FY2019 YEAR-END DEADLINES

SUMMARY OF FINANCE DATES

PURCHASING	
Close of open Purchase Orders with balances between $0.00 and $100.00	Monday, June 3, 2019
Last day 2019 Requisitions can be created. Must be approved by 5PM (all unapproved Requisitions will be closed at 5PM)	Tuesday, June 18, 2019
Last day for 2019 Change Orders to be sent to Purchasing	Tuesday, June 18, 2019
Disable Punchouts	Tuesday, June 18, 2019
Last day 2019 Purchase Orders to be sent to Suppliers (by Purchasing)	Wednesday, June 19, 2019
First day 2020 Requisitions can be created	Wednesday, June 19, 2019
Departments to send final request to keep 2019 Purchase Orders open (roll). Note: All June Purchase Orders will roll.	Friday, June 21, 2019
First Day 2020 Purchase Orders to be sent to Suppliers	Thursday, June 27, 2019
2019 Purchase Orders designated to stay open will be rolled and applied to FY20 funds	Friday, June 28, 2019
2019 Supplier Contracts will be rolled	Friday, June 28, 2019
Re-enable Punchouts	Friday, June 28, 2019
2019 Purchase Orders will be closed (unless requested to remain open)	Friday, June 28, 2019
Final Full Settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY19 - 12:00PM	Saturday, June 29, 2019
TRAVEL & EXPENSE	
Close of stale Spend Authorizations by departments	On-Going
Last day for 2019 Spend Authorizations	Wednesday, June 19, 2019
Blackout travel processing period - Last minute paper Spend Authorizations will be used and sent to Suzanne Grossman for processing	June 20 through June 30, 2019
Last day for 2019 Expense Reports - must be fully approved (includes all FY19 Cash Advance ER's)	Wednesday, June 26, 2019
2019 Expense Reports In Process or Draft status will be closed at 5PM	Wednesday, June 26, 2019
2019 Spend Authorizations will be mass closed at 5PM	Wednesday, June 26, 2019
Disable New Expense Reports (until July 1)	Thursday, June 27, 2019
First day for 2020 Spend Authorizations	Monday, July 1, 2019
First day for 2020 Expense Reports	Monday, July 1, 2019
P-CARD and ACCOUNTS PAYABLE	
Request Suppliers send all open invoices/statements to accountspayable@fau.edu	Monday, June 3, 2019
Last day for 2019 P-Card charges (Limits reduced to $1.00)	Monday, June 10, 2019
First day for 2020 P-Card charges (Limits increased to normal)	Monday, July 1, 2019
Last day for 2019 Supplier Invoice/Expense Report Accruals	Monday, July 15, 2019
JOURNAL ENTRIES	
Last day to submit 2019 Journal Entries	Friday, July 12, 2019
2019 Journals need to be fully approved	Monday, July 15, 2019
In Progress Journal Entries will be cancelled	Tuesday, July 16, 2019
Last day to submit Accounting Adjustments	Tuesday, June 25, 2019
Accounting Adjustments need to be fully approved	Thursday, June 27, 2019

In Progress Accounting Adjustments will be cancelled	Friday, June 28, 2019
BUDGET AMENDMENTS	
Last day for 2019 Budget Amendments	Friday, July 5,2019
PAYROLL AND TIMEKEEPING	
Last day to process on demand payroll check	Tuesday, June 25, 2019
All time entries for Pay Period #14 must be submitted and fully approved	Thursday, June 27, 2019 @ 2pm
Last Pay Period in 2019 (PP#14) closes	Thursday, June 27, 2019
Run new fiscal year commitments	Monday, July 1, 2019
First Pay Period in FY2020 (PP#15) opens	Friday, July 5, 2019
First day to submit Payroll Accounting Adjustments for FY2019	Saturday, June 29, 2019
Last day to submit Payroll Accounting Adjustments for FY2019	Thursday, July 11, 2019
Last day to approve all Payroll Accounting Adjustment for FY2019	Friday, July 12, 2019
In Progress Payroll Accounting Adjustments will be cancelled	Saturday, July 13, 2019

PURCHASING

Purchase Orders/Supplier Contracts:
- Procurement Services will close all FY2019 Purchase Orders on June 28, 2019, unless the Purchase Order has been designated to remain open (roll) and re-obligate funds in FY2020. On June 28, 2019, all Supplier Contracts and designated Purchase Orders will be rolled into FY2020.
- 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-P190….) by June 21, 2019.
- Please review the following Purchase Order reports as early as possible and run again prior to June 21, 2019 to determine which FY2019 PO's should be designated to roll and re-obligate funds in FY2020. 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**
        o *"Obligation Remaining"* = Funds still <u>OBLIGATED</u> on budget.

    2. **FAU_FIN Purchase Order Obligations by CC Hierarchy**
        o *"Obligation Remaining"* = Funds still <u>OBLIGATED</u> on budget.
        o Can **ONLY** be run by CC Hierarchy – Report results will <u>breakdown each PO</u> 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.

- o Note- All FY2019 Spend Authorizations will be closed by June 26, 2019. New Spend Authorizations will need to be processed in July 2018 to reinstate any that still have open travel dates.
- 2020 Spend Authorizations – 1st day to process in Workday = July 1, 2019.
  - o Note – Should there be any additional expenditures related to FY2019 travel that were not expensed in FY2019, a traveler must re-enter a new Spend Authorization in FY2020 to commit the funds and process an expense report. (Example: Travel date is August 2019. In June 2019, 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 FY2019, a new Spend Authorization must be created in FY2020 to process this charge as well as any additional items (hotel, per-diem, etc.). Please pay special attention to all 2019 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**
     - o *"Spend Authorization Remaining Balance"* = Funds still UNDERLINE COMMITTED on budget.
     - o Can be run by SmartTag, Cost Center, Grant, or project (any combinations)

  2. **FAU_FIN Extract Spend Auths Encumb Bal - Departmental by CC Hierarchy**
     - o *"Spend Authorization Remaining Balance"* = Funds still COMMITTED on budget.
     - o Can **ONLY** be run by CC Hierarchy – Report results will breakdown each SA by SmartTag/CC/Fund/Employee

Expense Reports:
- FY2019 Expense Reports – last day to process in Workday = June 26, 2019 COB - this means they must be fully approved.
  - o All In Progress expense reports will be cancelled at 5PM, Wednesday, June 26, 2019 if not fully approved. New Expense Reports will need to be processed as a result of the cancellations.
- Note- for Expense Reports for travel/other expenses occurring in FY2020 but processed in FY2019, 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

- 2019 P-Card charges– Last day to use the P-Card = June 10, 2019. (Blackout period June 11, 2019 through June 30, 2019)
  - o 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 2019 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 "2019" or a "2020" in the invoice memo field to indicate the appropriate expense period for accruals starting July 1, 2019.

PROCUREMENT ACCOUNTING
- July 1-July 15, 2019 - Prepare weekly entries to accrue Supplier Invoices and Expense Reports that relate to fiscal year 2019.
- In late July, we will accelerate amortization on prepaids that crossed over into FY20 and end before FY21

PAYROLL ACCOUNTING
- Payroll accounting adjustments for FY2019 can be processed between June 29-July 11, 2019. This timeframe includes the tasks of submitting and approving PAAs.
- All submitted payroll accounting adjustments must be approved by 5 p.m. on July 12, 2019
- All "in progress" payroll accounting adjustments will be cancelled on July 13, 2019 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 15 for FY2020 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