



Office of the Vice President for Finance
MEMORANDUM

TO: Vice Presidents, Deans, Directors, Department Chairs, and Department Managers
FROM: Lee Fruitticher, Vice President for Finance
DATE: February 26, 2018
SUBJECT: Fiscal 2018 Year-End Planning

The AUGUSTA UNIVERSITY fiscal year-end, June 30, 2018, 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.

The cutoff dates in this memorandum do not apply to the purchase of most day-to-day operating supplies funded by Federal/NIH grants.

This memorandum details a number of key dates related to our 2018 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**

<u>DUE DATE</u>	<u>ACTIVITY</u>
March 01, 2018	Last day for requisitions greater than \$1,000,000.
March 23, 2018	Last day for requisitions between \$250,000 and \$1,000,000.
April 02, 2018	Last day for requisitions between \$25,000 and \$250,000 (<i>Lapsable</i>)
April 30, 2018	Last day to enter requisitions using Lapsable Funds (less than \$25,000). Units can continue to process requisitions using other fund types, i.e. NIH/Federal Grants. <i>Note: After today, any attempt to use lapsable funds will result in a budget checking error.</i>
May 02, 2018	Requisitions must be processed by all Approvers (<i>Lapsable Funds</i>).
May 07, 2018	Purchasing will process all approved requisitions into POs (<i>Lapsable Funds</i>).
May 11, 2018	Last day for requisitions between \$25,000 and \$250,000 (<i>Other Fund Types</i>)
May 25, 2018	All P-Card transactions not processed on May statement will be expensed to FY19 funds (<i>Applies to all fund types</i>)
June 01, 2018	Begin accepting Hard Copy Requisitions using FY19 Funds
June 01, 2018	All P-Card transactions must be allocated in works (<i>Applies to all fund types</i>)
June 13, 2018	Last day to enter requisitions using other fund types, i.e. NIH/Federal Grants
June 15, 2018	Remaining requisitions processed by all Approvers (<i>non-lapsable funds</i>)
June 22, 2018	Remaining approved requisitions sourced into purchase orders (<i>non-lapsable</i>)
July 06, 2018	Access to PeopleSoft requisitioners restored (<i>Budgets may not be available for Sponsored Grants (20000 & 20300) and budget checking errors may result.</i>)



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
 - ** 50000 - Unexpended Plant Funds
 - ** 50200 - Unexpended Plant Funds – GSFIC Non MRR
 - ** 50300 – Unexpended Plant Funds - MRR
- ** After May 02, 2018, these funds will not be available for department use. Emergency Requisitions require approvals from the following based on your respective areas: Chief Business Officer (CBO), Beverly Bella (MCG), Bonnie Troiano (Provost), or Lee Fruitticher.

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 desk-top delivered. Products delivered prior to June 30th 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 06/15/18. If Travel Expense Statements are submitted after this date they will be processed using FY19 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



2. **Technology Services**

<u>DUE DATE</u>	<u>ACTIVITY</u>
March 15, 2018	In order to meet service expectations of delivery and setup of <u>computers and peripherals</u> within 3 days, and realize the best volume discounts, additional stock units need to be ordered. Please send your funded computer/peripheral <u>numbers</u> (desktops, laptop, etc.) for year-end purchases no later than March 15, 2018. This information must be submitted via email at jcovington@augusta.edu .
April 15, 2018	Stock order IDRs for <u>computers and peripherals</u> will need to be submitted no later than April 15 th to computerrequests@augusta.edu . Orders placed after April 15 th may require additional processing time and will likely not be available within our normal service delivery time.
April 30, 2018	Payments (IDR's, fund transfers and checks) for <u>Lapsable Fund Types and Fund 20045</u> received by Technology Services (Room # AB146), will be charged to FY18 funds. Payments (IDR's, fund transfers and checks) submitted after this date will be charged to FY19 funds.
June 13, 2018	Payments (IDR's, fund transfers and checks) using other fund types, i.e. NIH/Federal Grants, received by Technology Services (Room # AB146), will be charged to FY18 funds. Payments (IDR's, fund transfers and checks) submitted after this date will be charged to FY19 funds.

If you have questions regarding the above, please contact Jamie Coffee, Manager IT Business Operations, at 1-1177 or jcoffee@augusta.edu

3. **Facilities Management**

<u>DUE DATE</u>	<u>ACTIVITY</u>
April 27, 2018	Facilities Project Requests for FY18

If you have questions regarding the above, please contact Carlos Escobar (cescobar@augusta.edu) or Tom Dunaway (wdunaway@augusta.edu) at (706) 446-5845 (PDC main line).



4. **Controller/Human Resources**

<u>DUE DATE</u>	<u>ACTIVITY</u>
May 29, 2018	Personnel actions for bi-weekly pay period of May 20 through June 02, 2018 due in Human Resources
June 08, 2018	Check requests (All Funds) must be submitted to Accounts Payable close of business, June 08, 2018 in order to be paid from FY18 Funds.
June 08, 2018	Journal Entries and IDRs for FY18 must be submitted to Financial Accounting and iLabs.
June 12, 2018	Personnel actions for bi-weekly pay period of June 03 through June 16, 2018 due in Human Resources
June 13, 2018	Personnel actions for exempt payroll for June 2018, due in Human Resources
June 15, 2018	Travel Expense Statements (All Funds) must be submitted to Accounts Payable by June 15 in order to be paid from FY18 Funds. If submitted after June 15, 2018, then FY19 Funds will be utilized.
June 27, 2018	All deposits to be receipted for FY18 must be in the Business Office by 5:00 PM . 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 28 th by 5:00 p.m.)

Please continue to submit check requests, travel reimbursements and invoices as usual after the June 08, 2018 cut-off. Items received after cutoff will be recorded in the FY18 Financial Statements but will be paid from FY19 funds. Even though payment will come from FY19 funds, we **MUST** record all obligations outstanding on June 30 in the FY18 financial statements, for which our reporting cutoff is July 06, 2018.

The bi-weekly pay period June 17, 2018 through June 30, 2018 will be paid on July 06, 2018. Personnel actions for this bi-weekly pay period are due to Human Resources no later than June 26, 2018. Dates will be strictly enforced. Ten days of pay, for Monday June 18 through Friday June 29, 2018 will be accrued in FY18 and will be posted in May using the March 30, 2018 non-exempt pay date, payrun ID 3318.

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

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