Fiscal Year-End Town Hall

March 26, 2020
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.
## Town Hall Panelists

<table>
<thead>
<tr>
<th>Department</th>
<th>Panelists</th>
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</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Allison Davis and Celise Elder</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Jennifer Dunlap</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Susan Caldwell and Amber Wingo</td>
</tr>
<tr>
<td>Student Account Services</td>
<td>Deidra Jones</td>
</tr>
<tr>
<td>Budget</td>
<td>Rachel Cruz and Jonathan Wentworth</td>
</tr>
<tr>
<td>Bursar &amp; Treasury</td>
<td>Amy Brown and Kim Seabolt</td>
</tr>
<tr>
<td>Payroll</td>
<td>Julie Camp and Amanda Ganger</td>
</tr>
<tr>
<td>Procurement</td>
<td>Annette Evans and Claire Boyd</td>
</tr>
<tr>
<td>Facilities Management Division</td>
<td>Kathy Hines</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Entry/Transaction Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Card Transactions</td>
<td>June 27, 2020</td>
</tr>
<tr>
<td>General Ledger Journal Entries</td>
<td>July 13, 2020</td>
</tr>
<tr>
<td>Departmental Sales and Services</td>
<td>June 25, 2020</td>
</tr>
<tr>
<td>• Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>• Deferred Revenue</td>
<td></td>
</tr>
<tr>
<td>• Scientific Equipment Reserve</td>
<td></td>
</tr>
<tr>
<td>Carryforward</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td>• Student Technology Fee</td>
<td></td>
</tr>
</tbody>
</table>
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.

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash/Check Deposits</td>
<td><strong>June 29</strong>, 2020 by 3:00 p.m.</td>
</tr>
<tr>
<td>Credit Card Receipts</td>
<td>Sales through <strong>June 28</strong>, 2020 are included in FY20.</td>
</tr>
<tr>
<td></td>
<td>Web deposit must be submitted by noon on <strong>June 29</strong>, 2020</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>Applications must be received by <strong>June 22</strong>, 2020 to be disbursed by end of FY</td>
</tr>
</tbody>
</table>
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 (≥$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 ≥ $500,000 – contact Claire Boyd/Annette Evans immediately. State Purchasing requiring info by **April 1**.
  • [cboyd@uga.edu](mailto:cboyd@uga.edu) and [amevans@uga.edu](mailto: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
<table>
<thead>
<tr>
<th>Facilities Management Charge Type</th>
<th>Cutoff Date</th>
</tr>
</thead>
</table>
| 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                                                                                 | **June 19, 2020**  
(FY2021 will cover any continuing labor occurring on June 20, 2020 and after)        |
| NOTE: FMD cannot encumber FY2020 funds against labor. All departmental funded work orders containing labor must be completed by this date. |                                                                                   |
| 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.**                                                   |
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.