



**MEMORANDUM**

TO: Vice Presidents, Deans, Directors, Department Chairs, and Department Managers  
 FROM: Lee Fruitticher, Vice President for Finance  
 DATE: February 19, 2019  
 SUBJECT: Fiscal 2019 Year-End Planning

The AUGUSTA UNIVERSITY fiscal year-end, June 30, 2019, is quickly approaching. The management and staff of the Finance Division are focused on creating and supporting a smooth and successful year-end process for the Campus community. As always, our success is dependent on the participation of the entire AUGUSTA UNIVERSITY financial team -- including managers within each academic and administrative unit, Technology Services, Sponsored Programs Administration (SPA) and Facilities Management - in our year-end processes.

**Given the complexity and timing of the OneUSG Connect HCM and Financials projects, these dates are subject to change. The most current information will be found at:**

<https://www.augusta.edu/finance/controller/documents/2019-fiscal-year-end-cutoff-memo.pdf> .

This memorandum details a number of key dates related to our 2019 fiscal year-end. Please read this document carefully, mark your calendar as appropriate, and share with all faculty and staff within your unit(s) impacted by these processes.

1. **Purchasing**

| <b><u>DUE DATE</u></b> | <b><u>ACTIVITY</u></b>  |
|------------------------|---|
| March 01, 2019         | Last day for requisitions greater than \$1,000,000.   |
| March 22, 2019         | Last day for requisitions between \$250,000 and \$1,000,000.  |
| March 29, 2019         | Last day for requisitions between \$25,000 and \$250,000 ( <i>Lapsable</i> ).   |
| April 30, 2019         | Last day to enter requisitions using <b>Lapsable Funds</b> . Units can continue to process requisitions using other fund types, i.e. NIH/Federal Grants. <b>Note: After today, any attempt to use lapsable funds will result the inability to enter a lapsable fund_code in your requisition.</b> |
| May 01, 2019           | Requisitions must be processed by all Approvers ( <i>Lapsable Funds</i> ).  |
| May 06, 2019           | Purchasing will process all approved requisitions into POs ( <i>Lapsable Funds</i> ).   |
| May 10, 2019           | Last day for requisitions between \$25,000 and \$250,000 ( <i>Other Fund Types</i> ).   |
| May 15, 2019           | Last day to enter requisitions in preparation for system migration to USG/ITS Hosted PeopleSoft (AU's version) ( <i>Other Fund Types</i> ).   |
| May 17, 2019           | All requisitions must be reviewed / approved by all Approvers. All transactions will need to be in approved or denied/canceled status. ( <i>Applies to all fund types.</i> )  |
| May 21, 2019           | All requisitions must be sourced into POs. ( <i>Applies to all fund types.</i> )  |
| May 24, 2019           | System down for migration to USG/ITS Hosted PeopleSoft (AU's version).  |
| May 27, 2019           | All P-Card transactions not processed on May statement will be expensed to FY20 funds ( <i>Applies to all fund types</i> ).   |
| May 30, 2019           | PS Financials System back on-line. Requisition entry can resume ( <i>Other Fund Types</i> ).  |



- June 03, 2019**    **Begin accepting Hard Copy Requisitions using FY20 Funds.**
- June 03, 2019    All P-Card transactions must be allocated in works (*Applies to all fund types*).
- June 12, 2019    Last day to enter requisitions using (*Other fund types*).
- June 14, 2019    Remaining requisitions processed by all Approvers (*Other Fund Types*).
- June 21, 2019    Remaining approved requisitions sourced into purchase orders (*Other Fund Types*).
- July 05, 2019    Access to PeopleSoft requisitioners restored (*Budgets may not be available for Sponsored Grants (20000 & 20300) and budget checking errors may result*).

**Except as noted, the cut-off dates above only apply to the following fund types (unless otherwise specified):**

**Lapsable**

- \*\*    **10000 - Educational and General**
- \*\*    **10500 - Tuition Funds**
- \*\*    **10600 - Other Fees & Revenue**
- \*\*    **10800 - AU / UGA Medical Partnership**
- \*\*    **11700 - AU-GA Cyber Innovation & Training Center**
- \*\*    **50000 - Unexpended Plant Funds**
- \*\*    **50200 - Unexpended Plant Funds – GSFIC Non MRR**
- \*\*    **50300 - Unexpended Plant Funds - MRR**
  
- \*\*    **Effective May 01, 2019, these funds will not be available for department use. Emergency Requisitions require approvals from the following based on your respective areas: Beverly Bella (MCG), Bonnie Troiano (Academic Affairs and Provost), or Lee Fruitticher (All other areas).**

