

FY2018 YEAR-END DEADLINES

SUMMARY OF FINANCE DATES

PURCHASING	
Close of open Purchase Orders with balances between \$0.00 and \$100.00	Friday, June 1, 2018
Last day 2018 Requisitions can be created	Friday, June 8, 2018
Last day 2018 Requisitions can be approved (all unapproved Requisitions will be closed at 5PM EST)	Tuesday, June 12, 2018
Last day for 2018 Change Orders to be sent to Purchasing	Tuesday, June 12, 2018
Last day 2018 Purchase Orders to be sent to Suppliers (by Purchasing)	Wednesday, June 13, 2018
First day 2019 Requisitions can be created	Wednesday, June 13, 2018
Departments to send final request to keep 2018 Purchase Orders open (roll). Note: All June Purchase Orders will roll.	Friday, June 15, 2018
2018 Purchase Orders will be closed (unless requested to remain open)	Tuesday, June 19, 2018
First Day 2019 Purchase Orders to be sent to Suppliers	Thursday, June 28, 2018
2018 Purchase Orders designated to stay open will be rolled and applied to FY19 funds	Friday, June 29, 2018
2018 Supplier Contracts will be rolled	Friday, June 29, 2018
Final Full Settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY18 - 12:00PM EST	Saturday, June 30, 2018
TRAVEL & EXPENSE	
Close of stale Spend Authorizations by departments	On-Going
Last day for 2018 Spend Authorizations	Tuesday, June 19, 2018
Blackout travel processing period - Last minute paper Spend Authorizations will be used and sent to Expense Desk for processing	June 20 through June 30, 2018
Last day for 2018 Expense Reports - must be fully approved (includes all FY18 Cash Advance ER's)	Wednesday, June 27, 2018
2018 Expense Reports In Process or in Draft status will be closed at 5PM EST	Wednesday, June 27, 2018
2018 Spend Authorizations will be mass closed at 5PM EST	Wednesday, June 27, 2018
First day for 2019 Spend Authorizations	Sunday, July 1, 2018
First day for 2019 Expense Reports	Sunday, July 1, 2018
P-CARD and ACCOUNTS PAYABLE	
Request Suppliers send all open invoices/statements to accountspayable@fau.edu	Monday, June 4, 2018
Last day for 2018 P-Card charges (Limits reduced to \$1.00)	Sunday, June 10, 2018
First day for 2019 P-Card charges (Limits increased to normal)	Sunday, July 1, 2018
Last day for 2018 Supplier Invoice/Expense Report Accruals	Monday, July 16, 2018
JOURNAL ENTRIES	
Last day for 2018 Journal Entries	Monday, July 16, 2018
In Progress Journal Entries will be cancelled	Tuesday, July 17, 2018
Last day for Accounting Adjustments	Thursday, June 28, 2018
In Progress Accounting Adjustments will be cancelled	Friday, June 29, 2018

BUDGET AMENDMENTS	
Last day for 2018 Budget Amendments	Friday, July 6, 2018
PAYROLL AND TIMEKEEPING	
Last day to process on demand payroll check	Tuesday, June 26, 2018
All time entries for Pay Period #14 must be submitted and fully approved	Thursday, June 28, 2018 @ 2pm
Last Pay Period in 2018 (PP#14) closes	Thursday, June 28, 2018
Run new fiscal year commitments	Sunday, July 1, 2018
First Pay Period in FY2019 (PP#15) opens	Thursday, July 5, 2018
First day to submit Payroll Accounting Adjustments for FY2018	Friday, June 29, 2018
Last day to submit Payroll Accounting Adjustments for FY2018	Wednesday, July 11, 2018
Last day to approve all Payroll Accounting Adjustment for FY2018	Friday, July 13, 2018
In Progress Payroll Accounting Adjustments will be cancelled	Saturday, July 14, 2018

PURCHASING

Purchase Orders/Supplier Contracts:

