

**TO:** University Community  
**FROM:** Katharine A. Brophy, Associate Vice President and University Controller  
**SUBJECT:** Fiscal Year End 2019 Memorandum  
**DATE:** April 1, 2019

To ensure that financial transactions pertaining to FY19 are accurately included in the ledger, it is important that all departments record all purchase orders, invoices, travel expenses, and payroll transactions, and review and reconcile their ledgers.

Key dates for the upcoming closing process can be found in the [Year-End Deadline Calendar](#). If you have questions or need further information, contact the appropriate area of responsibility identified on the [Contact List](#).

**NOTE: All deadlines apply to sponsored research contracts and grants managed by the Office of Research and Economic Development (ORED) unless explicitly stated.**

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**Deactivation and Chart Field Change Requests**

The last day to request deactivation of activity numbers or projects or changes to activity number or project chart field strings is **May 10, 2019** for FY19. If a balance exists in fixed assets or liability accounts, it is not possible to process the requested changes until the balances are zero. The deadline to clear these accounts is **May 24, 2019** for the request to process in the current fiscal year.

**Procurement**

All purchases have to be physically received by June 30, 2019 to be expensed in FY19. Consideration needs to be taken when placing the order to provide enough lead-time to guarantee the delivery of the goods and services by June 30, 2019 (*this does not apply to ORED sponsored research contracts and grants*). **If goods or services are received prior to June 30, 2019, but are not invoiced until the following fiscal year, the ONLY way to guarantee that the amount will be accrued (charged) in the current fiscal year is to “RECEIVE” the item(s) in the PantherSoft system with a date prior to July 1, 2019.** Purchase Orders (POs) for goods and services will rollover to FY20 if the receipt of goods or the rendering of services is after June 30, 2019. Budget managers should review all outstanding POs and ensure that rollover POs are included in the FY20 budget. This will prevent budget exceptions related to these POs in the new fiscal year.

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*The last day to enter and approve all requisitions in PantherSoft is June 25, 2019. Cancellation of all “Pending Approval” and “Open” status requisitions will occur after this date. There is no guarantee that the POs will be processed this fiscal year. Requisitions will be processed by a first in first out method. Procurement Services needs at least seven (7) days to process special request POs.*

Change orders need to be submitted no later than **June 18, 2019** to allow sufficient time for Accounts Payable to process invoices.

*All blanket orders, except for the Office of Research and Economic Development (ORED) sponsored grants and contracts, will be closed on **June 28, 2019**.*

The shutdown period for the eProcurement requisition page is from **June 26, 2019 to June 30, 2019** and will reopen at **2:00 pm on July 1, 2019** for departments to enter FY20 requisitions. During this shutdown period requests can be processed in the following manners:

- myFIUmarket expedited orders can be placed on the Departmental Card. You can refer to the myFIUmarket [contacts list](#) for ordering instructions.
- Any purchase requests during the shutdown period must be emailed to Kelly Loll, Executive Director of Procurement Services ([kloll@fiu.edu](mailto:kloll@fiu.edu)).
  - ORED sponsored research contracts and grants requests only requires an email.
  - Non-sponsored requests will be evaluated on a case-by-case basis. The following criteria will be considered: reasonably unforeseeable need that will cause a financial loss, a life-threatening condition, or impact to academic instruction. The email must be sent by the requester’s approver and contain the pertinent information found in a requisition as noted below.

Information found in a requisition and needed to process a request:

Item Description	Price	Quantity	Unit of Measure
Category Code	Supplier ID	Supplier Location	Supplier Name
Ship to Location	Attention To:	Activity/Project Number	Comments/Attachments

**FY20 Requisitions (also applies to ORED projects)**

Departments may start entering requisitions for the purchase of goods and services in FY20 at **2:00 pm on July 1, 2019**. For *special request requisitions* entered and approved after July 1, 2019, anticipate a PO turnaround time of more than seven business days.

**Open Encumbrance**

Departments are encouraged to begin reviewing all outstanding POs including blanket orders. Communicate to Crystal Herrera, Associate Director of Procurement Services, those purchase orders that you wish to close prior to June 28, 2019. Send your requests to close purchase orders via email only to [cherrera@fiu.edu](mailto:cherrera@fiu.edu) no later than **June 25, 2019** to allow sufficient time for processing.

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Requests for an extension of additional carry forward budget authority for existing POs should fall into the following categories:

- PO exists in Fund 210 or 211
- Purchase of furniture, fixture, and equipment (FF&E)

Submit all E&G Open PO Extension Requests to the Office of Financial Planning (OFP) by June 28, 2019.

If approved, OFP will establish additional budget authority in the department's carry forward activity number. OFP will notify Crystal Herrera, Associate Director of Procurement in the Controller's Office, of these approved carry forward orders to reclassify them to the carry forward Fund 211. For more details regarding the process and criteria used in determining eligibility, please refer to the E&G Open PO Extension Memo from OFP.

