

Office of the Controller

TO: University Community
FROM: Katharine A. Brophy, Associate Vice President and University Controller
SUBJECT: Year End Deadlines for Fiscal Year 2017-18 (ALL FUNDS)
DATE: April 17, 2018

What to Do Now

As we prepare to enter into the upcoming fiscal year end closing process, it is important that all departments review and reconcile their ledgers; verifying that the recording of all purchase orders, invoices, travel expenses, and payroll transactions pertaining to FY 2017-18 are accurate and all corrections are posted. Before closing, it is also necessary to ensure the accuracy of any outstanding encumbrances (purchase orders and travel authorizations) for the year so budget balances for State fund carry forwards are correct.

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:

Contacts		
Area of Responsibility/Function	Extension	Contact
Budget		
• E&G	1138	Anneyra Espinosa
• Student Activity & Service	7092	Collette O'Meally
• Auxiliaries	6237	Yakeline Rodriguez
• Technology Fee		
• Athletics	0307	Michelle Li
• Office of Research & Economic Development (ORED)		
• Non-Sponsored Contracts & Grants (Funds 601,602, and 604 DSO Reimbursements)	3244	Christina Loreto
• Financial Aid	1399	Janet Medina
• Enrollment, Tuition, and Student Fees		
Accounts Payable	3889	Liza del Campo
	2559	Maria Martinez
	2553	Zoila Romero
Cash Transfers	2542	Dawn Patrick
Construction Cash Transfers	4564	Herlan Dominguez
	3729	Jose Grullon
Internal Transfer Requests (ID Transfers)	2550	Alicia Sagastume

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Smart Billing (System Generated)	7200	FSSS
Smart Billing (Accounting Office Generated)	2550	Alicia Sagastume
Deposits	6763	Emily Burt
Petty Cash	6763	Emily Burt
Travel Reimbursements/TARs	2543	Inez Stokes
University Credit Card Payments/Charges	2920	Tracye Eades-Mickle
University Credit Card Transfer of Charges	3150	David Wells
Requisitions and Purchase Orders	1246 2164 1244 1243 6897 4320	Kelly Loll Crystal Herrera Tere Portuondo Donald Corbitt Cheryl Cobb Jacob Zade
Competitive Solicitations and Contracts	1242	Elsa Alfonso
Vendors	2413 6585 6498	Chandra Nix Pam Johnson Edgar Rozier

Quick Reference	
FY 2017-18 Year End Processing Deadlines	
05/11/18	Last day to request deactivation of activity numbers or projects or changes to activity number or project chart field strings for FY 2017-18.
05/31/18	Last day to submit Departmental Card Transfer of Charges Form to the Controller's Office for FY 2017-18.
05/31/18	The last day to submit to the Controller's Office requests for reclassification of charges by Accounts Payable journal vouchers for FY 2017-18.
06/01/18	Last day for payroll transfers subject to ORED approval.
06/08/18	Last day for Accounts Payable to receive Petty Cash/Participant Payment Replenishment form.
06/08/18	Last day for travel reimbursements for FY 2017-18.
06/12/18	Last day to submit DSO reimbursement requests to the FIU Foundation for expenses posted by May 31, 2018.
06/15/18	Last day for Accounts Payable to receive invoices for encumbered and unencumbered payments.
06/15/18	Last day to enter and approve requisitions and change order requisitions in PantherSoft for FY 2017-18.
06/15/18	Last day to enter and approve Payroll transfers for FY 2017-18 in the PS HR on-line system.
06/16/18-07/01/18	eProcurement requisitions page shutdown period.
06/18/18	Last day to charge purchases using Departmental Card for FY 2017-18.
06/22/18	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.
06/22/18	Last day to submit construction cash transfer reimbursement requests.
06/26/18	Last day to submit a list of purchase orders to close to Procurement Services.
06/29/18	Last day to approve Smart Billing invoices for FY 2017-18.

