

**YEAR-END PURCHASING & FINANCE WORKSHOP NOTES
APRIL 2016**

SUMMARY OF DEADLINES

Due Date by 5:00 PM	What	Contact for Questions
May 31, 2016	Zags T&E Expense Reports/Reimbursements	Jennifer Frame (x5615)
June 6, 2016	Deposits	Ashley Seick (x6809)
June 6, 2016	Petty Cash	Ashley Seick (x6809)
June 6, 2016	Product Received copy due to Purchasing	Steve Lunden (x5624)
June 8, 2016	Payment Requests (Invoices and reimbursement requests)	Nancy Grasso (x6807)
June 8, 2016	Recharge journal entries	Pat Bech (x6375)
June 15, 2016	Reconcile/balance all Organizations and Funds	Pat Bech (x6375)
June 15, 2016	Departmental journal entries	Pat Bech (x6375)

PURCHASING – STEVE LUNDEN, DIRECTOR OF PURCHASING, EXT. 5624

PURCHASING OF GOODS AND SERVICES

- Historical purchasing freeze is gone! Follow the normal process and approvals for purchases.
- Returning receiving copies to purchasing as soon as items are received. Without exception for items received on or before May 31, the receiving copy needs to be returned to the Purchasing Department **no later than June 6th**.
- Keep in mind:
 - Purchases will be expensed in FY received
 - Exception: if you are required to make payment in advance, the expense will be recognized in your budget when the payment is made.
 - You cannot postpone until next fiscal year
 - Vendors should not be asked to change their invoice data
 - Include event date in your request to minimize questions

PURCHASE ORDERS

- All Standing PO's will be closed and re-established in the new fiscal year with a new PO number.
- A select list of PO's for FY16 will be rolled to FY17. Purchasing will follow up with departments.
- Purchasing will follow up with departments that have outstanding PO's to determine status.
- Email new standing PO's to purchasing@gonzaga.edu

PURCHASING - SUPPORTING DOCUMENTS

- Supporting documentation must accompany requisitions with a "Prepay" or "mail check" process.
- Documentation should include:
 - Vendor address
 - Description
 - Total dollar amount

BUDGET – JANE BUTTON, BUDGET DIRECTOR, Ext. 6138

BUDGET ADJUSTMENT REQUESTS (BARS)

- Use BARS to clean up Direct Expenditure account lines
- Direct Expenditure lines in total should not be overdrawn
- Use FGIBSUM in Banner to view overall Direct Expenditure balance versus budget. (Include transfer lines and exclude revenue accounts).
- If labor is overdrawn, submit BARS to cover shortfalls by position number.
- Base budget is maintained separately from the current year budget.
 - When submitting BARS, please mark "Current Year", "Base", or both.

YEAR END CARRYOVER

- In limited circumstances, departments may request carryover of budget funds to FY17.
- Requests will be aggregated and must be approved by the respective vice-presidential area.

MULTI YEAR BUDGET CONSIDERATIONS

- The University is adopting a two-year rolling operating budget.
- Starting at the end of FY 17 (next year), a portion of unspent salary and operating expense budgets will automatically carryover at the "budget group" level. Exceptions apply.
- More information related to this topic will be provided in future meetings.

ACCOUNTING – PAT BECH, STAFF ACCOUNTANT, EXT. 6375

RECONCILING ACCOUNTS AND FUNDS

- Reconcile your accounts and funds and correct and submit **correcting journal entries by June 15th**.
- Correct any overspent internally designated Funds (Funds that begin with 9.....) by submitting a journal **entry to transfer funds by June 15th**.

JOURNAL ENTRIES AND RECHARGES

- A thorough description of the purpose of the journal entry is required.
- Recharge journal entries due to the Controller's Office by **June 8th**
- Departmental journal entries are due to the Controller's Office by **June 15th**
- A thorough description of the purpose is required
- Journal entries must be submitted with proper supporting documentation. Examples of proper supporting documentation include:
 - Departmental Invoice
 - Banner Screenshots
 - E-mail string including dollar amounts
- Only authorized budget signers may sign journal entries
- Transfer journal entries that include fund 1000 should go through the Budget Office
 - JE & BAR forms need to be sent together

TRAVEL, JENNIFER FRAME, ZAGS TRAVEL & EXP ADMINISTRATOR, EXT. 5615

TRAVEL

- Travel booked that will occur after May 31st will be charged to your current fiscal year budget
- Please check to see that all outstanding tickets get used before they expire.
- All transaction in Zags Travel & Expense need to be **approved by May 31st**

DEPOSITS & PETTY CASH, ASHLEY SEICK, ECOMMERCE & PAYMENT SYSTEMS ADMIN, EXT. 6809

DEPOSITS

- Deposits should be submitted throughout the year on a current basis.
- The assumption is for most departments you're getting paid at the same time the goods or services were received. If it's different for you, for example you're invoicing for something done in May but won't receiving a check until June, or you have people prepaying in May for an event in the fall, please talk to us.
- CASHNet Cashiers can only deposit to the current Fiscal Year. If you have a deposit that should be reflected in a FY other than the current one, please mark the deposit slip clearly with the correct FY and **deposit at a drop box by June 6th**.
- All deposits for FY 2016 are due **by June 6th**.

PETTY CASH

- All Petty Cash replenishment requests are by **due June 6th**.
- Please note – there is a new form on the Controller's Office website.
- Petty Cash Custodians will receive a self-audit request that must be completed with the budget officer or a dual verifier on **May 31st**.
- Going into FY17, please evaluate petty cash needs and custodian responsibilities.

ACCOUNTS PAYABLE - NANCY GRASSO, AP MANAGER, EXT. 6807

YOUNGHEE CHOE, VENDORS A-K, EXT. 6802

SARA CLARKSON, VENDORS L-Z, EXT. 6810

VENDOR INVOICES

- Instruct vendors to send their invoices with P.O. # directly to Accounts Payable
- Email invoices with P.O. # to gonzagaap@gonzaga.edu
- If the invoices are mailed directly to the Department, forward them to Accounts Payable immediately. Ad Box 69

REIMBURSEMENTS

- All receipts for reimbursements need to be turned in before the students head into finals and home.
- Encourage students to enroll in Direct Deposit

ADVANCES

- Non-Concur users: Once your trip/event has been completed, please return signed expense report along with original itemized receipts, to Kari Elgee-Sanders in the Controller's Office, so she can clear the advance.
- Zags Travel and Expense users: be sure all advances have been applied to the corresponding expense reports. Expense reports must be submitted and approved **prior to May 31st**
- Keep FY15-16 expenses separate from FY16-17 expenses on expense reports.