Date: March 1, 2022
To: UNLV Faculty and Staff
FROM: Chris Viton, Associate Vice President for Financial Services and Controller
SUBJECT: Fiscal 2022 Year-end Closing

FY2022 Year End Reminders and Deadlines
It is time to prepare for the end of the fiscal year, which closes on June 30, 2022. The last day for Financial Services to post FY2022 transactions is close of business on July 22, 2022. Please make sure all transactions are processed by all approvers and in the appropriate functional area’s inbox by the deadlines noted below.

** Please note that these are Financial Services’ deadlines. Be sure to check with your department’s business officer to determine if your department has earlier deadlines.

1. Reminders
   ● **Transaction approvers** who will be out of the office during the year-end close process must delegate their Workday inbox in order for transactions to post to the correct accounting period by the deadlines noted below.
   
   ● **Run Report(s) to identify your outstanding transactions:**
     o Business Process Transactions Awaiting Action - by Company
     o Business Process Pending - FIN - CR(CSN)
     o Find “XXX” (ex. Find Purchase Orders, Find Expense Reports, Find Spend Authorizations)

2. State Fund and Other Accounts
State accounts with fund FD1XX format need to be expended within the fiscal year.

   ● **Deadlines:**
     o **April 15:** Submit all manual journals that are in progress, accounting adjustments, and payroll accounting adjustments (PAA) to Financial Services’ Workday inbox (expenses reassignment to state accounts)
     o **April 29:** Transfer of expenses from non-state sources to state sources
       ▪ Transfers from non-state to state accounts after this date must be approved by the president and reported to the Board of Regents. The only transfers that will be processed after April 30 involve payroll clearing accounts or corrections of errors. *see Board language below*
     o **July 15:** Submit all FY2022 PAAs to Financial Services’ Workday inbox. This includes PAAs associated with cleaning up FD892. Reports to use to determine what remains in FD892:  
       ▪ “Payroll Actuals Summary in Clearing Fund (FD892) by Employee – FIN – CR (UNR)” – use FD892 (under worktag filter) and your unit (under organization filter) and correct accordingly.
       ▪ Payroll Accounting Results by Pay Period and Position Organization with Worker - PAY - CR (NSHE)- use FD892 (under worktag filter) and your unit (under organization filter) and correct accordingly.
     o **July 22:** Business Affairs to clear state accounts with negative balances by transferring expenses to non-state accounts

* Board Handbook, Title 4, Chapter 9, Section 2.5: 5. Transfers  a. The transfer of expenses from non-state to state budgets after May 1 must be approved by the institution President with appropriate supporting justification and reported in an annual summary to the Board of Regents.
If dates are not specified in the online deadline grid, state-appropriated funds will follow the same cut-off dates established for all accounts.

3. Service Center Charges
Please remember to reserve funds for June operating expenses and service center charges not covered by purchase requisitions.

- Such expenses include but are not limited to, copying, telephone, and motor pool charges.
- If you have any questions concerning service center charges please contact the appropriate center directly.

4. Information by Transaction Type

Purchase Orders
We strongly encourage you to begin reviewing all open purchase orders now. Do not wait until later in the year to request closure or cancellation of purchase orders. In particular, obligations remaining for open-ended purchase orders should be reviewed immediately to ensure that they represent an accurate estimate of the cost of additional goods and services to be provided through June 30, 2022. Obligations on purchase orders can be reviewed by using the following report:

- Open Purchase Order Lines Expanded with Worktag breakout- FIN - CR (UNLV)

Please remember FY22 state-appropriated purchase orders must have goods received or services completed no later than June 30, 2022.

- Deadlines:
  - March 18: Deadline to submit state-funded Requisition/PO over $50,000 (all attempts will be made, but purchases can’t be guaranteed)
  - April 15: Deadline to submit state-funded Requisition/PO under $50,000 (all attempts will be made, but purchases can’t be guaranteed)
  - June 1: Department will be able to enter FY23 requisitions
  - July 22: Open-ended FY22 POs (no matter what the funding source) will be closed as final payments are made. All open-ended purchase orders will be closed no later than July 22, 2022

Note: Open-ended POs will not roll into the next fiscal year

Contact your buyer for assistance prior to submission of state-funded requisitions for FY22 after the cut-off dates listed above. Purchasing will attempt to process late requests, if possible.

Departments must contact their buyer before entering any new requisitions for FY22 after June 1, 2022.

Procurement Card (PCards)
Departments should maintain close control over purchases made by PCard and verify PCard transactions on a daily basis to ensure state funds are reflected correctly in accounts for budgeting purposes. PCard verifications for FY22 must be submitted by cardholders and through departmental approvals by June 30, 2022, to allow time for processing by the PCard office.

- Deadlines:
  - June 1- June 25: Verify PCard Transactions daily
  - June 3: Last day to place any purchases using state funds. This is to ensure transactions are captured in the current fiscal year
  - June 30: All PCard verifications for FY22 must be fully approved by departments and awaiting the PCard team’s final posting process
Tip: For PCard charges that should post to FY22, please make sure to change the Document Date prior to 6/30/2022. From the “Verify Procurement Card Transaction” business process, click on “Information Tab”, and “Edit” to change the “Document Date” of your PCV prior to June 30, 2022 date. Useful reports to run to review outstanding PCard transactions:

- Find Procurement Card Transaction Verifications
- Outstanding Credit Card Transactions for PCard by Worker Cost Center - FIN - CR (UNR)

Supplier Invoices and Supplier Invoice Requests
Supplier invoice requests (SIRs) for FY2022 expenses (goods and or services received prior to /on June 30, 2022) must be in the Financial Services’ Workday inbox no later than July 8, 2022.

