Year-End Processing: Accounts Payable

Presented by Emily Hermon
Old Year or New Year?

Expenditures must be recorded in the fiscal year during which they occur.

• FY20 = goods received, and services rendered on or before June 30

• FY21 = goods received, and services rendered on or after July 1

This holds true regardless of the status of your budget at fiscal year end.
Accounts Payable Year-End Deadlines

These deadlines ensure that AP can process payments and record expenses in a timely manner that allows the university’s accountants to perform their fiscal year end closing.
Accounts Payable Year-End Deadlines

These payment requests must be put in the drop box behind the Schwartz Center or emailed to payments@kent.edu:

• FY20 wire requests – by 5 p.m. on Friday, June 26

• FY20 PO invoices and payment request forms – by 5 p.m. on Monday, July 6

Earlier is better!
Accounts Payable Year-End Deadlines

Submit and obtain final departmental/divisional approval for the following electronic transactions:

• FY20 expense reimbursements – by 5 p.m. on Friday, June 26
  NOTE: Grants Accounting will approve by Monday, June 29

• Pcard transactions posted through June 30 – by 5 p.m. on Monday, July 6
  NOTE: Cardholders must submit a pcard maintenance form if they, their proxy reconcilers, or their approvers are leaving the university.

Earlier is better!
General Accounts Payable Reminders

• **Accounts Payable website**
  • Primary resource for all AP questions
  • [www.kent.edu/accountspayable](http://www.kent.edu/accountspayable)

• **Temporary Payment Procedures website**
  • AP procedures for the remote work environment
  • [www.kent.edu/internal/temporary-payment-procedures](http://www.kent.edu/internal/temporary-payment-procedures)
General Accounts Payable Reminders

• Vendor onboarding
  • Departments are responsible for ensuring that their vendors have completed the PaymentWorks onboarding process and have registered the remit addresses that are on their invoices.
  • Instructions and a video can be found in the PaymentWorks Vendor Management section of the AP website.
  • When the vendor has completed the onboarding process, write the Banner ID (vendor number that is in PaymentWorks) on your payment request before submitting it to AP.
  • Payment requests and invoices for vendors who have not completed the onboarding process or registered their remittance addresses will be returned to the submitters, unpaid.
General Accounts Payable Reminders

• **Payment Method Matrix and Specific Payment Types Matrix**
  • Provide instruction on how to determine the appropriate method of payment as well as documentation requirements for payments.
  • Found in the **Payment Processing** section of the AP website under *General Payments*.

• **Payment Request Form Instructions**
  • Explain how to complete the payment request form.
  • Found in the **Payment Processing** section of the AP website under *General Payments*.
General Accounts Payable Reminders

• Submitting payment requests
  • Hard copies can go in the drop box that is located behind the Schwartz Center.
  • Email payment request forms and PO invoices to payments@kent.edu

• Emailed payment requests
  • Send one payment request/PO per email.
  • State the vendor name and invoice in the Subject line of the email.
  • Emailed payment requests must come from @kent.edu email addresses.
General Accounts Payable Reminders

• Options for signing/approving emailed payment requests
  1. Sign the paper form and then scan it and attach it to an email.
  2. Digital signature certificates
     • Can be created in Adobe Acrobat Pro DC (search for Digitally Sign)
     • Fill & Sign is not acceptable
General Accounts Payable Reminders

• Options for signing/approving emailed payment requests (cont’d)

3. Email - The body of the email must explicitly state each approval.

Requester:
“I have attached and am submitting a payment request for invoice #123 for ABC Company. Consider this to be my signature as the requester.”

Approver:
“I approve the attached payment request for invoice #123 for ABC Company.”