- Procurement Services will close all FY2018 Purchase Orders on June 19, 2018, unless the Purchase Order has been designated to remain open (roll) and re-obligate funds in FY2019. On June 29, 2018, all Supplier Contracts and designated Purchase Orders will be rolled into FY2019.
 - To request a Purchase Order to roll into the next fiscal year, please submit a request to purchasing@fau.edu and include the full Purchase Order number (in appropriate format - ex. PO-P180....) by June 15, 2018.
 - Please review the following Purchase Order reports as early as possible and run again prior to June 15, 2018 to determine which FY2018 PO's should be designated to roll and re-obligate funds in FY2019. These reports are available to anyone in the following Workday security groups: Cost Center Accountant, Departmental_Purchasing_Analyst_FAU, Departmental Financial Analyst_FAU and Finance Auditor.
- 1. FAU_FIN Purchase Order Obligations**
 - "Obligation Remaining" = Funds still OBLIGATED on budget.
 - 2. FAU_FIN Purchase Order Obligations by CC Hierarchy**
 - "Obligation Remaining" = Funds still OBLIGATED on budget.
 - Can **ONLY** be run by CC Hierarchy – Report results will breakdown each PO by SmartTag/CC/Supplier

TRAVEL & EXPENSE

Spend Authorizations:

- If you are traveling during the last 10 days of June, please be sure to enter your Spend Authorization in advance of June 19th.
- If you have urgent travel that comes up last minute after June 19th, please contact the Travel and Expense Desk at 7-3126 or sgross16@fau.edu to assist. A paper Spend Authorization form is going to be required that will need departmental Vice President's approval to process.
 - Note- All FY2018 Spend Authorizations will be closed by June 27, 2018. New Spend Authorizations will need to be processed in July 2018 to reinstate any that still have open travel dates.
- 2019 Spend Authorizations – 1st day to process in Workday = July 1, 2018.

- Note – Should there be any additional expenditures related to FY2018 travel that were not expensed in FY2018, a traveler must re-enter a new Spend Authorization in FY2019 to commit the funds and process an expense report. (Example: Travel date is August 2018. In June 2018, airfare is purchased on a P-Card for August Travel. If this charge (or additional charges that take place in August) was not expensed in FY2018, a new Spend Authorization must be created in FY2019 to process this charge as well as any additional items (hotel, per-diem, etc.). Please pay special attention to all 2018 Spend Authorizations where a Cash Advance was requested.
- Here are 2 reports that you can run to identify Spend Authorizations with remaining balances. These reports are available to anyone in the following Workday security groups: Cost Center Accountant, Departmental Financial Analyst_FAU and Finance Auditor.
 1. **FAU_FIN Extract Spend Auths Encumb Bal – Departmental**
 - “Spend Authorization Remaining Balance” = Funds still COMMITTED on budget.
 - Can be run by SmartTag, Cost Center, Grant, or project (any combinations)
 2. **FAU_FIN Extract Spend Auths Encumb Bal - Departmental by CC Hierarchy**
 - “Spend Authorization Remaining Balance” = Funds still COMMITTED on budget.
 - Can **ONLY** be run by CC Hierarchy – Report results will breakdown each SA by SmartTag/CC/Fund/Employee

Expense Reports:

- FY2018 Expense Reports – last day to process in Workday = June 27, 2018 COB - this means they must be fully approved.
 - All In Progress expense reports will be cancelled at 5PM, Wednesday, June 27, 2018 if not fully approved. New Expense Reports will need to be processed as a result of the cancellations.
 - FY2019 Expense Reports will require a denotation of either "2018" or a "2019" in the memo field to indicate the appropriate expense period for accruals.
- Note- for Expense Reports for travel/other expenses occurring in FY2019 but processed in FY2018, please notify Procurement Accounting @ 7- 4943 or atramp@fau.edu with supporting documentation of trip dates. Procurement Accounting will prepare a journal entry to establish this charge as a prepaid expense.

P-CARD

- 2018 P-Card charges– Last day to use the P-Card = June 10, 2018. (Blackout period June 11, 2018 through June 30, 2018)
 - On an exception basis, arrangements may be made to retain a functional P-Card for documented business travel, recurring charges, or a critical need during the blackout period. Please send the request along with supporting documentation to schiff@fau.edu.

ACCOUNTS PAYABLE

Supplier Invoices:

- Reach out to your vendors/suppliers and request open invoices and/or statements in early June.
- Request that vendors send 2018 invoices as early as possible, ideally by June 24th, in electronic format to accountspayable@fau.edu.

- If invoices are sent directly to departments, do not hold them. Forward to accountspayable@fau.edu immediately.
- AP Specialist will denote a "2018" or a "2019" in the invoice memo field to indicate the appropriate expense period for accruals starting July 1, 2018.