**Travel****Travel Authorizations (TAs)**

System access will be completely removed to the Travel and Expense module on **June 21, 2019**. The Travel Staff will then begin the cleanup process of TAs that are not in a fully approved status; therefore, all unapproved TAs will be deleted.

All approved TAs established prior to **June 30, 2019** will automatically rollover to FY20 on **July 1, 2019** *in the same Activity Number / Project and Fund that the TA was originally established*. Budget managers should review all outstanding TAs and ensure that all TAs that will rollover into the new fiscal year are included in the FY20 budget. This will prevent budget exceptions related to rollover TAs in the new fiscal year.

**Expense Reports**

All Expense reports in the Prepay Auditor queue will be processed against **FY19** budget if received by **June 07, 2019**. All required documentation must be included with the report to meet this commitment. The Travel Staff will continue to process expense reports; however, those that are not in a paid status by **June 28, 2019** will be deleted from the system and must be re-created on or after **July 01, 2019**. Expense reports will not roll over and post against **FY20** budget. System access to the Travel and Expense module will be completely removed on **June 21, 2019**.

**Cash Advances**

The Year End process will not affect Cash Advances regardless of the status of the document.

**Departmental Card (Commodity, Travel, and Dual Use) Charges**

When making Department Card purchases for budget FY19, we recommend that all purchases be completed by **June 18, 2019**. This will allow time for the transaction to be processed by the bank and posted by **June 28, 2019**.

NOTE: You may continue to use your Departmental Card through the end of FY19; however, any purchases not posted by the bank to the June 28, 2019 Billing Statement will be charged to your FY20 budget.

Billing Statement Dated	Available in PantherSoft	Approval Deadline	Additional Information
May 31, 2019 transactions 5/1/19 – 5/31/19	June 3, 2019	June 14, 2019 By 5:00 pm	Follows regular schedule
June 28, 2019 transactions 6/1/19 – 6/28/19	July 1, 2019	July 5, 2019 By Noon Note: Any charges not processed by this time may be charged to the default activity and not eligible for transfer.	The Controller’s Office will process an accrual journal to move all transactions on this statement from FY20 to FY19. <ul style="list-style-type: none"> <li>• This entry will process Activity Number transactions at the departmental level.</li> <li>• Project transactions will be processed at the financial statement level.</li> </ul>

**Accounts Payable**

For year-end financial statement reporting purposes, it is imperative that the receipt date you select in the PantherSoft (PS) system fall within the fiscal year that the goods were actually received or the services rendered. It is critical that you record receipt of all goods and services via the “Receiving” function in PS system using the actual date that the goods were delivered or the services were rendered.

All invoices received, must be sent to Accounts Payable as quickly as possible. In order to have expenses recorded in FY19, goods and services physically received by June 30, 2019 must have a receipt date entered in the PS system for June 30, 2019 or earlier. All invoices entered into the PS system after June 30, 2019 will be recorded as an accrual journal entry (expensed) for FY19 in the corresponding activity number as long as the receipt has been created in the PS system with a date no later than June 30, 2019. Any invoices processed during this time that do not have a receipt date entered into PS system or have a system receipt date after June 30, 2019, **WILL NOT** be included in the fiscal year end expense accrual entry but instead will be recorded as an expense in the new FY20.

All requests for reclass/transfer of charges by A/P journal voucher for FY19 to the Controller's Office must be received by **May 31, 2019**. We will not process any A/P reclass/transfer requests, other than sponsored research project or grant, if not submitted within ninety days of the original transaction.

Accounts Payable must receive encumbered and unencumbered payment requests to ensure entry by June 30<sup>th</sup>, 2019 by **June 14<sup>th</sup>, 2019**.

## Cashiers

### **Deposits**

The last day to credit deposits to FY19 will be on **June 28, 2019**. Deposits made after this date will post to FY20.

### **Petty Cash Funds and Participant Payment Replenishments**

**June 7, 2019** is the last day to replenish all Petty cash funds in order to record expenditures in the proper fiscal period; otherwise, Petty Cash reimbursements received after this date will be charged to your FY20 budget.

## Smart Billing

The last day to approve Smart Billing invoices is **June 27, 2019**. Posting of unapproved Smart Bills with invoice dates of June 15, 2019 or prior will be in FY19 and invoice dates after June 15, 2019 will be in FY20.

## Transfers

### **Cash Transfers/Smart Journals**

The last day to process Cash Transfers/Smart Journals between accounts, excluding construction cash transfers, will be on **June 27, 2019**.

### **Interdepartmental Transfer Requests (ID Transfers)**

**June 24, 2019** is the last day to submit an original, signed ID Transfer requests for posting to FY19 budget, *no exceptions*. These include transfers related to copy machine charges, telephone charges, duplicating, media, physical plant charges, etc. We will not process any expense transfer requests, other than project or grant, if not submitted within ninety days of the original transaction.

