

FY25 Year-End: FAQ List/Commonly Asked Questions

- Does my budget in FY25 POs roll over to FY26? (Budget and Procurement Question)

No, you need to ensure that all POs were budgeted for during budget construction since these POs will go against your FY26 budget.

- Does my budget in FY25 for construction projects roll over to FY26? (Budget, Procurement and Accounting Question)

Yes, the project itself will roll forward, however there is a caveat with the budget. The remaining unexpended budget for the FY25 project rolled forward will be established in FY26 and will obligate against your FY26 budget. For example, if you have 50k left of budget on a project that is rolling forward, the 50k is not being added to your total approved budget for FY26. It will be reducing your FY26 budget as a FY26 expense. The instructions related to E&G and Carryforward funding SmartTags will be shared through the "financialaffairs-l" email communications at a later date.

- Who should I contact about making a Payroll Accounting Adjustment after the deadline? (Payroll Question)

Contact Annie Yahinian Head ayahinia@fau.edu or payroll@fau.edu

- I need to make a journal entry, and the deadlines have all passed, what do I do? (Accounting Question)

The request will be reviewed on a case-by-case basis, such as accounting impact and materiality threshold. General Accounting Coordinators will complete the journal entry if necessary. Please send your request to generalaccounting@fau.edu

- How do I make sure the Spend Authorization will automatically close and fully liquidate the commitment when creating the expense report? (Procurement Question)

If no other Expense Report is to be submitted, check the "Final Expense Report" box on the header tab of your Expense Report. All Expense Reports linked to that Spend Authorization must be fully approved for the Spend Authorization to automatically close.

- International travel – what to do if you have a traveler in the blackout period and part in FY25 and part in FY26?

The fully approved spend authorization will remain open and should be used to finalize the expense report in FY26.

All other spend authorizations will be closed because the commitment fund doesn't roll forward due to system limitation. Receipts with June date should be expensed in FY25, additional charges with July receipts should be expensed in FY26. Refer to FYE accrual deadline and threshold for FY25 expenditures wanted to be expensed in FY25.

- I can enter a FY26 spend auth, will it be closed?

Yes - July 1, 2025 is the first day to process in the system FY26 spend authorization, it will remain open until a finalized expense report is submitted and approved. Any Spend Authorization without cash advance and travel before blackout period created prior to July 1st will be closed.

- Links to the GC website for contracts –

<https://www.fau.edu/generalcounsel/>

<https://www.fau.edu/generalcounsel/procurement/>

- What does it mean when goods/services are received/rendered?

Goods and/or services are completed and on property at FAU.

- When will interdepartmental journals (telecom, mailroom, background checks etc) be posted?

General Accounting will send out separate reminders and ensure interdepartmental charges are posted before journal cutoff dates. As a result, FAU Cost Center Managers will have adequate time to review their budgets and make necessary corrections.

- What do we do about late billing from outside vendors who don't know the usage until they bill later in July after the accrual end date?

Unfortunately, we can't offer any other options. No invoice would be accrued after the cutoff dates.

- Do we need to do anything if our invoices are being amortized?

No action is needed.

- When is the supplier invoice request cutoff date?

Supplier Invoice Request (SIR) must be processed and fully approved by Friday, 6/20/25.

- Who should create a supplier invoice for an independent contractor?

Supplier Invoice Requests are created by end user departments, see Workday job aid.

- Can we search for invoices in process and even if they were submitted by a terminated employee? Which reports allow this?

Yes – if the end user has access to Find Supplier Invoice report and select invoice status – in progress. Everything will populate regardless of who submitted it.

- Travel registration paid in FY25 when the travel is for FY26? What do I do?

Should be expensed in FY25, refer to FYE accrual deadlines and thresholds.

- How can I request my p-card stay open during the blackout period?

Refer to FYE calendar, page 4 under P-card. Send request to pcard@fau.edu by Friday, June 13, 2025.

FYE = Fiscal Year End

Additional FAQ Links for Procurement:

Procurement Payables FAQ can be accessed here:

Procurement Payables FAQ @ <https://www.fau.edu/procurement/files/faq-payables.pdf>