

**FISCAL YEAR END 2020 - FINANCIAL SERVICES & PROCUREMENT PROCESSING**

MON	TUE	WED	THU	FRI
<b>MAY</b>				1
<b>4</b> - Process FY 20 purchase requisitions that require sealed bidding( $\geq$ \$50,000)	5	6	7	8
11	12	<b>13</b> - Submit budget revisions for FY 20 to Budget and Finance	14	<b>15</b> - Process FY 20 purchase requisitions, sealed bidding not needed(< \$50,000)
<b>18</b> -	19	20	21	22
<b>JUNE</b>	2	3	4	5
8	9	10	<b>11</b> - Last day, FY 20 Procard transact., depends on vendor card processing-not a guaranteed date	12
<b>15</b> - New year purchase requisitions can be entered into eBucs (FY 21 budgets are available)	16	17	18	<b>19</b> - <b>#1</b> All petty cash and new loan activity ends. <b>#2</b> Last day, request student balance aid check <b>#3</b> Last day, FY 20 Procard transact., depends on vendor card processing-not a guaranteed date
22	23	24	25	26
<b>29</b> - June 30th timesheets must be entered by 10:00 a.m. All FY 19 blanket purchases orders are cancelled by Procurement	<b>30</b> - All funds on hand must be deposited @ Fin. Services cashiers by 11:00 a.m.			
<b>JULY</b>		<b>1</b> - Last day, approved Fiscal Year Salary Allocations and Extra Compensation forms for FY 2020	<b>2</b> - New FY 21 purchase orders are released to suppliers by Procurement	3
<b>6</b> - ALL Account/Notes Receivable info. must be submitted to Fin. Services	7	8	9	10
13	14	15	16	<b>17</b> - Last day, financial corrections/approved budget revisions

## Requisitions for Current Year Purchase Orders:

**The last day** to place orders (create requisitions) in eBucs, the electronic purchasing system, using 2019-2020 funds is **May 15, 2020**. This includes university, grant and foundation accounts. Requisitions placed in eBucs by May 15, 2020 will be processed into purchase orders no later than June 30, 2020.

Requisitions that require sealed bids for products and services \$50,000 or more must be entered and approved in eBucs no later than May 4, 2020.

Between May 15, 2020 and June 14, 2020 no orders can be placed in eBucs.

Beginning June 15, orders for the new 2020-2021 fiscal year can be entered into eBucs, as the new fiscal year funds will be loaded into Banner. *However, the 2020-2021 purchase orders will be held in a special electronic folder until July 2. On July 2, late in the afternoon, all the completed purchase orders will then be released electronically to the suppliers. Do not contact suppliers to check on these orders as the supplier will not have received the order until July 2.*

**Procards:** It can take several days for Procard charges to post to your Procard account. Purchases made using the Procard for non-eBucs orders should be made early enough to assure they will post to your Procard statement before June 19, the end of the June billing cycle. Any Procard charges that do not get posted to the June statement will be posted to the next fiscal year. Procard monthly limits can only be raised between May 15 and June 19 with written approval from the appropriate Vice President.

**Receipts for Goods and Services:** Departments should continue to create receipts in eBucs for goods and services received. There is no suspension for the receipting process.

**Reimbursement Requests, Advertisements and Copy Paper Requests:** The following forms will continue to be available for processing in eBucs beyond May 15. Requests submitted on these forms after the dates listed below may be paid from FY 20-21 funds.

- Reimbursement Requests = *June 30, 1:30 pm*
  - Business Meals
  - Non-Food
  - Travel Claim
  - Team/Group Travel
  - Study Abroad Travel
- Food Events for May – July = *June 30, 1:30 pm*
  - Food Order Non-Sodexo
  - Sodexo Custom Orders
  - Sodexo Punch-Out
- Direct Billed Rental Vehicles (Enterprise) = *June 30, 1:30 pm*
- Advertising = *June 30, 1:30 pm*
  - Display/Marketing
  - Employment
- Copy Paper Request = *June 22, 2020 at 4:00 pm*

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**Review Open Encumbrances:** Each department should review purchase order encumbrances in Banner Self-Service against their accounts for items that should be unencumbered. (Ex. Blanket orders against which no additional orders will be placed, remaining items on the PO that have been canceled by the company, invoice was less than the PO amount and remaining encumbrance needs to be canceled, etc.). Send a memo or email to Procurement, [graytl@etsu.edu](mailto:graytl@etsu.edu) to request encumbrance removals for purchase orders. Only send notification to cancel a purchase order *AFTER FINAL PAYMENT against the PO* has been completed in Banner.

**Invoices and Reimbursable Receipts** received with a June 30th date or earlier will be charged to the current FY 19-20 budget as time permits. Any invoices or reimbursable receipts with a July 1st date or later will be charged to the new FY 20-21.

Any questions regarding the year-end purchasing process can be addressed to Procurement, ext. 94224.

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**June Deadlines:**

- All Petty Cash activity ends for fiscal year 2020 on **June 19th**. All Petty Cash funds will be called and counted prior to June 30th and are subject to re-count by Internal Audit or State Audit.
- All new loan (Perkins, SGA, short-term loans, etc) activity for fiscal year 2020 will be stopped on **June 19th**.
- The last day to request a student balance of aid check disbursement for fiscal year 2020 is **June 19th**.
- All June 30th timesheets must be entered by 10:00 a.m. on Monday, **June 29th**.
- All funds on hand must be deposited with the cashiers in the Office of Financial Services before 11:00 a.m. on Friday, **June 30th**.

**FYSA and Extra Compensation Forms:**

- All approved Fiscal Year Salary Allocations forms for fiscal year 2020 (retroactive changes for the fiscal year 2020) must be received in the Office of Financial Services by 4:30 p.m. on **July 1st**.
- All approval processes must be completed for extra compensation and the form must be received in the Human Resources Office before 4:30 p.m. on **July 1st** for inclusion in fiscal year 2020.

**GoldLink and e-Print:**

Preliminary financial reports for June are available on GoldLink and Banner e-Print beginning July 8th. Departments are responsible for reviewing reports on GoldLink or e-Print. Last day for corrections to charges after reviewing the preliminary financial information is Friday **July, 17th**. These changes must be received in the Office of Financial Services by 4:30 p.m.

**Accounts Receivable:**

All miscellaneous Accounts Receivable invoicing for fiscal year 2020 stops on Monday, **July 6th**. All requests and accounts/notes receivable information should be received by David Finney in the Office of Financial Services before 4:30 p.m. The accounts/notes receivable information should be listed in TBR format showing aging, accrued interest, deferred, etc., which has been provided to each department routinely recording accounts receivable.

**Budget Revisions:**

Last day for approved budget revisions to be received in the Budget Office is Friday, **July 17th**. In accordance with approved university policy, any budget account which reflects an aggregate over-run on travel, operating and equipment at the end of the fiscal year may have the amount of the over-run deducted from the following year's allocation. The reviewing official will identify the source for which the reduction will be made.

Any questions regarding the year-end processes can be addressed to the Office of Financial Services, ext. 94275 or the Budget Office, ext. 94383.