**Note: There are no cut-off points for the receiving of goods. End-users are encouraged to continue to receive all products in PeopleSoft as items are desktop delivered. Products delivered prior to June 30<sup>th</sup> must be received by end-users in PeopleSoft prior to the year-end close process.**

**Also, Travel expenses are no longer pre-encumbered. Travel will be handled via Travel Expense Statements if received in Travel until 06/14/19. If Travel Expense Statements are submitted after this date, they will be processed using FY20 funds.**

If you have questions regarding the above, please contact Gregory Woodlief, Senior Manager for Purchasing & Contract Management at 1-2213 or [gwoodlief@augusta.edu](mailto:gwoodlief@augusta.edu)



2. **Technology Services**

**DUE DATE**

**ACTIVITY**

- |                |  |
|----------------|--|
| April 12, 2019 | Payments (IDR's, fund transfers and checks) for <b><i>Lapsable Fund Types</i></b> received by Technology Services (Room # AB1124E), will be charged to FY19 funds. Payments (IDR's, fund transfers and checks) submitted after this date will be charged to FY20 funds.      |
| June 06, 2019  | Payments (IDR's, fund transfers and checks) using <b><u>All Other Fund Types</u></b> , received by Technology Services (Room # AB1124E), will be charged to FY19 funds. Payments (IDR's, fund transfers and checks) submitted after this date will be charged to FY20 funds. |

If you have questions regarding the above, please contact Nakita Johnson, Manager IT Business Operations, at 1-7647 or [nakjohnson@augusta.edu](mailto:nakjohnson@augusta.edu)

3. **Facilities Management**

**DUE DATE**

**ACTIVITY**

- |                |                                      |
|----------------|--------------------------------------|
| April 26, 2019 | Facilities Project Requests for FY19 |
|----------------|--------------------------------------|

If you have questions regarding the above, please contact Tom Dunaway ([wdunaway@augusta.edu](mailto:wdunaway@augusta.edu)) at (706) 446-5845 (PDC main line).



4. **Controller/Human Resources**

| <b><u>DUE DATE</u></b> | <b><u>ACTIVITY</u></b>  |
|------------------------|---|
| May 28, 2019           | Personnel actions for bi-weekly pay period of May 19 through June 01, 2019 due in Human Resources.  |
| June 03, 2019          | Personnel actions for bi-weekly pay period of June 02 through June 15, 2019 due in Human Resources.   |
| June 03, 2019          | Personnel actions for exempt payroll for June 2019, due in Human Resources.   |
| June 07, 2019          | Check requests (All Funds) must be submitted to Accounts Payable close of business, June 07, 2019 in order to be paid from FY19 Funds.  |
| June 07, 2019          | Journal Entries, Cost Transfers, and IDRs for FY19 must be submitted to Financial Accounting and iLabs.   |
| June 14, 2019          | Travel Expense Statements (All Funds) must be submitted to Accounts Payable by June 14 in order to be paid from FY19 Funds. If submitted after June 14, 2019, then FY20 Funds will be utilized.   |
| June 26, 2019          | All deposits to be receipted for FY19 must be in the Business Office by <b>5:00 PM</b> . As always, daily deposits to the Business Office are required from all receipting areas. (Note that revenue is booked when receivables are first keyed into Banner, not when cash is receipted. All known departmental receivables must be booked in Banner by June 27 <sup>th</sup> by 5:00 p.m.) |

**Please continue to submit check requests, travel reimbursements and invoices as usual after the June 07, 2019 cut-off.** Items received after cutoff will be recorded in the FY19 Financial Statements but will be paid from FY20 funds. Even though payment will come from FY20 funds, we **MUST** record all obligations outstanding on June 30 in the FY19 financial statements, for which our reporting cutoff is July 05, 2019.

The bi-weekly pay period June 16, 2019 through June 29, 2019 will be paid on July 05, 2019. Personnel actions for this bi-weekly pay period are due to Human Resources no later than June 3, 2019. Dates will be strictly enforced. Ten days of pay, for Monday June 17 through Friday June 28, 2019 will be accrued in FY19 and will be posted in May using the March 29, 2019 non-exempt pay date, payrun ID 3319.

If you have questions regarding the above, please contact Laura Craft, Financial Accounting Manager at 1-6235 or [lcraft@augusta.edu](mailto:lcraft@augusta.edu), Pam Newman, Assistant Controller at 1-3735 or [pnewman@augusta.edu](mailto:pnewman@augusta.edu) or Lee Fruitticher, Vice President for Finance at 1-7928 or [lfruitticher@augusta.edu](mailto:lfruitticher@augusta.edu).

Remember, plan ahead and ask questions to ensure complete understanding of our year-end cutoff dates.