Remember to identify and process all ID Transfers in order to avoid ending the year with a budget deficit.

### **Financial Aid Year End Transfers**

The last day to submit Financial Aid year-end transfers to Accounting and Reporting to cover institutional scholarship awards is **July 8, 2019**.

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**Payroll Transfers**

Enter all payroll transfers into the PR on-line system by **5:00 p.m. on May 31, 2019** if they need approval from the Office of Research & Economic Development (ORED) in order to complete the approval process by **June 14, 2019**. *The deadline for entry and approval of all non-ORED charges is June 14, 2019.* Enter all payroll transfers that do NOT need ORED approval into the PR on-line system by 5:00 p.m. on **June 14, 2019**.

Remember to identify and process all payroll transfers in order to avoid ending the year with a budget deficit.

**Transfer of Departmental Card Charges**

The last day to submit requests for transfers of departmental card charges to the Controller's Office for FY19 is **May 31, 2019**. We will not process any transfer of charges, other than project or grant, if not submitted within ninety (90) days of the original transaction.

**DSO Reimbursements**

Funding of expenses incurred in DSO Activity Numbers in Fund 604 must occur before the end of the fiscal year. DSO reimbursement requests for expenses posted in PantherSoft through *May 31, 2019* and submitted to the FIU Foundation by **June 12, 2019** will post in FY19. Reimbursement of expenses posting in June 2019 will remain in the Activity Number balance and reimbursement will occur in the new fiscal year. Reimbursement of expenses posted through May 2019 and not submitted to the FIU Foundation for reimbursement will need to be charged to the department's E&G budget or an alternate Activity Number provided by the department.

**Office of Financial Planning**

The last day to submit an "E&G Open PO Extension Request Form" will be **June 28, 2019**.

**Year End Deadline Calendar**

<b>FY19 Year End Processing Deadlines</b>		
<b>05/10/19</b>	Last day to request deactivation of activity numbers or projects or changes to activity number or project chart field strings for FY19.	<b>Chart of Accounts</b>
<b>05/31/19</b>	Last day to submit Departmental Card Transfer of Charges Form to the Controller's Office for FY19.	<b>Departmental Card</b>
<b>05/31/19</b>	The last day to submit to the Controller's Office requests for reclassification of charges by Accounts Payable (A/P) journal vouchers for FY19. We will not process any A/P reclassification/transfer requests, other than project or grant, submitted more than ninety days of the original transaction.	<b>Accounts Payable</b>
<b>05/31/19</b>	Last day for payroll transfers subject to ORED approval.	<b>Payroll</b>
<b>06/07/19</b>	Last day for Accounts Payable to receive Petty Cash/Participant Payment Replenishment form.	<b>Accounts Payable</b>
<b>06/07/19</b>	Last day to replenish participant payment funds.	<b>Cashiers</b>
<b>06/07/19</b>	Last day for travel reimbursements for FY19.	<b>Travel</b>
<b>06/07/19</b>	Last day to guarantee expense reports in the Prepay Auditor queue will be processed against FY19.	<b>Travel</b>
<b>06/12/19</b>	Last day to submit DSO reimbursement requests to the FIU Foundation for expenses posted by May 31, 2019.	<b>DSO Reimbursements</b>
<b>06/14/19</b>	Last day for Accounts Payable to receive invoices for encumbered and unencumbered payments to ensure entry by the end of the fiscal year. Accounts Payable will continue to process invoices through the end of June. Accruals for unprocessed invoices will follow the accrual guidelines.	<b>Accounts Payable</b>
<b>06/14/19</b>	Last day to enter and approve Payroll transfers for FY19 in the PS HR on-line system.	<b>Payroll</b>
<b>06/18/19</b>	Last day to enter and approve change order requisitions against Blanket Purchase Orders.	<b>Procurement</b>
<b>06/18/19</b>	Last day to charge purchases using Departmental Card for FY19.	<b>Departmental Card</b>
<b>06/21/19</b>	Travel & Expense module closes.	<b>Travel</b>

