

# Year-end Checklist and Timeline (Departmental)

## Today

- FY17 is now open.** You may now key Purchase Requisitions for the new year. Payments will not be made until July 1 but you can submit requisitions and paperwork to Accounting for immediate processing.

## Today – June 15, 2016

- Review Open Purchase Orders for your area/school/department/division. See **How to Check Your Open Purchase Orders and Their Current Balance** Work Aid for detailed assistance.
- Contact Purchasing if you have Purchase Orders open that will not be used before June 30, 2016 (year-end). This could include POs that were never used or only partially used. All Purchase Orders with \$500 or less remaining will automatically be closed on June 15, 2016.
- Contact Accounting if you see Purchase Orders without activity and you expected payments to be made against them.
  1. Did you send the invoice or other supporting documentation to Accounting for processing?
  2. Check FOIDOCH to see if a payment was made but funds remain on the PO.
  3. Can the PO be closed now? If so, contact Purchasing.
  4. Was it an electronic funds transfer (ACH, wire, or BACS) and Accounting failed to close the PO? If so, contact Accounting.
- Contact Purchasing if you have POs less than \$500 that need to remain open. All Purchase Orders with \$500 or less remaining will automatically be closed on June 15, 2016.
- Gather receipts needed for submission to Accounting for any travel taken or event held. This could be reimbursement of personal funds, travel advances, PaySource cards, working capital advances, etc. These are due to Accounting with an attached Travel and General Expense form by close of business June 16.

## June 15, 2016

- Purchasing will automatically close all POs less than \$500.

- Departmental transfers** are due by close of business day for all transfers that have occurred through the current date.
- Travel and General Expense forms for **PaySource cards** (for travel ending prior to June 15, 2016) are due by close of business day.
- Travel and General Expense forms for **Travel Advances and Working Capital Advances** (for travel/events ending prior to June 15, 2016) are due by close of business day.
- Travel and General Expense forms for **Personal Reimbursements** (for travel/events ending prior to June 15, 2016) are due by close of business day.

### **June 16-30, 2016**

- Documentation for purchases made during this time period should be sent to Accounting **IMMEDIATELY** for processing. We will do our best to get all FY16 expenses properly recorded in FY16 but your timely assistance is needed to make that happen.

### **June 25, 2016**

- Purchasing Card Cut-off.** Purchases made through this date will likely be reflected on FY16 budgets. Purchases after this day may be reflected on FY17 budgets.

### **June 30, 2016**

- Final day of FY16.** Any requisitions keyed prior to this date must be approved by ALL approvers in order for a FY16 purchase order to be generated. No FY16 requisitions/purchase orders will be allowed by the Banner system after this date.

### **July 8, 2016**

- Final day to submit paperwork for FY16.** This is the final day to turn in any paperwork to Accounting for FY16. This includes any invoices, reimbursements, departmental transfers, and PaySource card reports for expenses incurred June 16-30, 2016.