Please remember that even if transactions relating to FY2022 state-appropriated funds are submitted to Financial Services by the specified cut-off date, transactions will not necessarily be processed if there is insufficient budget or inadequate documentary support. Every attempt will be made to resolve and process all transactions; however, we cannot assure that transactions will get processed prior to the specified cut-off date if we are unable to resolve questions, budgetary issues or obtain adequate supporting documentation. In the event an FY22 transaction is not processed in FY22, non-state funds will have to be identified to process it in FY23.

- Deadlines:
  - June 30: Receipts for all goods and services (regardless of the funding source) need to be received by the close of business
  - July 1 – July 8: Accounts Payable will monitor invoices for posting to the correct fiscal year. Goods and services received before June 30, 2022 will be posted with an accounting and budget date of June 30, 2022 (FY2022).
    - Invoices for goods and services received after June 30, 2022, will be posted with an accounting and budget date in July (FY2023)
  - July 8: FY2022 SIRs must be in the Financial Services’ Workday inbox
  - July 22: Last day of Financial Services invoice processing to post FY2022 invoices, including state accounts

Tip: Please use the invoice date that is on your invoice when entering SIRs. For example, if you are paying a June 2022 invoice with an invoice date of July 2, 2022, please use the July date when entering the SIR. An SIR attached to a FY2022 PO will apply correctly even if the invoice date is in July.

Note: FY2022 invoices cannot be applied to a FY2023 purchase order.

Expense Reports (travel & non-travel) and Spend Authorizations
Any trip, in-state or out-of-state, beginning in June and ending in July will be charged in its entirety to the fiscal year in which the greater portion of the trip occurs. All expense claims for travel reimbursement for FY2022 must be submitted and in the Financial Services’ inbox by July 8, 2022. This means that all departmental approvals (employee, worktag manager, manager) must be completed on or before July 6, 2022.

- Deadlines:
  - June 30: FY2022 Spend Authorizations entered before July 1st and remaining open on 06/30/22 will be cancelled. Please note the spend authorization number on the travel expense for your reference.
    - Note: To save having to duplicate work, please do not submit or enter (including saving as “draft”) FY2023 Spend Authorizations prior to July 1, 2022 as these will be cancelled.
  - July 1: FY2023 Spend Authorizations that require a cash advance for travel occurring on or after July 1 should be entered on July 1, 2022.
July 8: Expense Reports for FY2022 activity must arrive in the Financial Services’ Workday inbox

July 8: FY2022 Expense reports not fully approved by the department at the end of day on July 6 will be cancelled by Financial Services. The department will need to reenter in the new fiscal year, FY2023

July 8: All partially expensed spend authorizations will be closed

Expense Reassignment (account adjustment and/or manual journals)
Accounting adjustments and manual journals for FY2022 must be in the Financial Services’ inbox no later than June 30, 2022 at noon. Please pay particular attention to the transaction date at the top of the accounting adjustment. All FY2022 accounting adjustments must have a date prior to June 30, 2022. Any FY2022 accounting adjustments with an FY2022 date must be cancelled and re-started by the department. The transaction date on an accounting adjustment cannot be changed once it has been submitted for approval. All pending adjustments for FY2022 that are not processed by June 30, 2022 will be cancelled.

- **Deadlines:**
  - April 15: Expense reassignment on state accounts
    - Note: BOR processing deadline for state accounts is 4/30/2022
  - June 30: The transaction date for FY2022 accounting adjustments must be changed to June 30, 2022 or earlier
  - July 15: Deadline to submit Payroll Accounting Adjustments
  - July 22: All FY2022 accounting adjustments must be in the Financial Services’ Workday inbox by end of day
  - July 22: All accounting adjustments for FY2022 not processed will be cancelled

**Departmental Deposits**
The Cashier’s Office will accept and process departmental deposits for Fiscal Year 2022 up until June 29, 2022 at 3 p.m. UNLV departments remitting bank deposits for armored car service must submit the deposits to the Cashier’s Office no later than June 30, 2022 at 10 a.m. Deposits delivered by the defined times will be included in FY2022 cash deposit activity. Credit card transactions must be closed and batched by the end of day on June 30, 2022.

- **Deadlines:**
  - June 29: Cash Receipts to Cashier’s office by 3 pm.
  - June 30: Deposits to cashier by 10:00 am for armored car service.
  - June 30: All credit card transactions must be closed and batched by end of day on June 30

**Special Note for State Grants ending June 30, 2022**
The deadline to process PCard transactions, journals, accounting adjustments, travel requisitions, and PAAs is June 15, 2022 so that Sponsored Programs has sufficient time to process the final invoice after July 10, 2022 when the classified payroll posts. Any expense that posts after July 10, 2022 must be moved off the grant and in accordance with the deadlines noted in this memo.

PCard purchases with grant worktags should be verified individually by grant. This will limit the effect on other grants if there is a problem and the transaction needs to be cancelled or is delayed.

This document is subject to change, and will be updated accordingly. Please use the website link to access the most updated version of this memo.

Thank you for your cooperation during this year-end process. If you have any questions concerning a specific transaction, please contact the appropriate department at the number provided in the grid.