliminary Reports
- Close July 6th, available July 8th
- Mobius View June 28th report date

JUNE P12 Reports
- Close July 13th, available July 15th
- Mobius View June 29th report date

JUNE P14 Reports
- Close July 27th, available July 31st
- Mobius View June 30th report date
Encumbrances

- General Encumbrances
  - Grant Funds with sub-awards
  - Other Funds

- Purchase Order Encumbrances
  - Purchasing Office

- Labor Encumbrances (University Accounting & Financial Reporting)
  - David Andersen danderse@uillinois.edu (217) 333-7460
Encumbrance Reports

- Open Encumbrance Report
- Banner—Organizational Encumbrance List Page (FGIOENC) Job Aid
- EDDIE and My-UI-Financials—FIGL Encumbrance Balances
- Mobius View—FIGLENCUM#
- Mobius View and My-UI-Financials—Payroll Encumbrance by Person
  - HRPAY00102—Month end
  - HRPAY00098—Pay Period
Fixed Assets

July 1:   Equipment received, gifted, or fabricated
July 3:   Construction completed
July 12: New acquisition details
July 17: Software development completed
July 19: Transfers and Disposals completed
  - Capitalization and depreciation calculations

Corrections/Changes
  - Each item requires 1 debit and 1 credit
  - JV transaction date

July 20 -28: FABweb unavailable
Fact Sheets

- Who needs to complete a Fact Sheet?
  - All Self-Supporting Funds

- When does it need to be completed?
  - Carefully review P12 reports
  - July 17 - received by University Accounting Services
  - Subject to audit
  - Upcoming Fact Sheet Webinars
    - June 17 and July 9
Helpful Hints from UAFR

- May 31: Terminate Inactive FOAPAL segments
- Payroll Encumbrances
  - Liquidate on July 6th
  - FY20 will calculate approx. July 18th
- Transaction Date field controls fiscal year
- Use My-UI-Financials Resource Page
- Gift Fund FAQs
- Accounting & Financial Reporting Frequently Asked Questions
- Guide to Finding Your “Accounting String” Balance
Journal Voucher Mass Entry - FGAJCM
Journal Voucher Entry - FGAJVCD
Journal Voucher Quick - FGAJVCQ

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td></td>
</tr>
<tr>
<td>Document Total</td>
<td></td>
</tr>
<tr>
<td>Distribution Total</td>
<td></td>
</tr>
<tr>
<td>Document Status</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- NSF Checking
- Defer Edit
- Create Source
- Document Text Exists

**Date:** 5/29/2019
UAFR Contacts

Jason Bane jabane@uillinois.edu (217) 206-7848

Accounting & Financial Reporting Who to Ask

Servicedesk@uillinois.edu
(217) 333-3102 Urbana-Champaign and Springfield
(312) 996-4806 Chicago
State Funds

- **June 7:** Discontinue use of state fund in iBuy
- **July 1:** State Fund 100019 to 100020
- **July 3:** TEM, Misc. Invoice/Travel vouchers; T-Card reconciled and approved
- **July 12:** P-Card reconciled and approved
- **July 12:** PO Receiving reports completed
- **July 12:** General Encumbrances established
- **July 24:** Request exchange state & institutional: Budget Office
State Funds

- **Lapse Period**
  - Received before July 1st 100019
  - Received after June 30th 100020

- **July 31:** All FY19 State appropriations (100019) invoice vouchers/travel to Payables

- **August 16:** All FY19 State appropriations (100019) JV and receiving reports

- No 100019 transaction after the close of period 02, FY20
Institutional Support Funds

- July 3: TEM, Misc. Invoice/Travel vouchers; T-Card reconciled and approved
- July 12: P-Card reconciled and approved; New Equip.
- July 12: PO Receiving reports completed
- July 12: General Encumbrances established
- July 13: Encumbrances roll
- July 24: Request exchange state & institutional: Budget Office
- July 27: Beginning Budget Balances
Self-Supporting Funds

