Welcome to the 2019 SFO Fiscal Year End Closing Meeting!
Agenda

• Year-End Overview
• FY19 Updates
• General Prep & Deadlines
• Prepaid Expenses
• Expense Accruals
• Closing
• Q & A
Year end close occurs in 3 steps:

- Period 11 May Departmental close
- Period 12 Departmental Final Close
- Period 14 UFS Final Close
Scrub to ensure financial data is accurate

General Ledger Reports
- No Balance Change in Balance Sheet Accounts (non-cash) – F0009
- No Change in Cash Balance – F0008
- Opposite Balances for Balance Sheet (non-cash) – F0012
- Opposite Balances for Cash with AR – F0010

Operating Ledger Reports
- Opposite Balances for Income Statement – F0011
What’s New for You in FY 2019?

• Period 12 Timing Change
  • 7 Business Days, Not 5
<table>
<thead>
<tr>
<th>DATE</th>
<th>Area</th>
<th>Description</th>
<th>Contact</th>
<th>Ext</th>
<th>E-mail</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, May 14, 2019</td>
<td>CAPS</td>
<td>Informal Procurements Between $25K-$150K due.</td>
<td>Karen Thomson</td>
<td>5-5240</td>
<td><a href="mailto:thomsonk@pdx.edu">thomsonk@pdx.edu</a></td>
<td>RMNC 260</td>
</tr>
<tr>
<td>Tuesday, May 14, 2019</td>
<td>CAPS</td>
<td>PO and PSC due.</td>
<td>Karen Thomson</td>
<td>5-5240</td>
<td><a href="mailto:thomsonk@pdx.edu">thomsonk@pdx.edu</a></td>
<td>RMNC 260</td>
</tr>
<tr>
<td>Monday, June 10, 2019</td>
<td>HR-PR</td>
<td>Employment changes including letters of offer and EPAFs effective June or before, FY19 labor distribution changes, and May leave rosters</td>
<td>Jennifer McLean</td>
<td>5-5499</td>
<td><a href="mailto:mcleanjc@pdx.edu">mcleanjc@pdx.edu</a></td>
<td>RMNC 518</td>
</tr>
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<td>Monday, June 10, 2019</td>
<td>HR-PR</td>
<td>Employment changes including letters of offer and EPAFs effective June or before, FY19 labor distribution changes, and May leave rosters</td>
<td>Nathan Klinkhammer</td>
<td>5-5990</td>
<td><a href="mailto:nklink2@pdx.edu">nklink2@pdx.edu</a></td>
<td>RMNC 260</td>
</tr>
<tr>
<td>Friday, June 14, 2019</td>
<td>CAS</td>
<td>Last day to use P-Card for expenses posted to FY18.</td>
<td>Marissa De Leon</td>
<td>5-9888</td>
<td><a href="mailto:marissad@pdx.edu">marissad@pdx.edu</a></td>
<td>RMNC 260</td>
</tr>
<tr>
<td>Monday, June 17, 2019</td>
<td>HR-PR</td>
<td>Electronic approval of June hourly times sheets (pay period of May 16-June 15).</td>
<td>Jennifer McLean</td>
<td>5-5499</td>
<td><a href="mailto:mcleanjc@pdx.edu">mcleanjc@pdx.edu</a></td>
<td>RMNC 518</td>
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<td>Nathan Klinkhammer</td>
<td>5-5990</td>
<td><a href="mailto:nklink2@pdx.edu">nklink2@pdx.edu</a></td>
<td>RMNC 518</td>
</tr>
<tr>
<td>Thursday, June 20, 2019</td>
<td>FDTN</td>
<td>Foundation Check Request Deadline 5pm for payment to be made prior to close.</td>
<td>Evan Martin</td>
<td>5-5097</td>
<td><a href="mailto:martine@psuf.org">martine@psuf.org</a></td>
<td>RMNC 730</td>
</tr>
<tr>
<td>Friday, June 21, 2019</td>
<td>CAS</td>
<td>Outgoing Wire Transfer payments due.</td>
<td>Jason Abbott</td>
<td>5-9676</td>
<td><a href="mailto:jabbott@pdx.edu">jabbott@pdx.edu</a></td>
<td>RMNC 260</td>
</tr>
<tr>
<td>Monday, June 24, 2019</td>
<td>CAPS</td>
<td>All POs for Goods and Services received by 6/29, processed/approved/posted in Banner by NOON.</td>
<td>Karen Abbott</td>
<td>5-5240</td>
<td><a href="mailto:thomsonk@pdx.edu">thomsonk@pdx.edu</a></td>
<td>RMNC 260</td>
</tr>
<tr>
<td>Thursday, June 27, 2019</td>
<td>FDTN</td>
<td>Turn in all CASH (cash, checks, etc.) received in the department by 3:00 pm.</td>
<td>Megan Looney</td>
<td>5-3743</td>
<td><a href="mailto:looneym@pdx.edu">looneym@pdx.edu</a></td>
<td>NH 178</td>
</tr>
<tr>
<td>Friday, June 28, 2019</td>
<td>FDTN</td>
<td>Checks available at 8am for departments to pick up and deposit.</td>
<td>Evan Martin</td>
<td>5-5097</td>
<td><a href="mailto:martine@psuf.org">martine@psuf.org</a></td>
<td>RMNC 730</td>
</tr>
<tr>
<td>Friday, June 28, 2019</td>
<td>CAS</td>
<td>P-Card transactions - Distribute all auto-fed transactions through June statement cut-off, approx 6/25, by NOON.</td>
<td>Marissa De Leon</td>
<td>5-9888</td>
<td><a href="mailto:marissad@pdx.edu">marissad@pdx.edu</a></td>
<td>RMNC 260</td>
</tr>
<tr>
<td>Friday, June 28, 2019</td>
<td>CASHIER</td>
<td>Turn in CASH (cash, checks, etc.) received in department since the end of Thursday, June 27th by 1:00 pm.</td>
<td>Megan Looney</td>
<td>5-3743</td>
<td><a href="mailto:looneym@pdx.edu">looneym@pdx.edu</a></td>
<td>NH 178</td>
</tr>
<tr>
<td>Friday, June 28, 2019</td>
<td>SFS</td>
<td>3:00 PM deadline: Final Cash Close. Banner locked (TBD).</td>
<td>Amanda Nguyen</td>
<td>5-3793</td>
<td><a href="mailto:nguyenaf@pdx.edu">nguyenaf@pdx.edu</a></td>
<td>NH 167D</td>
</tr>
</tbody>
</table>