Signatures/approvals that do not meet these requirements will be returned, unpaid.
General Accounts Payable Reminders

• Check run schedule
  • Payment requests/PO invoices are being keyed daily
  • Payments (both check and ACH) are issued each Thursday
  • Currently operating on a 2-4 week turnaround time

• To check the status of your payment, follow these steps:
  1. Check Banner (FAIVNDH or FGITRND)
  2. Check with your approver(s) to see if the request was submitted to AP
  3. Email your inquiry to payments@kent.edu, including the vendor’s Banner ID, name, invoice number, and dollar amount
Questions

Up Next
Mike Farina, Manager Financial Accounting
Financial Accounting
FY20 Fiscal Year-End
Presented by
Mike Farina
Important Deadlines

Please keep the following dates in mind as you plan for FYE:

• Salary Redistribution Workflows – 6/15/2020
• Petty Cash Verifications – 6/26/2020
• IDC/COR Entries – 6/30/2020
• Petty Cash Reimbursements – 7/1/2020
• Budget Revisions – 7/2/2020
Key Dates in the Closing Process

• KSU’s fiscal Year ends on June 30, 2020

• We will be closing the books on Tuesday, July 14, 2020.
  • Special Note – Banner Finance will be locked at 5pm on 7/14/2020 to allow for the closing process. If you have Banner Finance access, your session will be terminated. Please save all work and exit Banner before this time.

• Financial reports will be available on Wednesday, July 15, 2020.
  • You may check June reports at any time throughout July, but not final until 7/15/2020.
  • Although reporting is available, the fiscal year is not completely closed until period 14 is closed. Period 14 is intended for Balance Sheet entries and various University-level entries.

• Summer 2020 course revenues and related expenditures are deferred to FY21.
What We Need From You

• Ensure your Department’s transactions are in compliance with University Policies.
• Ensure all transactions are approved properly.
• Review your reports regularly!
  • Are any transactions missing?
  • Are you seeing something you did not expect?
  • Do all employees listed on your labor distribution report work in your department?
• It is much Easier to handle issues before deadlines have passed.
• Please keep FYE in mind when scheduling vacations for July. If you are going to be unavailable for question, please designate a proxy.
Accounting Principles

- We are obligated to comply with standard accounting principles – Recognizing revenue in the FY it is earned and recording expenditures in the FY they are incurred.
- This determination is independent from budget convenience and/or cash receipt/disbursement.
- We use journal entries in place of the normal financial vehicles to correct timing differences (these are reversed in the new year—the actual transaction will offset our entry reversal in the new year).
  - Accruals – Records expenditures before actual payments are made.
  - Receivables – Records revenues before payments are received.
  - Prepaids – Removes expenditures paid, if good or service has not been received.
  - Deferrals – Removes revenue collected, if obligation has not been performed.
- As a general rule, we do not record accruals to grants.
Special Labor Account Considerations

- Labor accounts are driven by the HR Banner Module. Due to some accounting transactions occurring in the Finance module at FYE, you may notice that your Labor Distribution Report does not match your Monthly Transactions Report in June and July.
- Bi-Weekly Pay timing – BW15 covers 6/21 – 7/4/20. We will accrue for 7 business days in FY20 with a JE and reverse in FY21. We estimate this using the BW14 pay.
- Vacation Accrual, Group Insurance Adjustment, Sick Leave Adjustment, Faculty Benefits (18 pays of 24 periods), etc.
Special Considerations

• Please keep an eye on your non-E&G fund balances (Designated, R&R, Auxiliary, Agency, etc). FGITBSR

• Let us know of any Equipment disposals by 6/30/2020

• At 5pm on July 14, 2020 we will be running the FYE Banner jobs:
  • Balance Forward – Running Fund Balances into the new FY.
  • Roll Encumbrances – Rolls all open FY20 Encumbrances into the new year.
  • Roll Labor Encumbrances – Closes Payroll Encumbrances in current year.
  • Accrual Period is opened.
Things to Look For in July FY21

- Your FY20 Accruals, Prepaids, Receivables, and Deferrals should reverse. The actual transactions in FY21 should offset these reversals in the new year.

- We manually record “budget” for designated, agency, and Renewal & Replacement indexes by making a BD02 entry with their FY20 ending fund balance. The budget for these indexes is the fund balance.