06/29/18	Last day to record Smart Journals.
06/29/18	Last day to credit deposits to FY 2017-18.
06/29/18	Last day to submit an E&G Open PO Extension Request form to OFP.
06/30/18	Last day to RECEIVE goods or services in PeopleSoft for FY 2017-18.
07/02/18	Departments may start entering requisitions for FY 2018-19.
07/06/18	Last day to submit Financial Aid transfers to cover institutional scholarship awards
07/06/18	Last day to enter merchant sale journal entries for FY 2017-18.
07/06/18 (noon)	Last day to approve Departmental Card charges (June 1, 2018 to June 30, 2018 transactions) for FY 2017-18 budget.
07/06/18	Last day for departments to enter journal entries for FY 2017-18.
07/10/18	Last day to clear budget exceptions.
07/13/18	Last day to post all entries required before auxiliary allocations.
07/16/18	Complete allocations and other processes to complete the June month close.
08/01/18	Last day for Controller's Office to record fiscal year-end adjustments.
08/01/18	General Ledger for FYE June 30, 2018 is closed.
08/02/18	University community will be able to run reports as desired.

YEAR END PROCEDURES AND DEADLINES

Key closing dates and important deadlines for the closing process are below and summarized in the attached Quick Reference Guide table. Please share this information with your staff as needed. If you have questions or need further information, please contact the Controller's Office at 305-348-2161.

NOTE: Except for the procedures and deadlines applicable to eProcurement requisitions, which apply to all university activities and projects, all other year-end deadlines do not apply to sponsored projects and grants managed by the Office of Research and Economic Development (ORED) since these are not on a fiscal year period. See detailed instructions below as it relates to requisitions on ORED project IDs.

The following dates are the deadlines for processing transactions in FY 2017-18. Since all purchases have to be received by June 30, 2018 to be paid in FY 2017-18, **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, 2018.** Orders received after June 30, 2018 are charged to the following fiscal year budget.

Purchasing and Commitments

Review all purchasing encumbrances and notify Procurement Services of any discrepancies as soon as possible. All requisitions must be in Procurement Services by close of business on the day indicated below. Processing of PO change orders need to be in a timely manner to prevent delay in the processing of the invoice in Accounts Payable.

*The last day to enter and approve all requisitions in PantherSoft is **June 15, 2018**. Cancellation of all "Pending Approval" and "Open" status requisitions will occur after this date.*

The shutdown period for the eProcurement requisition page is from June 16, 2018 to July 1, 2018 and will reopen on July 2, 2018 for departments to enter FY 2018-19 requisitions:

- We ask departments to plan and submit requisitions by the June 15, 2018 deadline to cover a 10 to 15 day supply of any goods or services you anticipate needing during the system shutdown period.
- myFIUmarket expedited orders can be placed on the Departmental Card. Departmental Cards, per the guide, are available for use during the system shutdown period.
- Send any requests for purchases on ORED project IDs to Kelly Loll, Director of Procurement, for approval (kloll@fiu.edu). The email must be sent by the requester's approver and contain the pertinent information found in a requisition as noted below.
- Consideration for exception is on a case-by-case evaluation based on the following criteria: reasonably unforeseeable need that will cause a financial loss, a life-threatening condition, or impact to academic instruction. Kelly Loll must approve all requests. The email must be sent by the requester's approver and contain the following pertinent information found in a requisition as noted below.

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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

Orders tied to Competitive Solicitations, Contracts, and Sole Source Certifications:

- Purchases above \$75,000 that require Competitive Solicitation (i.e., ITB, RFP, and ITN) may be processed in FY 2018-19 depending when the final award is made. Information on the timeframe for new competitive solicitations needed for FY 2017-18, should contact Chandra Nix, Procurement Agent 3, at (305) 348-2413 or nixc@fiu.edu.
- Requisitions that require formal contracts for purchase of goods or services may be processed in FY 2018-19 depending on when the contract is fully executed. Please submit your contract through Total Contract Manager (TCM) by June 15, 2018 to allow sufficient time for processing if paying with a Purchase Order.
- Requisitions for goods or services that require a Sole Source Certification may be processed in FY 2018-19 depending on when the certification is approved. Please submit your requisition and Sole Source Certification by June 15, 2018 to Jacob Zade, Procurement Agent 3, at ypinasza@fiu.edu.

