

**Banner**  
**Finance** FY10/11  
**Old Year / New Year**

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You can access this Old Year/New Year documentation on-line via the USNH Financial Services Website at <http://finadmin.usnh.edu/>

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# For Assistance

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For assistance with the Old Year/New Year process, please call the following designated offices or contact persons

| Topic              | Campus           | Contact                  | Tel. #   | E-Mail   |
|--------------------|------------------|--------------------------|----------|--|
| Purchasing         | UNH, UNHM,       | Campus Purchasing Office | 862-6187 | <a href="mailto:purchasing@usnh.edu">purchasing@usnh.edu</a>             |
|                    | GSC, USNH        |                          |          |  |
|                    | PSU              |                          |          |  |
|                    | KSC              |                          |          |  |
| General Accounting | All Campuses     | Linda Bisson             | 862-3760 | <a href="mailto:linda.bisson@usnh.edu">linda.bisson@usnh.edu</a>         |
|                    | Accounts Payable | Accounts Payable         | 862-1474 | <a href="mailto:accounts.payable@usnh.edu">accounts.payable@usnh.edu</a> |
| Accounts Payable   | UNH,             | Kathy Braun              | 641-4160 | <a href="mailto:kathy.braun@unh.edu">kathy.braun@unh.edu</a>             |
|                    | USNH             | Mary Ellen Godville      | 535-2252 | <a href="mailto:mgodvill@plymouth.edu">mgodvill@plymouth.edu</a>         |
|                    | UNHM             | Matt Kimber              | 358-2480 | <a href="mailto:mkimber@keene.edu">mkimber@keene.edu</a>                 |
|                    | PSU              | Valerie LeBrun           | 862-4537 | <a href="mailto:valerie.lebrun@usnh.edu">valerie.lebrun@usnh.edu</a>     |
|                    | KSC              |                          |          |  |
| GSC                |                  |                          |          |  |

## FY09/FY10 Highlights:

- The PO carry forward cutoff will be \$500.00<sup>1</sup> (See [page 8](#) for details).
- No PO for any non-grant/non-plant funds, which was carried forward from FY09 to FY10, will be carried forward to FY11.
- Standing purchase orders which are non-grant/non-plant funds will **not** be carried forward.
- **No** Requisitions will be carried forward.
- **No** Internal Purchasing Documents (general encumbrances) will be carried forward.
- Any PO or Standing Order that users believe should not be part of the carry-forward must be closed before June 30. (see [page 6](#) for details on closing orders).
- PO's carried forward into FY11 will be referenced with the same document number used in FY10.
- All history for the PO's carried forward into FY11 will continue to be available via the FGIENCD form.
- Banner offers true concurrent year processing. This means that as of July 1 all balance sheet balances and fund balances will be properly reflected in the New Year.
- Grant and plant fund **budget** balances will be rolled forward into FY11 at close of business on July 14 (the close of 13<sup>th</sup> month). As with last year, Grant and plant related budget activity will function normally. Budget availability will calculate properly and inception-to-date reporting is unaffected by these processes.
- All old year documents in approvals as of June 30 will be disapproved and returned for processing.

<sup>1</sup> Note: All PO's for grant and plant funds will be carried forward regardless of dollar value or number of times the document has been carried forward in the past.

