

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

Vol. E, No. 165

April 20, 2020

FISCAL YEAR-END CLOSING SCHEDULE 2019-2020 (FY20)

The FY20 year-end closing dates for disbursement of funds are listed below. Documents received after the dates listed will be processed in the 2020-2021 (FY21) fiscal year.

Following the guidance from Cyril Clarke, Executive VP and Provost and Dwayne Pinkney, Sr. VP and Chief Business Officer titled "[Financial planning in response to COVID-19](#)", limiting expenditures now will better position your units in FY21. Spending critical to operations will follow the normal year-end processing schedule below.

- | | |
|---------------|--|
| Mon., March 2 | The July 2020 accounting period opened in Banner to allow departments to enter HokieMart purchase orders and Chrome River travel authorizations in the new fiscal year if the goods and services will not be received prior to July 1, 2020. Departments do this by entering July 1, 2020 accounting date on their HokieMart purchase requisition. To use FY21 funds for travel approvals and travel reimbursements, FY21 will need to be selected on the header page on the Chrome River report. FY20 invoices cannot be paid against FY21 purchase orders and TAs. |
| Mon., May 18 | In the rare circumstances where salary transfers cannot be processed on a timely basis, such as salary payroll retroactive funding changes greater than 90 days, these must be entered and approved by the department by 5:00 pm to ensure processing in FY20. This will ensure that Sponsored Program approval can occur if applicable. |
| Mon., May 25 | Approximate last day to purchase airline tickets to be charged on FY20 funds. Tickets charged by May 25 th will be posted to departmental funds in FY20. Tickets charged after May 25 th will be charged to FY21 funds. If using Virginia Tech Foundation funds, tickets purchased after April 30 th will be charged to FY21 funds. |
| Fri., May 29 | Wage payroll retroactive funding changes dating greater than 90 days entered and approved by departments by 5:00 pm to ensure processing in FY20. |
| Thur., June 4 | Salary payroll retroactive funding changes less than 90 days entered and approved by the department (not requiring Sponsored Program approval) by 5:00 pm to ensure processing in FY20. |
| Mon., June 8 | Last day for Fleet Services vehicles to be returned and charged on FY20 funds (must be turned in by 5:00 pm). Charges will post to department funds approximately June 15. |
| Fri., June 12 | Final salary payroll posted for FY20-Pay #11 for the period May 25 th -June 9 th with a pay date of June 16, 2020. |
| Wed., June 17 | Wage funding changes less than 90 days entered and approved by departments to ensure processing in FY20. |

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

Vol. E, No. 165

April 20, 2020

- Wed., June 17** Last day to submit disbursement documents including invoices, travel reimbursements, and revenue refunds which are to be charged to FY20 funds. Travel authorizations (TA) created in Chrome River will encumber the budget in FY20 when approved up until June 30. Our intention is to process all of the Chrome River Travel reimbursements (TR) approved in FY20 as resources allow. This will depend on the volumes received at yearend by the travel unit. To use FY21 funds for TA's and TR's, FY21 will need to be selected on the header page on the Chrome River report.
- Wed., June 17** Last day to submit departmental journal entry transfers to the Controller's Office.
- Wed., June 17** Last day for Facilities, Software Sales, and Fleet Services to submit automated ISR batch files to the Controller's Office for FY20.
- Wed., June 17** Last day for HokieMart Internal Vendors to process HokieMart ISRs (on FZAISRP) to charge FY20 funds. The FZAISRP form will be closed at 5:00 pm and will not be available again until July 1st. Open purchase orders not processed as of June 17th will roll forward into the new fiscal year on June 30th.
- Wed., June 17** Final wage payroll posted for FY20-Pay #12 for the period June 1st – June 15th with a pay date of July 1, 2020. The Banner Finance screens will reflect wage expenditures on June 18, 2020. Please plan on wage expenditures when submitting final disbursement documents.
- Mon., June 29** Last day to make deposits at Bursar's Office for FY20. Deposits must be made prior to 3:00 pm.
- Mon., June 29** Approximate last day for Bank of America VISA procurement card (PCard) transactions to be charged to FY20 funds. All PCard transactions that are exported to Banner by 5:00pm will be charged to FY20 funds.

NOTES:

A review and clean-up of open encumbrances created by TA (Travel Authorizations) can be done utilizing the finance MicroStrategy report titled "Encumbrance Summary."

Please note the following year end payroll dates:

- The final payroll for regular (non -Summer Session) salary for Academic Year faculty that will post to FY20 is SA 09 with a pay date of May 15, 2020.
- The final salary payroll that will post to FY20 is SA 11 with a pay date of June 16, 2020.
- The final wage payroll that will post to FY20 is WA 12 with a pay date of July 1, 2020.

Please proactively manage salary funding changes in accordance with the above cut-off dates so that such changes can be posted to the Banner system and therefore can be included in the Spring Semester PARS to be issued on July 1, 2020.

The Ledger

A Newsletter of the University Controller's Organization

Website: <http://www.controller.vt.edu>

Vol. E, No. 165

April 20, 2020

If a salary redistribution is entered that should not post until FY21, the department should not process the approval as Payroll will make every effort to process all pending transactions in FY20. (to include transactions processed after the stated deadlines, if possible)

Departments using HokieMart need to remember that the invoice must be received in the Controller's Office by 5:00 pm on Wednesday, June 17th in order to be paid against FY20 funds. Departments may need to work with vendors to ensure receipt of the invoice in the Controller's Office by this deadline.

Please make certain that invoices, travel reimbursements and other charges are submitted to the Controller's Office using Banner funds with sufficient budget balances available. Invoices received from vendors must be paid within 30 days on funds having available balances and where such invoices are an allowable cost on such funds. Expenses are not affected by payment due dates. Invoices submitted for payment by June 17th with July due dates will be charged to departmental funds in June.

To avoid delays in processing and recording disbursements on your funds, please send vouchers and invoices to the Controller's Office **DAILY**. Departments may submit paper invoices to the Controller's Office via campus mail or send electronically to vtinvoices@vt.edu as communicated in The Ledger on March 20, 2020 (<https://www.controller.vt.edu/ledger.html>). The closing schedule provides the maximum times available to departments to process invoices arriving late in the fiscal year. However, the departmental processing deadline creates a massive workload for the accounts payable staff during May and June. It is important that department encumbrance reports are monitored closely to ensure that payments are being processed as expected.

Your assistance in observing the schedule and in closing the current fiscal year is appreciated. If you have questions to the closing procedures, please call Brandon Webb (231-8554) or email bwebb13@vt.edu.

End-of-Fiscal-Year Procurements

The following schedule has been previously distributed by the Procurement Department but is shared here again for your information. In order to allow for sufficient time to complete the procurement, receipt and payment cycle, requisitions should be received in Procurement and ITPALS by the following dates:

May 11th: All purchases valued under \$50,000 and all computer hardware of any value. Last day for PCard purchases to be applied to FY20 funds.

Procurement and ITPALS will continue to accept and act upon requisitions received after these dates. However, no assurance can be offered that the business cycle will be completed before the end of the fiscal year.

HokieMart: Purchase orders to outside suppliers may continue to be processed in HokieMart using Punch-out catalogs, hosted catalogs for contract suppliers, contract suppliers, and non-catalog suppliers where the value is under \$10,000. The above cut-off dates do not apply if the goods/services can be received and invoiced prior to the final date for processing invoices. If goods/services cannot be received and invoiced by the final date, users must apply the accounting date of 7/1/20 to avoid an encumbrance against FY20 funds.