

**FISCAL YEAR END
CLOSING
WORKSHOP
2018**



General Items

- **Workflows; Substitute approvers**
 - Substitute guidelines
- **Date Goals**
 - All entries affecting department budgets 7/25/18
 - Any entries posted after this date that would cause a budget transfer will be communicated.
- **AP Vendor Check Dates**
 - June 27th, July 5th

Deferrals

- **In accounting, a deferral refers to the delay in recognition of revenue or expense.**
 - **Expense example:** If a department pays for a software license in May that covers 12 month period (May 1, 2018-April 30, 2019) two months of the charge will be expensed in FY18 and the remaining ten months will be expensed in FY19.
 - **Revenue example:** A department is conducting a summer camp July 9-13, 2018. Registration fees of \$2000 were collected as of June 30, 2018. The registration fee will be deferred to FY 19 since that is when the camp occurs. Any expenses incurred for this camp as of June 30 should also be deferred.

Purchasing Documents

- **Purchase Order Receiving/Invoice Receiving**
 - Goods Receipt means you physically are in possession of the item that was ordered. The accuracy of the date of the receipt and the quantity received is very important.
- **Outstanding purchase requisitions, purchase orders, outstanding payables (e.g. personal service contracts)**
 - Held reqs will be deleted on June 30th
- **Parked Vendor Invoices**
- **Procard Reconciliation**

ZME2K

Purchasing Documents per Account Assignment

2 active Choose...

Dynamic selections

Account Assignment in Purchasing Document

Final Invoice [X] []

Funds Center [] []

Purchasing Documents For Cost Center

Funds Ctr	Order	Grant	Purch.Doc.	Item A	Asset	Vendor/supplying plant	Doc. Date	Short Text	Quantity	OPU	Net price	Per	To be del.	To be del.	To be inv.	Still to be inv.
235020001		NOT RELEVANT	4500015109	10 R	103420	LEICA MICROSYSTEMS ...	03/15/2016	Cryostat Machine Maint. 4/20/...	1	EA	2,875.00	1	0	0.00	1	2,875.00
235020001		NOT RELEVANT	4500015140	10 A	2118887	NKU PROCUREMENT C...	03/29/2016	iMac 21.5 inch	2	EA	1,249.00	1	2	2,498.00	2	2,498.00
235020001		NOT RELEVANT	4500015140	10 A	2118888	NKU PROCUREMENT C...	03/29/2016	iMac 21.5 inch	2	EA	1,249.00	1	2	2,498.00	2	2,498.00
235020001		NOT RELEVANT	4500015140	20 K	108989	NKU PROCUREMENT C...	03/29/2016	AppleCare	2	EA	119.00	1	2	238.00	2	238.00
235020001		NOT RELEVANT	4500015140	30 A	2118889	NKU PROCUREMENT C...	03/29/2016	MacBook Pro 13-inch	1	EA	1,399.00	1	1	1,399.00	1	1,399.00
235020001		NOT RELEVANT	4500015140	40 K	108989	NKU PROCUREMENT C...	03/29/2016	AppleCare	1	EA	183.00	1	1	183.00	1	183.00
235020001		NOT RELEVANT	4500015147	10 A	2118911	NKU PROCUREMENT C...	03/29/2016	Optiplex 7020 SFF	1	EA	670.00	1	1	670.00	1	670.00
235020001		NOT RELEVANT	4500015147	20 A	2118912	NKU PROCUREMENT C...	03/29/2016	E5550	1	EA	1,082.78	1	1	1,082.78	1	1,082.78
235020001		NOT RELEVANT	4500015164	10 K	122699	ALL AMERICAN SCALES...	04/06/2016	scale balance & calibration	1	EA	675.00	1	1	675.00	1	675.00
235020001		NOT RELEVANT	4500015253	10 K	102287	B & B MICROSCOPES L...	05/09/2016	microscope maintenance	49	EA	45.00	1	0	0.00	49	2,205.00
235020001		NOT RELEVANT	4500015281	10 A	2118974	NKU PROCUREMENT C...	05/09/2016	E5550	1	EA	904.93	1	1	904.93	1	904.93
235020001		NOT RELEVANT	4500015281	20 A	2118975	NKU PROCUREMENT C...	05/09/2016	Optiplex 5040 SFF	2	EA	708.00	1	2	1,416.00	2	1,416.00
235020001		NOT RELEVANT	4500015281	20 A	2118976	NKU PROCUREMENT C...	05/09/2016	Optiplex 5040 SFF	2	EA	708.00	1	2	1,416.00	2	1,416.00
235020001		NOT RELEVANT	4700001883	10 K	109794	HAMPTON FARMS	03/28/2016	Rent for Int'l Scholar @ Hampt...	1	AU	5,070.00	1	0	0.00	0	3,362.00

