

University of Nevada, Las Vegas

Date: March 10, 2020
To: UNLV Faculty and Staff
FROM: Chris Viton, Associate Vice President for Finance Services and Controller
SUBJECT: Fiscal 2020 Year-end Closing

FY2020 Year-End Reminders and Deadlines

It is time to prepare for the end of the fiscal year, which closes on June 30, 2020. The last day for the Controller's Office to post FY2020 transactions is close of business on July 24, 2020. 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 the Controller's Office deadlines. Be sure to check with your department's business officer to determine if your department has earlier deadlines.

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:**
 - Business Process Transactions Awaiting Action - by Company
 - Business Process Pending - FIN - CR(CSN)
 - Find "XXX" (ex. Find Purchase Orders, Find Expense Reports, Find Spend Authorizations)

State Fund Accounts

State accounts with fund FD1XX format need to be expended within the fiscal year.

- **Deadlines:**
 - **April 17:** Submit all manual journals that are in progress, accounting adjustments, and payroll accounting adjustments (PAA) to the Controller's Workday inbox
 - **April 30:** 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.
 - **July 15:** Submit all FY2020 PAAs to the Controller's 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.
 - **July 23:** Clear state accounts with negative balances by transferring expenses to non-state accounts
 - If dates are not specified in accompanying Excel grid, state-appropriated funds will follow the same cut-off dates established for all accounts.

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.

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, 2020. 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 FY2020 state-appropriated purchase orders must have goods received or services completed no later than June 30, 2020.

Date	Activity
April 3	Deadline to submit state funded Requisition/PO over \$50,000 (all attempts will be made, but purchases can't be guaranteed)
April 17	Deadline to submit state funded Requisition/PO \$25,000 - \$50,000 (all attempts will be made, but purchases can't be guaranteed)
June 1	Department will be able to enter FY2021 requisition on June 1
July 24	Open-ended FY2020 POs will be closed as final payments are made. All open-ended purchase orders will be closed no later than July 24, 2020 Note: Open-ended POs will not roll into the next fiscal year

UNLV Purchasing will continue to accept and process requisitions after these dates. Please note: you are encouraged to contact your buyer before you enter any **new** requisitions for FY2020 after **June 1, 2020**.

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 FY2020 must be submitted by cardholders and through departmental approvals by June 30, 2020, to allow time for processing by the PCard office.

Date	Activity
June 1- June 25	Verify PCard Transactions daily
June 5	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 FY2020 must be fully approved by departments and awaiting the PCard team's final posting process.

Tip: For PCard charges that should post to FY2020, please make sure to change Document Date prior to 6/30/2020. 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, 2020 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 FY2020 expenses (goods and or services received prior to /on June 30, 2020) must be in the Controller’s Workday inbox no later than **July 6, 2020**.

Please remember that even if transactions relating to FY2020 state-appropriated funds are submitted to the Controller's Office 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 FY20 transaction is not processed in FY20, non-state funds will have to be identified to process it in FY21.

Date	Activity
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 6	Accounts Payable will monitor invoices for posting to the correct fiscal year. Goods and services received before June 30, 2020 will be posted with an accounting and budget date of June 30, 2020 (FY2020). Invoices for goods and services received after June 30, 2020 will be posted with an accounting and budget date in July (FY2021)
July 6	FY2020 SIRs must be in the Controller’s Workday inbox
July 24	Last day of Controller’s Office invoice processing to post FY2020 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 2020 invoice with an invoice date of July 2, 2020, please use July date when entering the SIR. An SIR attached to a FY2020 PO will apply correctly even if the invoice date is in July.

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 FY2020 must be submitted and in the Controller’s Workday inbox by **July 6, 2020**. This means that all departmental approvals (employee, worktag manager, manager) must be completed on or before July 6, 2020.

Date	Activity
June 30	FY2021 Spend Authorization entered before July 1 st will be cancelled. Please continue to note the spend authorization number on travel expense for your reference. <i>Note:</i> Please refrain from submitting and entering (including saving as “draft”) FY2021 Spend Authorization prior to July 1, 2020
July 1	FY2021 Spend Authorizations that require a cash advance for travel occurring on or after July 1 should be entered on July 1, 2020.
July 6	Expense Reports for FY2020 activity must arrive in the Controller’s Workday inbox

July 6	FY2020 Expense reports not approved by the end of day on July 6 will be cancelled by the Controller's office. The department will need to reenter in the new fiscal year, FY2021
July 6	All partially expensed spend authorizations will be closed

Expense Reassignment (account adjustment and/or manual journals)

Accounting adjustments and manual journals for FY2020 must be in the Controller's Workday inbox no later than **June 30, 2020 at noon**. Please pay particular attention to the transaction date at the top of the accounting adjustment. All FY2020 accounting adjustments must have a date prior to June 30, 2020. Any FY2020 accounting adjustments with an FY2021 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 FY2020 that are not processed by June 30, 2020 will be cancelled.

Date	Activity
April 17	Expense reassignment on state accounts Note: BOR processing deadline for state accounts is 4/30/2020
June 30	The transaction date for FY2020 accounting adjustments must be changed to June 30, 2020 or earlier
July 15	Deadline to submit Payroll Accounting Adjustments
July 24	All FY2020 accounting adjustments must be in the Controller's Workday inbox by end of day
July 24	All accounting adjustments for FY2020 not processed will be cancelled

Departmental Deposits

The Cashier's Office will accept and process departmental deposits for Fiscal Year 2020 up until **June 29, 2020 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, 2020 at 10 a.m.** Deposits delivered by the defined times will be included in FY2020 cash deposit activity. Credit card transactions must be closed and batched by end of day **June 30, 2020**.

Date	Activity
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 June 30

Special Note for State Grants ending June 30, 2020

The deadline to process PCard transactions, journals, accounting adjustments, travel requisitions, and PAAs is **June 15, 2020** so that Sponsored Projects has sufficient time to process the final invoice after July 10, 2020 when the classified payroll posts. Any expense that posts after July 10, 2020 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 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.