

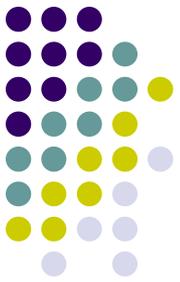


THE UNIVERSITY OF NEW MEXICO



FISCAL YEAR END CLOSE AND ACCRUALS

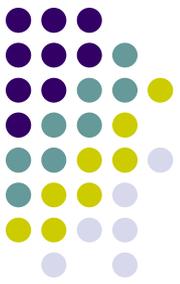
Presented by
Laura Putz
6/26/09



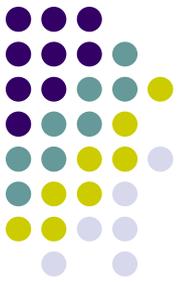
Purchase Requisitions

- All Purchase Requisitions completed but unapproved with a June date will be updated with a transaction date of July 1st, 2009 on **Wednesday, July 1st** for posting to FY10.

Purchase Orders/Purchases



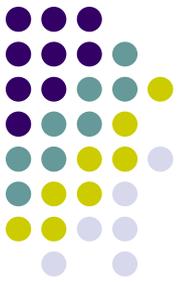
- Receiving documents must be entered and completed in Banner for **goods** purchased and received on or before June 30th by **Thursday, July 2nd**
- Vendor invoices must be submitted to Accounts Payable for Fiscal Year 2009 by **Thursday, July 2nd**
- Last day to issue checks for expenditures to post in Fiscal Year 2009 is **Friday, July 10th**
- First day to issue checks for expenditures to post in FY 10 is **Monday, July 20th** on PO's that carry forward from FY09



Purchase Orders

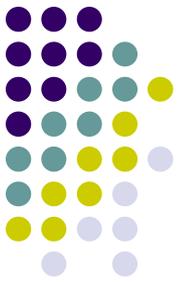
- Change Orders to close purchase orders, on which the department does not want the encumbered balance to be rolled to FY10, must be submitted to the Purchasing Dept. by **Monday, June 29**

Fiscal Year 2010 Purchase Requisitions



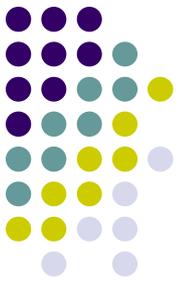
- FY 10 Purchase Requisitions and Service Provider Questionnaires (if required) can now be submitted
- Financial Services will take action on FY 10 Purchase Requisitions based on standard delivery expectations

Direct Pay Invoices (DPIs)

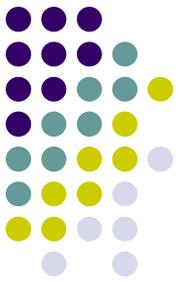


- Fiscal Year 2009 DPIs must be entered, completed, and approved in Banner by the department by **Tuesday, June 30th**
- DPIs and supporting documentation must be received by Financial Services by **Thursday, July 2nd by 5:00**
- Financial Services will review and take appropriate action by **Thursday, July 9th**

Non-Student Accounts Receivable Transactions:

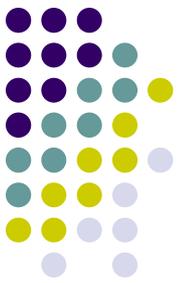


- Main Campus/UH Accounts Receivable Transaction information must be received by HSC Fin Svc by **Monday, June 29**
- Banner Finance Non-Student AR information must be entered and completed by departments by **Monday, June 29**



Miscellaneous:

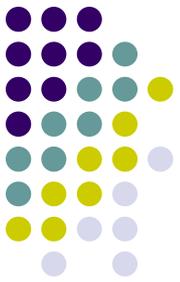
- FY 09 Money lists with cash, checks, daily confirmation letters, and petty cash reimbursements due to HSC Cashiers due by 12:00PM (3pm for Business Center Cashier) on **Tuesday, June 30**
- Inventory adjustment journal entries must be entered, completed, and approved by departments carrying inventories by **Tuesday, June 30**



Journal Vouchers (JVs)

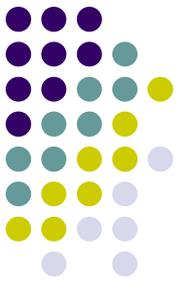
- Fiscal Year 2009 JVs must be entered, completed and approved in Banner by the department by **Monday, July 6th by 5:00**
 - Documents must be back dated to June 30th if data entry occurs after June 30th
- Financial Services will review and take action on or before **Monday, July 13th**
- After **July 6th**, any material adjustments must be initiated by Financial Services Offices

Journal Vouchers



- Significant and material accruals discovered after department JV deadline of July 6th
 - Unpaid or unknown invoice discovered
 - Items unbilled by University Hospital in final invoice cycle – scheduled to post on July 8th
 - Checks received in July for revenue earned in prior fiscal year
- Call Financial Services office for instructions

Transaction Date Year End Entries



Oracle Developer Forms Runtime - Web: Open > FGAJVCQ

File Edit Options Block Item Record Query Tools Help

Journal Voucher Quick Form FGAJVCQ 7.3.0.1 (BANP)

Document Number: 00229325

This must be June 30, 2009 to post as a FY09 entry!

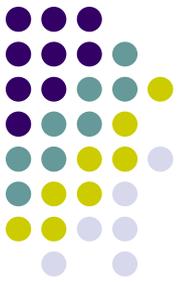
Journal Voucher Document Header

Transaction Date: 30-JUN-2009

Document Total: 12,000.00

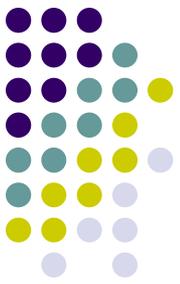
NSF Checking Deferred Edit Document Text Exists: Y

Disapproving Documents



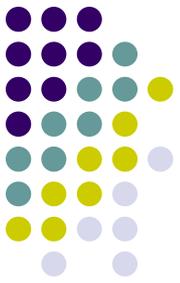
- Financial Services will coordinate with other divisions if disapproving a document that impacts both the unrestricted ledger and contract and grant ledger.
 - Provide solution that is appropriate for both divisions
- Documents dated in July (FY10) instead of June (FY09) to post to unrestricted indexes will most likely be disapproved for re-dating to June 30, 2009
- Timing/Turnaround considerations
 - Disapproval text to indicate “resubmit by” date for best consideration

Labor Redistributions (PZAREDS)

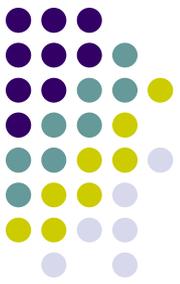


- Fiscal Year 2009 PZAREDS must be entered and marked “COMPLETED” in Banner by the department by **Sunday, July 5th**
- Financial Services will review and take action on or before **Friday, July 10th**
- PZAREDS form will be disabled for department use beginning **Monday, July 6th**
- PZAREDS form will be reactivated for department use on **Wednesday, July 22nd**

Payroll Considerations



- Annual Leave expense to post June 30th
 - Based on labor distribution of record for 5R6 payroll for exempt employees
 - Based on labor distribution of record for 2R13 payroll for non-exempt employees



Payroll Considerations

- HSC will accrue the biweekly salary for June, and reverse it when the actual expense posts.
 - Standard monthly process of accruing estimated payroll expense in appropriate period
 - Accrual to include seven work days of 2R14
 - Reversal to post when 2R14 payroll is posted in Banner ~ estimated posting date July 10th
- Allows departments to project their salary expenses at year end before the final payroll posts.

Questions?