***** STARTING JULY 1st, ALL BANNER INPUT FOR FY19 MUST USE A 30-JUN-2019 TRANSACTION DATE *****

| Monday, July 8, 2019  | SFS        | Turn in Accrued Accounts Receivable ($ owed to department) to SFS C/O Amanda Nguyen with complete documentation. | Amanda Nguyen    | 5-3793 | nguyenaf@pdx.edu           | NH 167D   |
| Monday, July 8, 2019  | BUDGET     | Budget adjustment JV.                                                        | Derek Davis      | 5-9265 | budget@pdx.edu             | RMNC 515B |
| Monday, July 8, 2019  | CAS        | Fixed Asset invoices (account codes: 40101, other 4xxxx or A8xxx) to FAST-CAS. | Jason Abbott     | 5-9876 | jabbott@pdx.edu            | RMNC 260  |
| Monday, July 8, 2019  | CAS        | Personal and Travel Reimbursement forms delivered to FAST-CAS.               | Jason Abbott     | 5-9876 | jabbott@pdx.edu            | RMNC 260  |
| Monday, July 8, 2019  | CAS        | All other INVOICES input, department approved, and delivery to FAST-CAS.     | Jason Abbott     | 5-9876 | jabbott@pdx.edu            | RMNC 260  |
| Monday, July 8, 2019  | CAS        | All other departmental JV due - Journal Vouchers, JV corrections, and Interdepartmental billings. | Jason Abbott     | 5-9876 | jabbott@pdx.edu            | RMNC 260  |
| Wednesday, July 10, 2019 | UFS       | 3:00 PM deadline: Period 12 final close.                                     | Jason Abbott     | 5-9876 | jabbott@pdx.edu            | RMNC 260  |
| Wednesday, July 24, 2019 | UFS       | 3:00 PM deadline: Period 14 final close.                                     | Jason Abbott     | 5-9876 | jabbott@pdx.edu            | RMNC 260  |
What are Prepaid Expenses?

Prepaid expenses are future expenses that have been paid in advance.

You can think of prepaid expenses as costs that have been paid but have not yet been used up or have not yet expired.
PRE-PAIDS IN BANNER

Enter your index code:

FOAPAL automatically populates:

Manually change program code to prepaid code:
Expense Accruals - AP

- Liability on Balance Sheet

- Records Expense in Current Fiscal Year

- Goods and Services Received, but not yet paid for
  - Need to add date in FOATEXT of when item was received from Vendor....check packing slip
MARK FY20 ON INVOICE

For all invoices dated July forward, please mark FY20.
Where Do We Go From Here?

- Weekly Emails
- Compensated Absence Liability – After June Payroll
- Travel Encumbrance Reminder
- Weekly Drop-In Sessions – MCB-326, Mount Jefferson Lab
- Timeline and Resource Reminders
Financial Irregularities

**PSU Financial Irregularities Policy**

**Fraud, Waste and Abuse**

- **PSU Ethics Point portal**
- **Phone – 1-888-304-7810**