

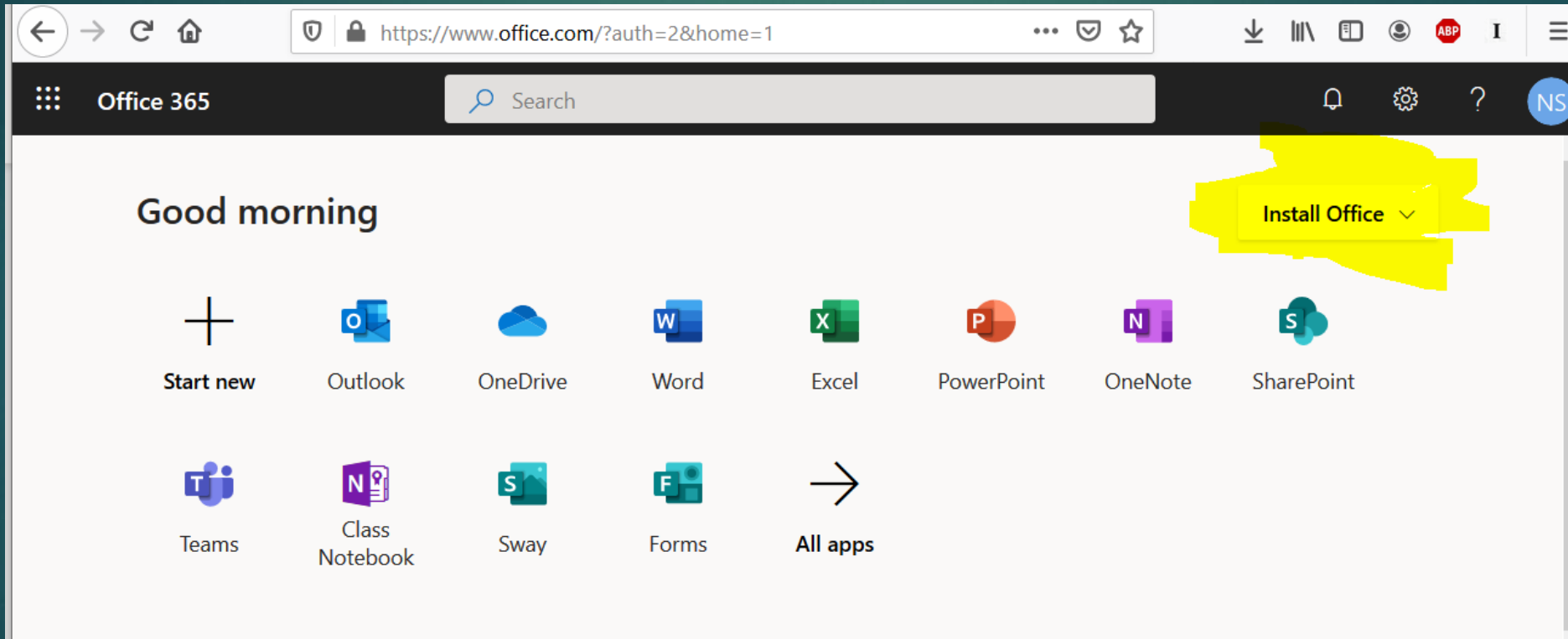
Preparing for FY Close

2020

Dates to be aware of

Transaction	Date
Purchasing Cut-off (Fund 01 and any categorical/grants that funding ends June 30) Requisitions and Purchase Orders - Tangible items	April 13, 2020
Purchasing Cut-off (Fund 01 and any categorical/grants that funding ends June 30) Requisitions and Purchase Orders - Services	May 22, 2020
Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders	May 22, 2020
Deposits Cut-off (Checks due to District Office)	June 12, 2020
Warehouse Cut-off (Stores and Warehouses Orders)	June 12, 2020
Service Agreement /Contracts (ICCs) Cut-off	June 15, 2020
Final Day to Submit ePAFs for 2019-20 Payroll Adjustments	June 30, 2020
Final Day to Submit <u>Summer Session</u> ePAFs (2019-20/2020-21)	
Accounts Payable Cut-off (Invoices to District A/P)	July 16, 2020
Payroll Adjustment Requests Cut-off	August 3, 2020
Journal Entries Cut-off (Expense Transfers)	August 7, 2020

In case you don't have Excel at home:



What should we be doing?

- ▶ Regularly reviewing open encumbrances
 - ▶ Identify invoices we may be missing
 - ▶ Confirm that all receivables are being received
 - ▶ When PO lines are no longer needed, finalize, cancel, or close
 - ▶ Use PCC_OPEN_ENC_NEW or PCC_OPEN_ENC_NEW_REQUESTER
- ▶ Review voucher exceptions
 - ▶ Find invoices that are in the system but for any reason cannot be paid
 - ▶ Use VOUCHER_EXCEPTIONS
 - ▶ Review match exceptions, budget errors, AP holds, incomplete vouchers, etc.

Following up

- ▶ Items not received: contact vendor/warehouse
- ▶ Items received, but no invoice in the system: contact vendor/AP
- ▶ Invoice in system, with errors: contact AP
- ▶ PO line previously paid, now finished: Have AP finalize
- ▶ PO line never paid, not needed: Have Purchasing cancel

Accruing Liabilities

- ▶ By the first week of July, identify all invoices that you will not be able to submit to AP in a complete state by July 16
- ▶ Ideally there will not be any. Anything with complete backup and a dispatched PO by July 16 can be paid normally.
- ▶ Also identify any work that the vendor will complete by 6/30 but for some reason will not invoice for prior to July 16
- ▶ Coordinate with your business office and Herzie Mendoza to submit the liabilities for accrual by a date TBD