- Subject to Excess Funds calculations
- July 3: TEM, Misc. Invoice/Travel vouchers; T-Card reconciled and approved
- July 12: General Encumbrances established
- July 12: P-Card reconciled and approved; New Equip.
- July 12: PO Receiving reports completed
- July 13: Encumbrances/GL Balances/Requisitions roll
- July 17: Fact Sheets due to University Accounting Services
- Early September Unrelated Business Income Tax schedules
Practice Plans

- July 3: TEM, Misc. Invoice/Travel vouchers; T-Card reconciled and approved
- July 12: P-Card reconciled and approved; New Equip.
- July 12: PO Receiving reports completed
- July 13: Encumbrances/GL Balances/Requisitions roll
Gift & Endowment Income Funds

- **June 21:** Reinvest endowment income
- **June 30:** Depts. clear all overdrafts
- **July 3:** TEM, Misc. Invoice/Travel vouchers; T-Card reconciled & approved
- **July 12:** P-Card reconciled & approved; New Equip.
- **July 12:** PO Receiving reports completed
- **July 13:** Encumbrances/GL Balances/Requisitions roll
Grants and Contract Funds

- **May 17:** Clear Sponsored projects overdrafts (400000-599999)
- **July 1:** Yes, Year End applies to Grants and Contracts
- **July 3:** TEM, Misc. Invoice/Travel vouchers; T-Card reconciled and approved
- **July 12:** P-Card reconciled and approved; New Equip.
- **July 12:** PO Receiving reports completed
- **July 12:** State of Illinois sponsored projects (560000-599999) expenditures
Other Non-State Funds

- May 17: Eliminate overdrafts
- May 31: Request to terminate inactive funds
- July 3: TEM, Misc. Invoice/Travel vouchers; T-Card reconciled and approved
- July 12: P-Card reconciled and approved; New Equip.
- July 12: PO Receiving reports completed
- July 13: Encumbrances/GL Balances/Requisitions roll
It’s July 1 - Now What?

FY20 System Changes in Banner

- State Appropriations new fund code 100020
- FWS converts to FY20 498120, 498220, 498420
- Index codes/defaults, override to use FY19 fund
- P-Card/T-Card C-FOP will change to new fund numbers
- State Appropriation on labor distribution

***Default date on transactions to FY20***

Manually update your iBuy profile for the State fund
Manually change the Transaction Date to June for FY19
Audit Improvements

- Awareness of University Policy and Procedure
- Adhere to published deadlines
- Timely reconciliation
Links and Resources

- OBFS » Accounting & Financial Reporting » Year-End Procedures
- OBFS » Banner Alerts & Resources » OBFS Calendars
- OBFS » Payroll & Benefits » Payroll Schedules
- OBFS » Accounting & Financial Reporting » Year-End Procedures » Fiscal-Year-End Deadlines for Labor Redistributions
- http://www.obfs.uillinois.edu/training/materials/
- http://www.obfs.uillinois.edu/iBuy/
- http://www.obfs.uillinois.edu/card-services/P-Card/
- http://www.obfs.uillinois.edu/payments/
- http://www.obfs.uillinois.edu/payroll/
Links and Resources

- OBFS » Training Center » Job Aids & Training Materials » Payroll & Benefits Training Materials » Labor Redistribution:
  - Performing Labor Redistributions
  - Year-End Labor Redistributions

- OBFS » Accounting & Financial Reporting » Year-End Procedures » Fact Sheets

- OBFS » Purchases » Reports
  - Receipts Required Report
  - Renewal of Standing and Multi-Year Orders - select the appropriate location

- OBFS » Accounting & Financial Reporting » Reports » Encumbrance Reports » Open Encumbrance Report

- OBFS » Purchases » Ordering & Payment Methods » Banner Orders » Process to Reduce Standing Purchase Order Encumbrances
Questions