Change Orders

- June 15, 2018 is the last day to enter and approve in PantherSoft Change Orders on outstanding FY 2017-18 encumbrances.
- June 15, 2018 is the last day to enter and approve Change Orders on Blanket Purchase Orders that expire on June 30, 2018. All blanket orders, except for the Office of Research and Economic Development (ORED) sponsored grants and contracts, will closed on June 29, 2018.

Fiscal Year 2018-19 Requisitions (also applies to ORED projects)

The eProcurement requisition page and budget checking shuts down from June 16, 2018 to July 1, 2018. The approval process will resume after July 1, 2018. Departments may start entering requisitions for the purchase of goods and services in FY 2018-19 on **July 2, 2018**. For special request requisitions entered and approved after July 2, 2018, anticipate a PO turnaround time of more than seven business days.

Purchase Orders

Departments are encouraged to begin reviewing all outstanding Purchase Orders (PO). Cancel or close all unnecessary POs for all fund types. Communicate to Crystal Herrera, Interim Associate Director of Procurement, those purchase orders that you wish to close prior to June 29, 2018. Send your requests to close purchase orders via email only to cherrera@fiu.edu no later than **June 26, 2018** to allow sufficient time for processing. Requests submitted after this deadline risk processing of POs in the new fiscal year, which could mean that your purchase orders will rollover to the new budget year.

All goods and services for **NON-E&G** POs will rollover to FY 2018-19 if the receipt of goods or the rendering of services is after June 30, 2018. If you receive the goods or service prior to June 30, 2018 and 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 for a date prior to July 1, 2018. Budget managers should review all outstanding POs and ensure that rollover POs are included in the FY 2018-19 budget. This will prevent budget exceptions related to these POs in the new fiscal year.

All **E&G** open POs established prior to July 1, 2018 will rollover into FY 2018-19 in the same Activity Number and Fund where the POs were originally established. Units must cover expenses related to these POs with their E&G FY 2018-19 base budget or by utilizing their carry forward.

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 29, 2018 using the [new electronic form](#).

If approved, the OFP Planning will establish additional budget authority in the department’s carry forward activity number. OFP will notify Crystal Herrera, Interim 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.

Deposits

The last day to credit deposits to FY 2017-18 will be on **June 30, 2018**. Deposits made after this date may post to FY 2018-19. **NOTE: June 30, 2018** is the last day to receive any E & G deposits made to reimburse an expense that occurred in FY 2017-18; otherwise, the funds will not credit the department. Without exception, departments will no longer be entitled to these funds.

Petty Cash & Participant Payment Cash Fund Replenishments

June 8, 2018 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 charge your FY 2018-19 budget.

Travel Authorizations (TAs) and Employee Expense Reimbursements

Take the time now to review and cancel all TAs not needed in the Travel and Expense module to meet the deadline of **June 8, 2018** so a TAs can be approved by June 30, 2018. These TAs will rollover and post against the FY 2018-19 budget. To expedite the processing of year-end transactions, please review your PantherSoft work list

daily and take action on each item. It is important to enter and submit expense reports with the required documentation (i.e. receipts) prior to **June 8, 2018** to ensure they will be processed against the FY 2017-18 budget.

All approved Non E&G TAs established prior to **June 30, 2018**, where travel has not occurred, will automatically rollover to FY 2018-19 on **July 1, 2018**. Budget managers should review all outstanding TAs and ensure that all TAs that will rollover into the new fiscal year are included in the FY 2018-19 budget. This will prevent budget exceptions related to rollover TAs in the new fiscal year.

All open and approved E&G TAs will rollover on **July 1, 2018** into FY 2018-19 in the same Activity Number and Fund that the TA was originally established. Units must cover expenses related to these TAs with their E&G FY 2018-19 base budget or by utilizing their Carry Forward.

Accounts Payable

It is critical that you record all goods and services via the “Receiving” function in PantherSoft for the actual date of the delivery of goods or completion of the services. You can **ONLY** charge goods or services to the current fiscal year if **received by June 30, 2018**.

