



UNIVERSITY OF GEORGIA

Fiscal Year-End Town Hall

March 26, 2020



Controller's Office

DATE: February 5, 2020

TO: Administrators, Business Managers and Fiscal Operations Personnel

FROM: Chad Cleveland
Controller

As the end of fiscal year 2020 approaches, please use the following guidelines in planning and preparing to make all appropriate charges and encumbrances to your funds for this fiscal year. The Financial Management System relies on accounting dates to determine which accounting period to post the transaction. If a transaction occurs in June or has a June date, then the transaction needs to be recorded in June. Please be attentive to the accounting date used on transactions and make sure the transaction completes approval workflow and any other user-initiated steps (edit/budget checks) by the appropriate cut-off dates described below.

Click on the image to access the letter

Town Hall Panelists

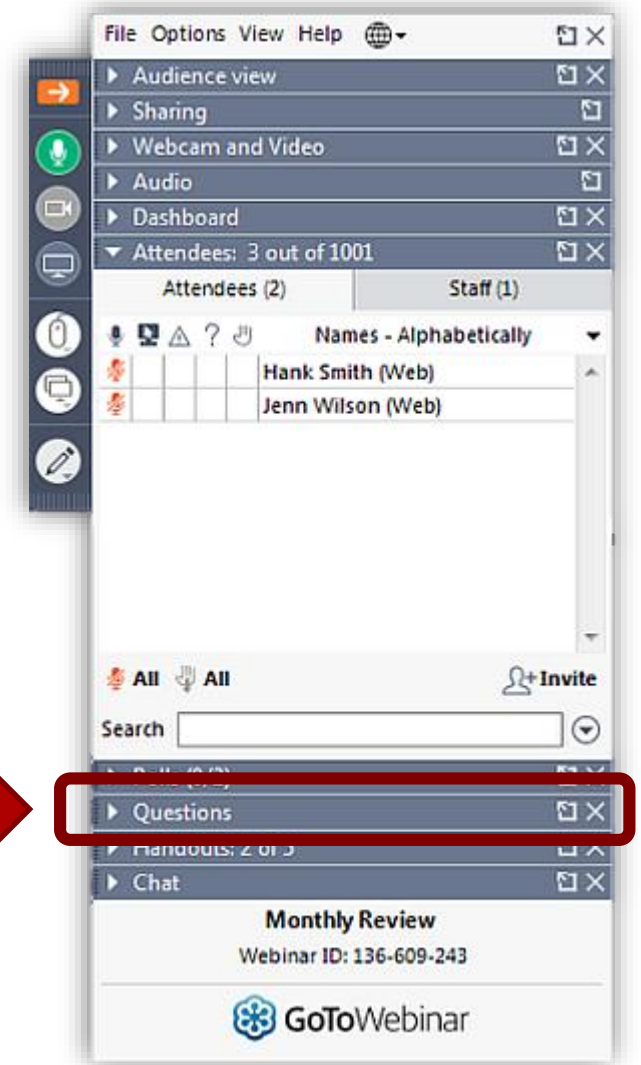
Accounting	Allison Davis and Celise Elder
Accounts Payable	Jennifer Dunlap
Accounts Receivable	Susan Caldwell and Amber Wingo
Student Account Services	Deidra Jones
Budget	Rachel Cruz and Jonathan Wentworth
Bursar & Treasury	Amy Brown and Kim Seabolt
Payroll	Julie Camp and Amanda Ganger
Procurement	Annette Evans and Claire Boyd
Facilities Management Division	Kathy Hines

Town Hall Format

Review major dates and items of note:

- Send in your **Questions** as we go through
- Add topic to beginning
 - Ex: "Budgets - is there still a March 31 deadline for the 3rd quarter?"
- Questions will be read and answered at the end of the presentation.

Q&A





Accounting

Important Dates and Deadlines

Entry/Transaction Type	Date
Purchasing Card Transactions	June 27, 2020
General Ledger Journal Entries	July 13, 2020
Departmental Sales and Services <ul style="list-style-type: none">• Accounts Receivable• Deferred Revenue• Scientific Equipment Reserve	June 25, 2020
Carryforward <ul style="list-style-type: none">• Student Technology Fee	June 19, 2020

Commitment Accounting

Important Dates and Deadlines

**June
30,
2020**

MSS Express Direct Retro requests – the last day to submit FY20 requests is June 30, 2020. These requests must be at Central Commitment Accounting level (for final approval) by July 13, 2020.

**June 24,
2020**

MSS Change Position Funding requests must be at Central Commitment Accounting level (for final approval) by June 24, 2020.



Accounts Payable

Important Dates and Deadlines

Friday, June 26, 2020 at 5:00 p.m.

- Payment Requests
- AP Journal Vouchers
- Non-Travel Expense Reports
- Travel Expense Reports
- Expense Report Adjustments



*We will change the expense report creation date on the morning of June 27 to show create date of July 1 for any newly created expense reports

Remember:

- Resolve budget exceptions
- Submit or delete Pending Expense Reports
- Do not submit Payment Requests for Bud Ref 2021 until July 1

Budget

Important Dates and Deadlines

March 31, 2020		Budget journals to move funding between personal services and non-personal services, as well as those to project total estimated revenue for Departmental Sales and Services, are due.
June 22, 2020		Budget journals must be to Commitment Control to guarantee they will post in FY 2020.