# Deadlines for Old Year Documents

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|  | <u>Document</u>                                | <u>KSC</u> | <u>PSU</u> | <u>UNH</u> | <u>UNHM</u> | <u>GSC</u> | <u>USNH</u> |
|--|--|------------|------------|------------|-------------|------------|-------------|
| <b>Departmental Entry &amp; Approval Deadlines</b> |  |            |            |            |             |            |             |
| <b>Purchasing</b>                                  | REQ(equipment) <sup>1</sup>                    | 05/19      | 06/4       | 06/11      | 06/11       | 06/11      | 06/11       |
|  | REQ(supplies) <sup>1</sup>                     | 06/16      | 06/4       | 06/11      | 06/11       | 06/11      | 06/11       |
|  | Change Orders <sup>3</sup>                     | 06/18      | 06/18      | 06/18      | 06/18       | 06/18      | 06/18       |
| <b>General Accounting</b>                          | PCARD  | 06/30      | 06/30      | 06/30      | 06/30       | 06/30      | 06/30       |
|  | Internal Purchases <sup>2</sup><br>(PBOR/PBAD) | 06/25      | 06/25      | 06/25      | 06/25       | 06/25      | 06/25       |
|  | Internal Charges <sup>2</sup><br>(IVRV/IVEX)   | 06/25      | 06/25      | 06/25      | 06/25       | 06/25      | 06/25       |
|  | JV (JE & CR)                                   | 07/09      | 07/09      | 07/09      | 07/09       | 07/09      | 07/09       |
| <b>Accounts Payable</b>                            | INV (Direct Pay) <sup>4</sup>                  | 07/09      | 07/09      | 07/09      | 07/09       | 07/09      | 07/09       |
|  | INV (PO Ref) <sup>4</sup>                      | 07/09      | 07/09      | 07/09      | 07/09       | 07/09      | 07/09       |
| <b>Central Office Approvals (incl NSF)</b>         |  |            |            |            |             |            |             |
| <b>Purchasing</b>                                  | Change Order <sup>3</sup>                      | 06/30      | 06/30      | 06/30      | 06/30       | 06/30      | 06/30       |
|  | PO <sup>3</sup>                                | 06/30      | 06/30      | 06/30      | 06/30       | 06/30      | 06/30       |
| <b>General Accounting</b>                          | Internal Charges <sup>2</sup><br>(IVRV/IVEX)   | 06/30      | 06/30      | 06/30      | 06/30       | 06/30      | 06/30       |
|  | JV (JE & CR)                                   | 07/09      | 07/09      | 07/09      | 07/09       | 07/09      | 07/09       |
| <b>Accounts Payable<sup>4</sup></b>                | INV (Direct Pay)                               | 07/09      | 07/09      | 07/09      | 07/09       | 07/09      | 07/09       |
|  | INV (Ref a PO)                                 | 07/09      | 07/09      | 07/09      | 07/09       | 07/09      | 07/09       |

<sup>1</sup>The REQ deadlines do not apply to Grant & Contract Funds or Plant funds (funds with a grant code associated with the Fund). Grant & Contract or Plant funds requisitions can still be entered after the deadline but must be approved **by 12 noon on June 30** or will be disapproved and removed. Also, all other old year requisitions remaining in approvals or **incomplete on the tables as of 12 noon on June 30** will be disapproved.

<sup>2</sup>Internal purchase orders need to be placed by June 25 in order to be invoiced by June 25. Internal POs are not carried forward into the New Year. Therefore all Old Year IVs must be approved by June 30. If you need to charge a department for services rendered after this date please contact Accounting Services for assistance. All internal POs will be closed by June 30. Any internal PO, new or modification, as well as any IVs referencing an Old Year internal PO will be disapproved, if in approvals, and removed from the tables. Note: UNH Computer Store, Computer Service Center, Equipment Room, Photo Services, Web Services and Video Services are open for internal invoice and encumbrance usage through June 30 (until June 28 via batch feeds and manually for the last day of the year).

<sup>3</sup>Change orders must be entered by June 18 in order to be approved before the roll on June 30. If the change order would bring the PO either under or over the carry forward limit, the change must be posted no later than 5 PM on June 30 in order to be properly managed by the carry forward process. Any PO changes made after June 30 will be New Year transactions. Any PO in approvals or incomplete after June 30, will be disapproved and/or removed. Any change order in approvals after June 30, will be disapproved. If the change order does not reference a PO that was carried forward, those change orders will also be removed from the tables.

<sup>4</sup>Old Year invoices must be in the system and posted by the close of business on July 9 in order for the expenses to be properly recorded.

# Deadlines for Old Year Documents

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As in prior years, departments will have full access to process FY10 activity during the first two weeks of July. Users will process invoices, etc. as FY10 activity by following the instructions for invoice processing on [page 13](#). Normal approvals processing will continue to apply.

**After July 9 departments will no longer enter Old Year activity into Banner.** July 12 through July 14 will be available to complete approvals on all documents, clear NSF documents for the Old Year, as well as address any known Old Year issues.

Due to the broad distribution of approvals within business units, some members of each unit may be called upon to assist with approving outstanding items. Everyone should regularly review approval queues and apply necessary approvals.

Lists will be published to the web of items that are outstanding related to Old Year processing and are incomplete, or in approvals as of the close of business on July 12 and July 13. All Old Year documents either incomplete or in approvals as of June 30 will be managed as described in the detail on the roll process, [page 8](#).