<b>06/24/19</b>	Last day to submit original, signed Internal Transfer requests (ID transfers) to the Controller's Office for charges other than Financial Aid institutional transfers, which have a different deadline.	<b>Journal Entry - Transfers</b>
<b>06/25/19</b>	Last day to submit a list of purchase orders to close to Procurement Services.	<b>Procurement</b>
<b>06/25/19</b>	Last day to enter and approve requisitions and change order requisitions in PantherSoft for FY19.	<b>Procurement</b>
<b>06/26/19 - 06/30/19</b>	eProcurement requisitions page shutdown period.	<b>Procurement</b>
<b>06/27/19</b>	Last day to submit construction cash transfer reimbursement requests.	<b>Journal Entry - Transfers</b>
<b>06/27/19</b>	Last day to approve Smart Billing invoices for FY19.	<b>Journal Entry – Smart Billing</b>
<b>06/27/19</b>	Last day to record Smart Journals.	<b>Journal Entry – Smart Journals</b>
<b>06/28/19</b>	Last day to credit deposits to FY19.	<b>Cashiers</b>
<b>06/28/19</b>	Last day to submit an E&G Open PO Extension Request form to OFF.	<b>Procurement</b>
<b>06/30/19</b>	<b>Last day to <u>RECEIVE</u> goods or services in <u>PeopleSoft</u> for FY19.</b>	<b>Receiving</b>
<b>07/01/19 (2:00pm)</b>	Departments may start entering requisitions for FY20.	<b>Procurement</b>
<b>07/01/19</b>	Departmental Card charges load into PantherSoft.	<b>Departmental Card</b>
<b>07/05/19 (noon)</b>	Last day to approve Departmental Card charges (June 1, 2019 to June 30, 2019 transactions) for FY19 budget.	<b>Departmental Card</b>
<b>07/08/19</b>	Last day to submit Financial Aid transfers to cover institutional scholarship awards.	<b>Journal Entry – Financial Aid</b>
<b>07/08/19</b>	Last day to enter merchant sale journal entries for FY19.	<b>Journal Entry – Merchant Sales</b>
<b>07/08/19</b>	Last day for departments to enter journal entries for FY19.	<b>Journal Entry</b>
<b>07/10/19</b>	Last day to clear budget exceptions.	<b>Budget</b>
<b>07/12/19</b>	Last day to post all entries required before auxiliary allocations.	<b>Allocations</b>



<b>07/15/19</b>	Complete allocations and other processes to complete the June month close.	<b>Allocations</b>
<b>08/01/19</b>	Last day for Controller’s Office to record fiscal year-end adjustments.	<b>Journal Entry – YE Adjustments</b>
<b>08/01/19</b>	<b>General Ledger for FYE June 30, 2019 is closed.</b>	<b>General Ledger</b>
<b>08/02/19</b>	University community will be able to run reports as desired.	<b>Reports</b>
<b>08/06/19</b>	Last day to resolve budget deficits before OFP / AED send the year-end Budget Deficit memo to the CFO, VPs, and Deans	<b>Budget</b>

**Contact List**

If you should need clarification on any of these dates, please contact the appropriate area of responsibility. Contacts for the various areas of responsibility are below:

<b>Contacts</b>		
<b>Area of Responsibility/Function</b>	<b>Extension</b>	<b>Contact Name</b>
<b>Budget</b>		
<ul style="list-style-type: none"> <li>• E&amp;G</li> <li>• Student Activity &amp; Service</li> <li>• Auxiliaries</li> <li>• Technology Fee</li> <li>• Athletics</li> <li>• Office of Research &amp; Economic Development (ORED)</li> <li>• Non-Sponsored Contracts &amp; Grants (Funds 601,602, and 604 DSO Reimbursements)</li> <li>• Financial Aid</li> <li>• Enrollment, Tuition, and Student Fees</li> </ul>	1138  7092  6237  0307  3244  1399	Anneyra Espinosa  Collette O’Meally  Yakeline Rodriguez  Michelle Li  Christina Loreto  Janet Medina
<b>Accounts Payable</b>	3889 2559 2553	Liza del Campo Maria Martinez Zoila Romero
<b>Cash Transfers</b>	2542	Dawn Patrick
<b>Construction Cash Transfers</b>	4564	Herlan Dominguez
<b>Internal Transfer Requests (ID Transfers)</b>	2550	Alicia Sagastume

<b>Smart Billing (System Generated)</b>	7200	FSSS
<b>Smart Billing (Accounting Office Generated)</b>	2550	Alicia Sagastume
<b>Deposits</b>	6763	Emily Burt
<b>Petty Cash</b>	6763	Emily Burt
<b>Travel Reimbursements/TARs</b>	2543	Inez Stokes
	4041	Sandra Ocampo
<b>University Credit Card Payments/Charges</b>	2920	Tracye Eades-Mickle
<b>University Credit Card Transfer of Charges</b>		
<b>Requisitions and Purchase Orders</b>	1246	Kelly Loll
	2164	Crystal Herrera
	1244	Tere Portuondo
	1243	Donald Corbitt
	6897	Cheryl Cobb
	3195	Richard Del Forn
<b>Competitive Solicitations</b>	1242	Elsa Alfonso
	2413	Chandra Nix
	7374	Agatha Bober
	4320	Yakov (Jacob) Zade
<b>TCM Contracts</b>	6585	Pam Johnson
<b>Supplier Onboarding</b>	6498	Edgar Rozier