PROCUREMENT ACCOUNTING

- July 1-July 16, 2018 - Prepare weekly entries to accrue Supplier Invoices and Expense Reports that relate to fiscal year 2018.
- In late July, we will accelerate amortization on prepaids that crossed over into FY19 and end before FY20

PAYROLL ACCOUNTING

- Payroll accounting adjustments for FY2018 can be processed between June 29-July 13, 2018. This timeframe includes the tasks of submitting and approving PAAs.
- All submitted payroll accounting adjustments must be approved by 5 p.m. on July 13, 2018
- All "in progress" payroll accounting adjustments will be cancelled on July 14, 2018 and access to the Create Payroll Accounting Adjustment task will be removed for all users.
- Access to Create Payroll Accounting Adjustment task will be reinstated on Monday, July 16 for FY2019 PAAs

POINTS OF CONTACT

Department	Point of Contact
Procurement Services: P-Card Purchasing Accounts Payable Procurement Accounting Travel and Expense	Todd Kimpton @ tkimpton@fau.edu or 7-2917 Ed Schiff @ schiff@fau.edu or 7-3081 Carolyn Bethmann @ cbethmann@fau.edu or 7-2608 Kathy Tetreault @ ktetreau@fau.edu or 7-3122 Aaron Tramp @ atramp@fau.edu or 7-4943 Suzanne Grossman @ sgross16@fau.edu or 7-3126
Financial Accounting: General Accounting Property Management	Desislava Angelova @ dangelov@fau.edu or 7-4356 Steven Goldberg @ goldbergs@fau.edu or 7-4610 Shane Siewbally @ ssiewbal@fau.edu or 7-4638 Ilias Gyftopoulos @ gyftopou@fau.edu or 7-2927
Payroll & Timekeeping: Payroll Timekeeping Payroll Accounting	Rosa Naujoks @ rnaujoks@fau.edu or 7-2035 Annie Yahinian @ ayahinia@fau.edu or 7-4273 Anely Cabrera @ cabreraa@fau.edu or 7-2862 Rosa Naujoks @ rnaujoks@fau.edu or 7-2035
Budget	Milena Alban @ malban@fau.edu or 7-2804

HUMAN RESOURCES

RECRUITMENT SERVICES

- Last start date available for the fiscal year on any HIRES is Friday, 6/22/18. For Hires with start dates between June 18-22, 2018, the Workday business process must be finalized by 6/13/18.

- Hiring freeze will happen between 6/25/18-6/30/18. It is strongly recommended to not start new employees during the hiring freeze week. Hiring can resume effective 7/1/18.
- Departments that have employees start during the freeze must budget for that week in FY18 because Payroll Accounting Adjustments **cannot be made.**

WORKFORCE ADMIN & RECORDS CONTROL

- There will be an add job freeze for individuals where they cannot begin work between 6/25/18-6/30/18. They can resume starting add jobs effective 7/1/18.
- The deadline to submit Add Jobs to be effective on, or after 7/1/2018 will be 5/25/2018.
- The deadline to submit Data-Extensions to be effective on, or after 7/1/18 will be 6/1/2018.

CLASSIFICATION & COMPENSATION

- June 22nd is the last pay date in the current fiscal year (FY18). Request Compensation Change or One-Time Payment requests with an effective date of 6/16/18 and beyond will be paid in the next fiscal year (FY19) beginning with Pay Period 14.
- All new prerequisite forms to be effective in FY18 must be received by 6/13/18
- Ethics Commission/Human Resources: Employees obligated to file for Financial Disclosure with the Florida Commission on Ethics must have their completed FORM-1 (2017) postmarked no later than July 1st, 2018. This form is mailed as a courtesy in May/June. If replacement documents are needed please contact Michael Davis in Human Resources.

COSTING ALLOCATIONS

- Costing Allocations of all Grant Funded Positions (Faculty/AMP/SP) and Jobs (Student/OPS) are required to be continuous, i.e. allocations with an end date of 6/30/18 MUST have a proceeding allocation created with a 7/1/18 start date. If the Position or Job is NOT Grant Funded, the end date should remain blank.

POINT OF CONTACT

- For all questions relating to Human Resources year-end dates and deadlines, please contact Michael Davis: michael.davis@fau.edu or 7-3026.