# Preparing for Year-End

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As a matter of practice everyone should be reviewing their activity on a regular basis, however, it is particularly critical at this time of year. These procedures are a quick reference for anytime of the year. **It is imperative that all of your Old Year pending items be cleared before July 9.**

**Please note: Any Old Year transaction not completed, approved and posted by July 14th will be removed on July 31st.**

## Find documents In Process or Approvals

Documents that have been saved in an "In Process" status, status "I", are listed in the following forms (see next page for approval issues):

|  |                |   |
|--|----------------|---|
| Journal Entries<br>this includes<br>incomplete IV<br>activity and most<br>feeds. | <b>FGIJVCD</b> | Any document available in this form has <b>not yet</b> been posted. The document is either incomplete, the status column indicates an I, or has not completed approvals, the status column indicates a C. Once these transactions have been fully approved and posted, they are removed from this table.  |
| Invoices<br>this includes<br>incomplete<br>Student<br>Rebates                    | <b>FAINVL</b>  | Query for suspended will show you documents that are suspended, which would be both incomplete and unapproved. You can also select Open as the status then query on the Comp(lete) and/or the App(roved) columns. If you query for "N" in the Comp column, these will also be suspended, and by definition, would be unapproved. You could query for complete but not yet approved documents by querying for "Y" in the Comp column and "N" in the App column. Once you have these items displayed, you can then find out the approval status using the approvals queries below.  |
| Requisitions   | <b>FPIRQST</b> | Query "N" in completed will display all REQs that have not yet been completed. These will also not have been approved. As with Invoices, you can also query on Requisitions that are completed, but not yet fully approved. Query the Complete field as "Y" and the Approved field as "N". Once you have displayed these items you can find out what approvals have been applied and what still need to occur by querying FOAINP (see <a href="#">page 5</a> ).   |
| Change orders/<br>Purchase Orders  | <b>FPIPOHD</b> | Change orders are managed in Banner along with Purchase Orders. Therefore, a query on Change Orders also queries Purchase Orders by default. To find documents not yet complete, enter "N" in the Completed field; to find documents that are complete but not yet approved, enter "Y" in the Completed field and "N" in the Approved. These queries will return both Purchase Orders and Change Orders. If there is a number greater than or equal to "1" in the Change Seq field, the listing refers to a Change Order; otherwise it is a Purchase Order. Again, the status of the approvals applied or pending can be determined by querying FOAINP (see <a href="#">page 5</a> ). |

# Preparing for Year-End

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**General Encumbrance**      **FGIENCB**      While it is not as simple to determine exactly what adjustments are outstanding on general encumbrances, it can be done.

Enter a query of "E" in the Type field and "O" in the Status field. In the column labeled "\*", a "\*" will be displayed if there is pending activity. Unfortunately, you cannot determine if the pending activity is complete and unapproved or not complete. The document must be queried to determine that.

## Determine what approvals need to be applied

The status of any item remaining in approvals can be traced as follows;

**What approvals are pending and who can perform those approvals**      **FOAAINP**      When you enter the document number and perform a NEXT-BLOCK, you will see two panels of information. The left panel displays what queues and what levels in each of those queues require approvals to be applied before the document can be updated.

Where there is more than one line on the left, select each row and you will see the names of those who can apply the required approvals on the right.

You can look the person up on the FOMPROF table to find their email address, or look them up in the phone book or Outlook to request assistance with approving the document.

Access to this form is also available from the FOAUAPP form.

**What approvals have been applied and who applied those approvals**      **FOIAPPH**      From the FOAAINP form, or by direct access, this form will display all the approvals that have been already applied.

As with the FOAAINP, the block on the left displays the document being queried; and the block on the right displays who has applied these approvals. In addition, there is a block in the lower right that indicates who originated the transaction.

# Preparing for Year-End

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## Clean up old documents

As you review open documents, please clean up documents that are no longer needed. If a document has been completed under another document number or should not have been entered at all, please remove it from the database. This will facilitate the entire process and minimize the unnecessary items appearing on various lists. Procedures to remove the various documents follow;

**Journal Entries**      **FGAJVCD**      With the document open and on the header page, choose 'Record', then 'Remove' from the menus. Do this **twice** to completely remove the document. If you do not perform this twice, you will not have completely removed the document. You may continue to see it listed as an incomplete item, but you will not be able to access it. Should this occur, please report it, including the document number, to your campus Help Desk, or email to Banner.Finance.Production@unh.edu.

this includes  
incomplete IV  
activity and most  
feeds.