- Any existing Internal Leases will be recorded.
Questions

Up Next
Larry McWilliams, Strategic Sourcing Manager
Using FGROPNE to Determine Open Encumbrances

Presented by:
Larry McWilliams, Strategic Sourcing Manager
Procurement
Using FGROPNE to Determine Open Encumbrances

• Use to see what open POs exist by Org code.
• Decide which orders should be kept open for carry-over to next fiscal year, or which orders should be closed.
• Start by opening Banner…
Using FGROPNE to Determine Open Encumbrances

• Step 1: Open Banner through FlashLine, and in the search bar type “FGROPNE” or begin typing “open encumbrances…”
Using FGROPNE to Determine Open Encumbrances

- **Step 2:** In the next screen, confirm that the FGROPNE process is noted, and click the “Go” button…
Using FGROPNE to Determine Open Encumbrances

Step 3: In the next screen, set up the following:
- Ensure that the Printer field shows “DATABASE” (It should by default.)
- Change the Report Layout Value to “F”
- Enter the Org code in both the “From Organization Code” and “To Organization Code” fields
- Next Block and click “SAVE”

(See example on next slide using Org code 100396.)
## Parameter Values

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Report Layout</td>
<td>F</td>
</tr>
<tr>
<td>02</td>
<td>User ID</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>From Fund Code</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>To Fund Code</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>From Organization Code</td>
<td>100356</td>
</tr>
<tr>
<td>06</td>
<td>To Organization Code</td>
<td>100356</td>
</tr>
<tr>
<td>07</td>
<td>From Account Code</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>To Account Code</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>From Program Code</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>To Program Code</td>
<td></td>
</tr>
</tbody>
</table>

## Submission

- **Save Parameter Set as**: 
- **Hold / Submit**
- **Hold**
- **Submit**

**Name**
**Description**
Using FGROPNE to Determine Open Encumbrances

- Step 4: When you click “SAVE”, the following screen will appear:

Then use the “RELATED” drop-down menu to select “Review Output”…
Using FGROPNE to Determine Open Encumbrances

• Step 5: In the screen that appears, click the ellipses (“…”) next to the “File Name” field, and the list of available files for your query will appear. Highlight the file name ending in “.lis” and click “OK”…
Using FGROPNE to Determine Open Encumbrances

- **Step 6:** Your report will appear, and you can scroll through the pages using the arrows at the bottom of the screen to review your POs.

![Image of FGROPNE report]

<table>
<thead>
<tr>
<th>DOCUMENT TYPE:</th>
<th>Purchase Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND:</td>
<td>110118 Fd Bal-Rent</td>
</tr>
<tr>
<td>COAS:</td>
<td>K</td>
</tr>
<tr>
<td>ORDH:</td>
<td>100396</td>
</tr>
<tr>
<td>PROG:</td>
<td>6100</td>
</tr>
<tr>
<td>LOCH:</td>
<td></td>
</tr>
<tr>
<td>P.O.</td>
<td>VENDOR/DATE</td>
</tr>
<tr>
<td>NUMBER</td>
<td>NUMBER</td>
</tr>
<tr>
<td>USER ID</td>
<td>NUMBER</td>
</tr>
<tr>
<td>P0039063</td>
<td>810314068</td>
</tr>
</tbody>
</table>

**TOTALS FOR FUND: Fd Bal-Rent**
- Open Purchase Order Records: 1
- Purchase Order Balance: $ 182.32

- Total Open Purchase Order Records: 1
- Total Purchase Order Balance: $ 182.32
Using FGROPNE to Determine Open Encumbrances

- Step 7: By using the “TOOLS” drop-down menu, you can highlight “Show Document”...
Using FGROPNE to Determine Open Encumbrances

• Step 7, cont.: …click “yes” that you are sure you wish to continue…
Using FGROPNE to Determine Open Encumbrances

- Step 7, cont.: ...and your report shows up in a much cleaner appearance...
Using FGROPNE to Determine Open Encumbrances

• Step 7, cont.: ...the contents of which can be highlighted and dropped into Excel for ease of sorting, etc.