Choose Layout

Layout setting: All

Layout	Layout description	Default setting
ZPO_1	DEFAULT LAYOUT	✓
ZPO FY09DEF	FY09 Deferred Charges	
ZPO FY10DEF	FY10 Deferred Charges	
ZPO FY12DEF	FY12 Deferred Charges to FY13	
ZPO INV 1	To Be Invoiced	
ZPO REC 1	To Be Received	

ZFBC

Dept. Budget Consumpt

Column

Dept. Budget Consumpt	Date: 05/13/2016	Page: 1 / 1				
Northern Kentucky University						
Fiscal Year	2016					
Fund/Group	Unrestricted Current Fund	(0111000100)				
Funds Center *	(*	(*				
Functional Area *	(*	(*				
Funded Program/Group *	(*	(*				
Grant *	(*	(*				
Commitment Item	Original Budget	Revised Budget	YTD Exp/Rev	Commitments	Parked Actual	Available Budget



Travel Request/Expenses

- **Commitments related to travel**
 - On June 30th all commitments related to travel will be deleted. This will not delete the trip but will free the budget that the trips once committed.
- **Outstanding Requests**
- **Outstanding Expenses**
- **Draft Trips**
 - All draft status trips for FY18 will be deleted on June 30th

Travel Request/Expenses

View: Travel Management Report (Default) ▾
Travel Management Report (Default)
Travel Outstanding

Travel Outstanding ▾

Center	Trip #	Employee	Actuals 2016	Total Miles 2016	Commitments 2016
1001	18596	#			\$ 27.88
	21000	#			150.00
	21283	#			200.00
	21500	#			100.00
	21559	13508			250.00
	21709	#			6.24
	21710	#			9.36
	Result				743.48



Deposits and Receivables

- **Deposits**

- Cash and Checks
- Credit Cards

- **Receivables**

- Contact Karen Mefford for any payments that have not been received but are due to the University for services provided on or before June 30th

IBs/Recodes

- **Key Dates**

- IBs must be initiated in workflow by 7/9.
- Recodes must be initiated in workflow by 7/13.
- All workflow approvals must be completed by 7/20.

- **Posting date**

- Through June 30, allow posting date to derive
- After June 30, manually enter posting date of 6/30/18


- **Documentation**


- Relevant supporting documentation must be attached
- Attachments must be Word, Excel, PDF or TXT



Interdepartmental Bills

Interdepartmental Bill

* Document Date: 06/30/2018 

Posting Date: 06/30/2018 x 

Reference: IB

Doc Header Text: IB 04/26/2018

Journal Entry

* GL	Short Text	* Credit/Debit
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Starting 7/1, use 6/30/18 as the document date for FY18 recodes

Recodes

Procard Recode

Document Number: 2600395848

Document Line No.: 001

Document Date: 02/19/2018

Posting Date: 06/30/2018

Reference: Procard Recode

Doc Header Text: 2600395848 02/19/2018

Journal Entry

* GL	Short Text	Credit/Debit
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Starting 7/1, manually enter posting date of 6/30/18 for FY18 recodes



Electronic Approvals

Recodes/Interdepartmental Bills

Comments (120 max. characters)

The Chair is out of the office the week of 7/9. Please forward to the Dean for approval.

Create With Reference

Check Change Send

When applicable, provide absence information in the comments field. The Comptroller's Office will forward to the next level approver based on the hierarchy.

Other Expenses

- PARS: ZHPA_PARS
- Reallocation deadlines

Budget Transfers

- **ZFB1 look in preposted column for budget transfers that are still in workflow**
- **BW University Credit Balance Report**
- **Take note that two fiscal years will be open in July; validate the fiscal year is the correct year you want the transfer to occur.**

Budget Transfers

Budget Report

Date: 05/13/2016 Time: 09:23:13 Page: 1/ 1

Northern Kentucky University
Fiscal Year 2016

Budget Report

Date: 05/13/2016 Time: 09:23:13 Page: 1/ 1

Northern Kentucky University
Fiscal Year 2016

Fund/Group	Unrestricted Current Fund	(0111000100)
Funds Center/Group	*	(*)
Funded Program/Group	*	(*)
Grant /Group	*	(*)
Functional Area/Group	*	(*)

Commitment Item	Carry For- Rec	Revised Budget	Preposted

QUESTIONS?

Comptroller's Office
website