If you have any questions regarding removing journal entries, please contact your campus Help Desk, or your campus contact for General Accounting listed on [page 1](#).

**Invoices**      **FAAINVE**      With the document open and on the header page, choose 'Record', then 'Remove' from the menus. Do this **twice** to completely remove the document. If you do not perform this twice, you will not have completely removed the document. You may continue to see it listed as an incomplete item, but you will not be able to access it. Should this occur, please report it, including the document number, to your campus Help Desk, or email to Banner.Finance.Production@unh.edu.

this includes  
incomplete  
Student Rebates

If you have any questions regarding removing invoices, please contact your campus Help Desk, or your campus Accounts Payable contact listed on [page 1](#).

**Requisitions**      **FPAREQN**      With the document open and on the header page, choose 'Record', then 'Remove' from the menus. Do this **twice** to completely remove the document. If you do not perform this twice, you will not have completely removed the document. You may continue to see it listed as an incomplete item, but you will not be able to access it. Should this occur, please report it, including the document number, to your campus Help Desk, or email to Banner.Finance.Production@unh.edu.

If you have any questions regarding removing requisitions, please contact your campus Help Desk, or your campus Purchasing contact listed on [page 1](#).

## Closing open commitments

Other documents in the environment cannot be deleted, but should be closed. This is particularly relevant to Purchase Orders and general encumbrance commitments. At Year-End, many of our budgets and fund balances become less available than we might like. A Purchase Order or general encumbrance may well be holding up funds that are needed for other activity. In addition, there may be open Purchase Orders which will qualify for the carry forward, but you would rather they did not roll. These are all reasons why you might want or need to closeout any remaining balances on a Purchase Order or general encumbrance.

# Preparing for Year-End

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There are two ways to properly close a PO and one that should not be used.

The first method, and the **preferred method**, is to process the last payment as “Final” or notify your Campus Accounts Payable area to “Final” the payment. This will release any balance remaining after the payment, regardless of how much is remaining, and will close the PO.

The second method, if there are no payments outstanding, and the purchase has been completed, you will need to contact your [Campus Purchasing Office](#) to perform the close process for you. Provide the following information via email;

- ✓ PO#
- ✓ Vendor Name
- ✓ Vendor Code. If the vendor code is a Tax-ID, this should be sent in the following format \*\*\*\*\*#####, where the \* character is used for every character in the number before the last four and the # represent the last four digits. This protects the Tax-ID of the vendor (particularly if it is a person) as well as protects yourself and your Accounts Payable Office in the event someone uses this person’s ID maliciously; the information could not have come from your message.

**DO NOT** attempt to close a Purchase Order by using a Change Order. While this works effectively when zeroing out the amounts related to one or more lines in the Purchase Order, it always leaves the Order open, never closed. “Closing” in this method may appear to result in the actions you wanted, however since the Order actually still remains open; it can continue to show up on reports and cause confusion.

Should you find you have closed a Purchase Order in error; the document can generally be re-opened. If you find yourself in this position, please contact your [Campus Purchasing Office](#) for assistance.

General encumbrances can also be fully liquidated and closed using a JV entered on the FGAVCD with a rule code of IVEX.

- Use \$0 as the document total
- IVEX as the rule code
- Reference the same FOAPAL on the line as is being used on the general encumbrance line you are closing
- \$0 as the amount for this line
- + as the DC indicator
- Reference the Encumbrance number and appropriate encumbrance sequence number to be closed.
- Select the option “Total” as the encumbrance action

The \$0 document referenced in this way will close that line of the general encumbrance and release any remaining funds. If you have more than one line on the POB, then perform the above for each line of the document you wish to close. If you wish to close the entire document, each line should be referenced in this manner. For example; if you have three lines on your general encumbrance and wish to completely close the document entirely, you will need three lines in the JV, one for each line of the general encumbrance, structured as above. When processed, this will completely liquidate any remaining encumbrance dollars and mark the general encumbrance as closed.

Closing these types of documents is activity that is not limited to Year-End. This can, and should, occur throughout the year.