If you receive invoices in your department please forward them to Accounts Payable as quickly as possible. All invoices entered into PantherSoft after **June 30, 2018**, that are received and dated in PantherSoft before **July 1, 2018** are recorded as accrual journal entries (expensed) for FY 2017-18 in the corresponding activity number.

June 15, 2018 is the last day for Accounts Payable to process encumbered and unencumbered payment requests for FY 2017-18 budget; posting will be by June 29, 2018. Accounts Payable will continue to process invoices through the end of June. Accruals for unprocessed invoices will follow the accrual guidelines.

May 31, 2018 is the last day to submit requests for reclassification/transfer of charges by A/P journal voucher for FY 2017-18 to the Controller’s Office. We will not process any A/P reclassification/transfer requests, other than project or grant, if not submitted within ninety days of the original transaction.

Cash Transfers/Smart Journals

The last day to process Cash Transfers/Smart Journals between accounts, excluding construction cash transfers, will be on **June 29, 2018**; and the last day to approve Smart Journals is **June 29, 2018**.

Payroll Transfers

Enter all payroll transfers into the PR on-line system by **5:00 p.m. on June 1, 2018** if they need approval from the Office of Research & Economic Development (ORED) in order to complete the approval process by **June 15, 2018**. *The deadline for entry and approval of all non-ORED charges is **June 15, 2018**.*

Enter all payroll transfers that do NOT need ORED approval into the PR on-line system by 5:00 p.m. on **June 15, 2018**.

Internal Transfer Requests (ID Transfers)

June 22, 2018 is the last day to submit an original, signed Internal Transfer requests (ID Transfers) for posting to FY 2017-18 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.

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 6, 2018**.

Smart Billing Charges

The last day to approve Smart Billing invoices is **June 29, 2018**. Posting of unapproved Smart Bills with invoice dates of June 15 or prior will be in FY 2017-18 and invoice dates after June 15 will be in FY 2018-19.

Transfer of Departmental Card Charges

The last day to submit Transfer of Departmental Card charges requests to the Controller's Office for FY 2017-18 is **May 31, 2018**. We will not process any transfer of charges, other than project or grant, if not submitted within ninety days of the original transaction.

Departmental Card (Commodity, Travel and Dual Use) Charges

Department Card charges for budget FY 2017-2018 should occur by **June 18, 2018** to ensure posting to the bank by **June 30, 2018**. Transactions later than this date could charge your FY 2018-19 budget.

You may continue to use your Departmental Card through the end of the fiscal year; however, all transactions posted by JP Morgan Chase after **June 30, 2018** will be charged to your FY 2018-19 budget.

The May 31, 2018 billing statement (May 1, 2018 to May 31, 2018 transactions) will be available for approval as scheduled on **June 1, 2018** and must be approved in PantherSoft no later than **June 14, 2018**.

The June 30, 2018 billing statement (June 1, 2018 to June 30, 2018 transactions) will be available for approval in PantherSoft on **July 2, 2018**. The deadline for transaction approval in PantherSoft is **no later than noon, July 6, 2018** and will be by journal entry to your FY 2017-18 budget.

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, 2018** and submitted to the FIU Foundation by June 12, 2018 will post in FY 2017-18. Reimbursement of expenses posting in June 2018 will remain in the Activity Number balance and reimbursement will occur in the new fiscal year. Reimbursement of expenses posted through May 2018 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.

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 11, 2018** for FY 2017-18. 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 25, 2018** for the request to process in the current fiscal year.

Closing Calendars

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- The last day for the department to enter journals is **July 6, 2018**.
- The last day to clear all budget exceptions is **July 10, 2018**.
- The Controller's Office will post all departmental journals by **July 13, 2018**.
- Auxiliary allocations and other closing processes completed by **July 16, 2018**.
- The Controller's Office will finalize any year-end adjustments by **August 1, 2018**.
- **The General Ledger for fiscal year ended June 30, 2018 is closed by August 1, 2018**
- University community will be able to run reports as needed as of **August 2, 2018**.

Office of Financial Planning

The last day to submit an "E&G Open PO Extension Request Form" [new electronic form](#) will be **June 29, 2018**.