

FY2020 YEAR-END DEADLINES

SUMMARY OF FINANCE DATES

PURCHASING	
Close of open Purchase Orders with balances between \$0.00 and \$100.00	Monday, June 1, 2020
Last day 2020 Requisitions can be created. Must be approved by 5PM (all unapproved Requisitions will be closed at 5PM)	Thursday, June 18, 2020
Last day for 2020 Change Orders to be sent to Purchasing	Thursday, June 18, 2020
Disable Punchouts	Thursday, June 18, 2020
Last day 2020 Purchase Orders to be sent to Suppliers (by Purchasing)	Friday, June 19, 2020
First day 2021 Requisitions can be created	Friday, June 19, 2020
Departments to send final request to keep 2020 Purchase Orders open (roll). Note: All June Purchase Orders will roll.	Friday, June 26, 2020
First Day 2021 Purchase Orders to be sent to Suppliers	Monday, June 29, 2020
2020 Purchase Orders designated to stay open will be rolled and applied to FY21 funds	Tuesday, June 30, 2020
2020 Supplier Contracts will be rolled	Tuesday, June 30, 2020
Re-enable Punchouts	Tuesday, June 30, 2020
2020 Purchase Orders will be closed (unless requested to remain open)	Tuesday, June 30, 2020
Final Full Settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY20 - 4:00PM	Tuesday, June 30, 2020
TRAVEL & EXPENSE	
Close of stale Spend Authorizations by departments	On-Going
Last day for 2020 Spend Authorizations	Friday, June 19, 2020
Blackout travel processing period - Last minute paper Spend Authorizations will be used and sent to Suzanne Grossman for processing	June 20 through June 30, 2020
Last day for new 2020 Expense Reports	Friday, June 26, 2020
Disable New Expense Reports (until July 1)	Friday, June 26, 2020
2020 Expense Reports In-Process or Draft status will be closed at 12PM	Tuesday, June 30, 2020
2020 Spend Authorizations will be mass closed at 5PM	Tuesday, June 30, 2020
First day for 2021 Spend Authorizations	Wednesday, July 1, 2020
First day for 2021 Expense Reports	Wednesday, July 1, 2020
ACCOUNTS PAYABLE	
Request Suppliers send all open invoices/statements to accountspayable@fau.edu	Monday, June 1, 2020
Last day for 2020 Supplier Invoice/Expense Report Accruals	Wednesday, July 15, 2020
P-CARD	
Last day for 2020 P-Card charges (Limits reduced to \$1.00)	Wednesday, June 10, 2020
First day for 2021 P-Card charges (Limits increased to normal)	Wednesday, July 1, 2020
JOURNAL ENTRIES	
Last day to submit 2020 Journal Entries	Tuesday, July 14, 2020
2020 Journals need to be fully approved	Wednesday, July 15, 2020
In Progress Journal Entries will be cancelled	Thursday, July 16, 2020
Last day to submit Accounting Adjustments	Tuesday, June 23, 2020
Accounting Adjustments need to be fully approved	Thursday, June 25, 2020

In Progress Accounting Adjustments will be cancelled	Friday, June 26, 2020
INTERNAL SERVICE DELIVERY	
Last day to submit 2020 Internal Service Delivery Entries by 5pm	Friday, June 26, 2020
2020 Internal Service Delivery Entries need to be fully approved by 12pm	Tuesday, June 30, 2020
In Progress Internal Service Delivery Entries will be cancelled	Tuesday, June 30, 2020
BUDGET AMENDMENTS	
Last day for 2020 Budget Amendments	Tuesday, July 7, 2020
PAYROLL AND TIMEKEEPING	
Last day to process on demand payroll check	Tuesday, June 23, 2020
All time entries for Pay Period #14 must be submitted and fully approved	Thursday June 25, 2020 @ 2pm
Last Pay Period in 2020 (PP#14) closes	Friday June 26, 2020
Run new fiscal year commitments	Wednesday, July 1, 2020
First Pay Period in FY2021 (PP#15) opens	Monday, July 6, 2020
First day to submit Payroll Accounting Adjustments for Pay Period #14	Saturday, June 27, 2020
Last day to submit Payroll Accounting Adjustments for FY2020	Tuesday July 14, 2020
Last day to approve all Payroll Accounting Adjustment for FY2020	Wednesday, July 15, 2020
In Progress Payroll Accounting Adjustments will be cancelled	Thursday, July 16, 2020