# Roll Processes

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## General Ledger Roll

The General Ledger roll occurs on the last day of the fiscal year, June 30. This prepares the system for New Year processing to occur and begins Banner's dual-year processes.

New Year beginning balances for all balance sheet activity is established with the balances that exist as of the time the process is run. Fund balances for each fund are calculated and processed as the beginning balance for the fund in the New Year.

Dual-year processing will support updating the balances as old year activity occurs. For example; if an expense is processed in July against the Old Year, this has an effect on that fund's fund balance for the Old Year. It also impacts the beginning fund balance in the New Year. Banner's dual-year processing will automatically adjust for this activity once the general ledger roll has occurred.

## Encumbrance Roll

The purpose of the Encumbrance roll is to provide an "automatic carry forward" of items that have been ordered, but not yet received. These orders represent a commitment or expectation to purchase certain goods or services at a specified price. USNH having a year-end occur does not eliminate that commitment. In addition, the department budgeted for this event in the old fiscal year, not in the new fiscal year. To accommodate that and not invade the New Year budget, equal amounts of revenue and expenditure budget are also brought forward. The process generates transactions as displayed below.

| <b>Transaction activity during Old Year</b> | <b>Activity</b> | <b>Enc Bal Avail</b> |
|---|-----------------|----------------------|
| Original Encumbrance                        | 25,000          | 25,000               |
| Pay 2 Invoices for \$6,000 ea               | (12,000)        | 13,000               |
| Increase Encumbrance by \$7,000             | 7,000           | 20,000               |
| Pay Invoice for \$15,000                    | (15,000)        | 5,000                |
| Amount to be carried forward                |                 | 5,000                |

Activity in the Financial and Encumbrance ledgers will look like:

|  | <b>Old Year</b>                        | <b>New Year</b> |
|--|--|-----------------|
| Encumber full details in new year      |  |                 |
| Original Encumbrance                   | No changes<br>Occur to the<br>Old year | 25,000          |
| Encumbrance Adjustments                |  | 7,000           |
| Liquidations                           |  | (27,000)        |
| <b>Net Encumbrance Carried Forward</b> |  | <b>5,000</b>    |
| Revenue Budget Carried Forward         |  | 5,000           |
| Expense Budget Carried Forward         |  | 5,000           |
| Net change to new year BBA             |  | 0               |

The end result is that the open encumbrance will still display as open and the budget available in each year is not impacted by this activity.

## What occurs when an inactive FOAPAL element is encountered

If the Encumbrance roll encounters an inactive FOAPAL element during the process, the element will be reactivated in order for the roll to complete. This generally occurs with Activity codes. When you inactivate an Activity code in your area, please make certain there is no outstanding activity.

If the Budget roll encounters an inactive Activity code, the Activity code will be removed from the FOAPAL in order for the roll to complete.

## How incomplete and/or unapproved documents as of June 30 will be managed

After the encumbrance roll occurs and before the Accrual period is opened (the end of 13<sup>th</sup> month) some documents will behave differently if processed after the encumbrance roll. Others will behave quite normally until the 13<sup>th</sup> month is closed.

No encumbering type document can be processed to the old year and no documents can be processed that reference closed items such as closed general encumbrance docs. To maintain processing consistency, when the encumbrance roll occurs, this is what will happen with each document type.

# Roll Processes

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| Document Type              | Approval action                   | More detail description of results.   |
|----------------------------|-----------------------------------|---|
| Requisitions               | Disapproved                       | Any incomplete documents, including those that are disapproved, can be completed by the users with a <b>new year date</b> or can be removed by the users.   |
| POs                        | Disapproved                       | Any incomplete documents, including those that are disapproved, can be completed by the users with a <b>new year date</b> or can be removed by the users.   |
| COs                        | Disapproved some will be removed. | Any change order that references a PO that is not being rolled, and therefore has been closed, will be disapproved and removed. All others will simply be disapproved.<br>Any incomplete documents, including those that are disapproved, can be completed by the users with a <b>new year date</b> or can be removed by the users.   |
| General encumbrances & IVs | Disapproved some will be removed. | All old year general encumbrance documents will be removed. Appropriate old year IV documents can be processed against departmental funds manually if required. These IVs will not be removed, but will be disapproved. The user will have to alter the document to use a JE16 rule code and the reference to the general encumbrance number should be removed from the ENC reference – but included in the description field for documentation.<br>This includes any feed documents that are incomplete as of 6/30.                                    |
| JVs                        | Disapproved                       | This does not include IV documents they are referenced above.<br>Any incomplete documents, including those that are disapproved, that are appropriate old year activity, should be completed by the users <b>by July 9</b> in order for approvals and posting to occur in the old year. The document must be completed once again after the rolls in order to support Banner's dual year processing.<br>If the entry is not appropriate for the old year – the user should remove the document and reenter it with a new year document number and date. |
| Invoices                   | Disapproved                       | Any incomplete documents, including those that are disapproved, can be completed by the users with a <b>new year date</b> or can be removed by the users. This will include all Student Rebate items that have not yet processed through posting.<br>Under USNH's processing plan ( <a href="#">page 13</a> ) this type of activity should be minimal.  |