Bursar & Treasury

Important Dates and Deadlines

Type	Due Date
Cash/Check Deposits	June 29 , 2020 by 3:00 p.m.
Credit Card Receipts	Sales through June 28 , 2020 are included in FY20. Web deposit must be submitted by noon on June 29 , 2020
Petty Cash	Applications must be received by June 22 , 2020 to be disbursed by end of FY



Payroll

Important Dates and Deadlines

- 2020 Summer Payroll Procedures will be released on April 1, 2020.
- Overpayments that need to be corrected for FY20 are due to Payroll by **noon on June 10, 2020.**
- Checks for FY 20 overpayments are due to Payroll by **noon on June 17, 2020.**



Payroll

Important Dates and Deadlines

- Biweekly checks for the June 14 – June 27 pay period will be charged to FY20 via GL journal and pay date will be July 3, 2020.
- Biweekly checks for the June 28 – July 11 pay period:
 - Time recorded for June 28 – 30 charged to FY20 (estimate using recorded payable time)
 - Time recorded for July 1 – 11 charged to FY21
 - Pay date for this pay period is July 17, 2020
- All compensatory time on record as of **May 30, 2020** should be paid out by the **May 31 – June 13** pay period.

Procurement

Important Dates and Deadlines

- Deadlines for requisition submittals
 - **May 1** – Purchases requiring formal bidding or sole source justification ($\geq \$25,000$)
 - **June 3** – Purchases **not** requiring formal bidding or sole source justification ($< \$25,000$)
 - **June 12** – Any commodity/service on a Statewide contract or UGA agency contract (regardless of dollar value)
 - Reminder – CESS requirements – earlier deadlines for CESS submittal to EITS/BOR



• Sole Source purchases $\geq \$500,000$ – contact Claire Boyd/Annette Evans immediately. State Purchasing requiring info by **April 1**.

- cboyd@uga.edu and amevans@uga.edu
- Use subject line, “URGENT SS \$500K”



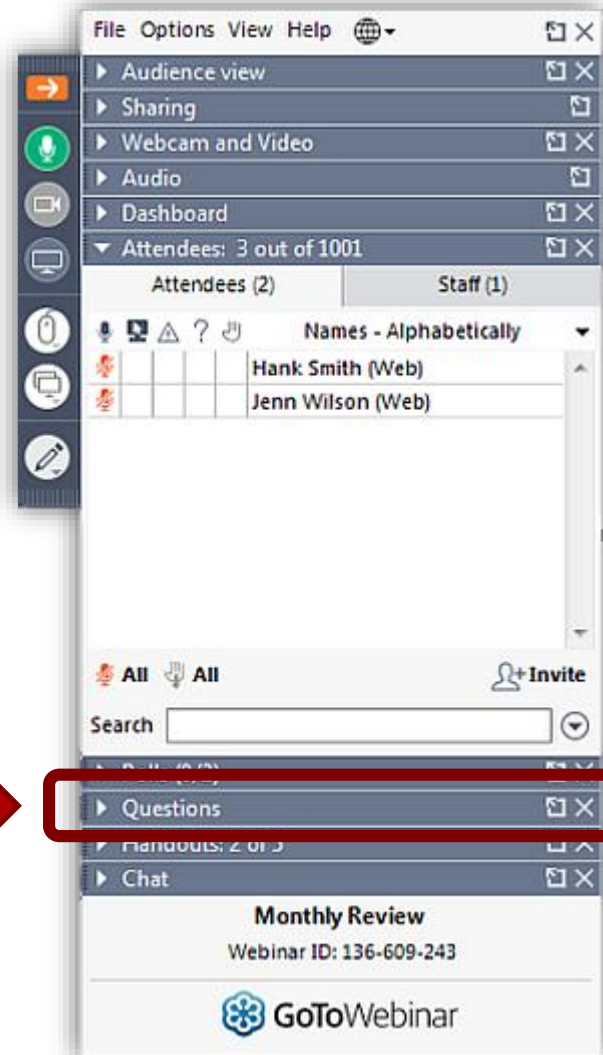
Procurement Reminders

- **Close POs** – monitor current and prior fiscal year purchase orders. Link to instructions in Accounting Fiscal Year End Letter
- **Submitting FY21 Funded Purchases** (UGAmart requisitions) – please wait until FY21 budget is loaded – anticipated NLT June 1, 2020
- **Urgent purchases of IT Devices** – personal reimbursement communication
- Handling the delivery of furniture and other large purchase orders

Facilities Management Division

Facilities Management Charge Type	Cutoff Date
Facilities Management Warehouse Requests	June 19, 2020 @ 3:30 p.m. (FY2021 – begins June 22, 2020)
Last day to return rented state vehicle to Automotive Center	June 17, 2020 (FY2021 – begins June 18, 2020)
State Vehicle Preventative or Repair Maintenance with Automotive Center	June 17, 2020 (FY2021 – begins June 18, 2020)
Fuel purchases from Automotive Center	June 17, 2020 @ 5:00 p.m. (FY2021 – June 18, 2020 @ 7:00 a.m.)
FMD Labor Charges <i>NOTE: FMD cannot encumber FY2020 funds against labor. All departmental funded work orders containing labor must be completed by this date.</i>	June 19, 2020 (FY2021 will cover any continuing labor occurring on June 20, 2020 and after)
Last day for charges, changes, or corrections to be posted by Facilities Management to be loaded into the Financial Management System by June 30, 2020	June 24, 2020 @ 5:00 p.m.

Q&A



Thank you for attending!



OneUSG Connect will be unavailable:
Friday, March 27 at 6:00 p.m. through Tuesday, March 31 at 7:00 a.m.