PURCHASING

Purchase Orders/Supplier Contracts:

- Procurement Services will close all FY2020 Purchase Orders on June 30, 2020, unless the Purchase Order has been designated to remain open (roll) and re-obligate funds in FY2021. On June 30, 2020, all Supplier Contracts and designated Purchase Orders will be rolled into FY2021.
- 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 26, 2020.
- Please review the following Purchase Order reports as early as possible and run again prior to June 26, 2020 to determine which FY2020 PO's should be designated to roll and re-obligate funds in FY2021. 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 FY2020 Spend Authorizations will be closed by June 30, 2020. New Spend Authorizations will need to be processed in July 2021 to reinstate any that still have open travel dates.
- 2021 Spend Authorizations – 1st day to process in Workday = July 1, 2020.
 - Note – Should there be any additional expenditures related to FY2020 travel that were not expensed in FY2020, a traveler must re-enter a new Spend Authorization in FY2021 to commit the funds and process an expense report. (Example: Travel date is August 2020. In June 2020, 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 FY2020, a new Spend Authorization must be created in FY2021 to process this charge as well as any additional items (hotel, per-diem, etc.). Please pay special attention to all 2020 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:

- FY2020 Expense Reports – last day to process new expense reports in Workday = June 26, 2020 COB
 - All In Progress expense reports will be cancelled at 12PM, Tuesday, June 30, 2020 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 FY2021 but processed in FY2020, 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

- 2020 P-Card charges– Last day to use the P-Card = June 10, 2020. (Blackout period June 11, 2020 through June 30, 2020)
 - 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 pcard@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 2020 invoices as early as possible, ideally by June 19th, 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 "2020" or a "2021" in the invoice memo field to indicate the appropriate expense period for accruals starting July 1, 2020.

PROCUREMENT ACCOUNTING

- July 1-July 15, 2020 - Prepare weekly entries to accrue Supplier Invoices and Expense Reports that relate to fiscal year 2020.

INTERNAL SERVICE DELIVERY

- Last day to submit FY2020 Internal Service Delivery entries is Friday, June 26, 2020 COB. All "In Progress" Internal Service Delivery entries will be cancelled at 12PM, Tuesday, June 30, 2020 if not fully approved. New Internal Service Delivery entries will need to be processed as a result of any cancellations.

PAYROLL ACCOUNTING

- Payroll accounting adjustments for FY2020 can be processed between June 27-July 14, 2020. This timeframe includes the tasks of submitting and approving PAAs.
- All submitted payroll accounting adjustments must be approved by 5 p.m. on July 15, 2020
- All "in progress" payroll accounting adjustments will be cancelled on July 16, 2020 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 20 for FY2021 PAAs

POINTS OF CONTACT

Department	Point of Contact
Procurement Services: Purchasing Accounts Payable Procurement Accounting Travel and Expense	Melody Thelwell @ mthelwell@fau.edu or 7-2917 Aaron Tramp @ atramp@fau.edu or 7-4943 Esperanza Calderon @ ecalder2@fau.edu or 7-3123 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 Soana Fuentes @ sseehar1@fau.edu or 7-1243 Ilias Gyftopoulos @ gyftopou@fau.edu or 7-2927
Payroll, Timekeeping & P-card Administration Payroll Timekeeping Payroll Accounting P-Card	Rosa Naujoks @ rnaujoks@fau.edu or 7-2035 Annie Yahinian @ ayahinia@fau.edu or 7-4273 Anely Cabrera @ cabreraa@fau.edu or 7-2862 Tammy Kolotkin @ tkolotkin@fau.edu or 7-3609 Noelle Starkey @ pcard@fau.edu or 7-2887
Budget	Milena Alban @ malban@fau.edu or 7-2804
Research Accounting: ISD	Deon Pottinger @ dpottinger@fau.edu or 7-4998