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
### Purchasing Documents per Account Assignment

#### Account Assignment in Purchasing Document
- [ ] Account Assignment
- [ ] Final Invoice
- [ ] Funds Center

#### Purchasing Documents For Cost Center

<table>
<thead>
<tr>
<th>Funds Ctr</th>
<th>Order</th>
<th>Grant</th>
<th>Purch. Doc.</th>
<th>Item</th>
<th>Asset</th>
<th>Vendor/supplier/ plant</th>
<th>Doc. Date</th>
<th>Short Text</th>
<th>Quantity</th>
<th>Unit price</th>
<th>Per</th>
<th>To be del.</th>
<th>To be del.</th>
<th>To be inv.</th>
<th>Still to be inv.</th>
</tr>
</thead>
<tbody>
<tr>
<td>225020010</td>
<td>20</td>
<td>R</td>
<td>4500013109</td>
<td>10</td>
<td>K</td>
<td>1091202 LECA MICROSYSTEMS</td>
<td>03/10/2016</td>
<td>Crystal Machine Mant., 4/20/</td>
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<td>2,875.00</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2,875.00</td>
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</tbody>
</table>

**Choose Layout**

- **Default Layout**
- **To Be Involved**
- **To Be Released**
### Dept. Budget Consumpt

**Northern Kentucky University**  
Fiscal Year 2016

**Fund/Group**  
Unrestricted Current Fund  
(F0110000100)

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>YTD Exp/Rev</th>
<th>Commitments</th>
<th>Parked Actual</th>
<th>Available Budget</th>
</tr>
</thead>
</table>

**Date: 05/13/2016**  
**Page: 1 / 1**
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 deleted on June 30th
## Travel Request/Expenses

<table>
<thead>
<tr>
<th>Center</th>
<th>Trip #</th>
<th>Employee</th>
<th>Actuals 2016</th>
<th>Total Miles 2016</th>
<th>Commitments 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>18596</td>
<td>#</td>
<td></td>
<td></td>
<td>27.88</td>
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<tr>
<td></td>
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<td></td>
<td>150.00</td>
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<td>200.00</td>
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<td></td>
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<td>6.24</td>
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<tr>
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<td>21710</td>
<td>#</td>
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<td></td>
<td>9.36</td>
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<tr>
<td><strong>Result</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>743.48</strong></td>
</tr>
</tbody>
</table>
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

Starting 7/1, use 6/30/18 as the document date for FY18 recodes

<table>
<thead>
<tr>
<th>GL</th>
<th>Short Text</th>
<th>Credit/Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recodes

Starting 7/1, manually enter posting date of 6/30/18 for FY18 recodes
Electronic Approvals

Recodes/Interdepartmental Bills

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
QUESTIONS?
Comptroller’s Office website