![Open Encumbrances Report](image)
Thank you!

Questions?
• Visit our website, www.kent.edu/procurement
• Contact Procurement
  o Call x22276
  o Email procurement@kent.edu

Up Next
Emily Hermon, Manager Accounts Payable
Chrome River Travel & Expense

Presented by Emily Hermon, Manager Accounts Payable
www.kent.edu/accountspayable/travel-expense
Chrome River Overview Video

This video shows a general overview of Chrome River's interface. The version that you see once we go live this summer will vary somewhat, based on the university's reporting needs, but the general interface and functionality will remain the same.

- Quick Start video
Policy & Procedures

University Travel Manual

Revised March 2020
Questions

Up Next
Melissa Ricchiuti, Sourcing Analyst/Procurement Agent
New University Travel Services Provider

Presented by
Melissa Ricchiuti - Procurement
Introduction of New Travel Services Provider

Christopherson Business Travel

• Selected as the new travel services provider for university business-related travel

• Result of an IUC-PG State-wide Travel Management RFP
  • RFP managed by Ohio University and Bowling Green State University
  • Goals of RFP:
    • Adhere to Governor’s Affordability & Efficiency Mandate on Travel
    • Savings
    • Duty of Care
    • Easier Management of Travel Services for Members
A few benefits to you

• **Duty-of-care:**
  • Risk notifications to travelers and location tracking

• **Slightly reduced fee structure on each trip, not booking**
  • Cost savings

• **Easy sharing of itinerary**
  • Individual profile preferences, including membership numbers, emergency contact information, etc.

• **Access to negotiated discounts**

• **24/7 support, with an emergency after-hours desk line**

• **Airbank: unused airline ticket tracker**
More to Follow…

• Procurement collaboration with Accounting
  • Travel manual
• Communications on Go-Live to follow within the month
• Training and demo online offerings
• Website of FAQs and videos or procedural manuals
Questions?

Up Next
Holly Slocum, Director IT
Automating Processes

Presented by
Holly Slocum, Director of Process Evaluation and Improvement
Lean.kent.edu - Submit Your Improvement Idea

Opportunities for Automation

Intake Form:
• What is your improvement idea?
• What process is it tied to?
• Who is the process owner?

A Million $1 Ideas = One $1 Million Idea
Questions

Up Next

Jeannie Reifsnyder Sr. Assoc VP, Finance & Administration
Thank You.

www.kent.edu
Budget Updates

Presented by
Jeannie Reifsnyder Sr. Assoc VP, Finance & Administration
Ordering Personal Protective Equipment (PPE) Faculty, Staff, and Student Employees

- PPE currently available to order for faculty, staff, and student employees: Washable facial coverings, hand sanitizer spray mist, disposable nitrile gloves, and sanitizing cleaning products for workspaces, and counter protection guards
- Departments order these PPE using FlashTrack. Detailed order instructions can be found on UFM’s website at [https://www.kent.edu/ufm/work-ordersflashtrack](https://www.kent.edu/ufm/work-ordersflashtrack)
- More information about purchasing PPE can be found on the COVID FAQ page
Quick reminders

• PPE FAQ is now live on the COVID page. Please use this link for instruction on how to order PPE for your dept. [https://www.kent.edu/ufm/work-ordersflashtrack](https://www.kent.edu/ufm/work-ordersflashtrack)

• Link to today’s recordings will be available later today at [https://www.kent.edu/bas/forum-information](https://www.kent.edu/bas/forum-information)

• Provide your topic suggestions and feedback @ [https://www.kent.edu/bas/forum-information](https://www.kent.edu/bas/forum-information)

• Request to be added/removed from BAS listerve @ [https://www.kent.edu/bas/forum-information](https://www.kent.edu/bas/forum-information)

• Next BAS Forum – September