# Roll Processes

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## Budget Roll

The budget roll impacts only fund types P1, P2, X, L and N. These are the groups of funds for which we support inception to date reporting.

Banner does not support budgets on the BDST or the BAVL that cross multiple years. What this means is that budget funds must be available for the transaction in the year the document is processing. A document processed for FY 2011 must have sufficient budget in that fiscal year's budget. Funds remaining in the FY 2010 budget have no impact on the availability of funds for the transaction. For most activities, such as activity from operating accounts, this is not an issue; this is how the system is expected to function. For activity that crosses fiscal years this behavior becomes an issue at year end.

To support the activities that are inception to date based, Banner has a process that is run each year end to "bring forward" any remaining open budget to the new year for purposes of budget checking while maintaining the overall budget balance for inception to date reporting. This is the budget roll process.

When the process runs it creates entries to enable the appropriate balances for transaction processing. These entries are marked in a manner that shows them posting in the ledgers, you can see them in the detail transaction listing and their impact is displayed on BDST and BAVL. However, they are not reflected in the inception to date reporting. The Grant ledger and the grant inception to date budget tables are not impacted by these transactions.

The result of this processing provides for the budget availability checking that is required for appropriate document processing and still retains a single overall budget for reporting purposes.

Due to the number of transactions that take place during the 13<sup>th</sup> month, the budget roll process is not scheduled until the 13<sup>th</sup> month is closed. This helps prevent the need for constant changes when old year activity continues to process.

Even though the process itself is performed several weeks into the new fiscal year – budget checking continues to be supported via another Banner mechanism. This feature checks for budget in both the current year and one year prior until the Budget Roll process has been performed.

For FY 2010 – 2011 the budget roll process is scheduled to occur on July 14. Until that time when a New Year document is processed in one of these funds, the budget balance will be checked in both FY10 and FY11. Once the process is successfully completed on July 14, this will no longer be required and budget availability will continue as normal.

# Purchase Order Payment Shortfall Procedure

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## Purchase Order Payment Shortfall Procedures

Please use the following procedures when entering invoices that pay against a purchase order with insufficient funds:

**Note:** Departments are encouraged to continue to increase purchase orders by processing a change order. However, the steps below are designed to provide assistance in completing invoicing when this is impractical such as during the closing month or weeks of the fiscal year.

1. Use all funds remaining on all lines in the referenced purchase order. Since all remaining funds are being liquidated from the purchase order, the invoice should be marked as final so that the purchase order is closed.
2. Any additional funds required to complete paying the invoice will be obtained by entering a direct pay invoice, as a separate document, citing the same FOAPAL as indicated on the purchase order. This will recover the funding directly from the departmental expense sequence. In the vendor invoice field of the direct pay document, enter the vendor invoice number as well as the original purchase order number. For consistency, the information should be entered as "vendor invoice number" a space and the "purchase order number."
3. If you receive another invoice later referencing a purchase order that has been finalized, the FOAPAL should be charged directly as noted above in #2.

If there are insufficient funds available in an accounting sequence to support the additional invoice sequence, the responsible business unit will be required to provide either an appropriate substitute FOAPAL or to request an NSF approval from their respective central campus area. At year end these requests must be dealt with especially quickly to ensure timely payment to the vendor and comply with document processing deadlines.

Remember, account code integrity continues to be important. For example, if equipment purchases are involved, you must use the equipment account codes. In addition, sufficient funds *must* be available in the account to cover any outstanding shipping charges, or an NSF request must be submitted.

# Entering FY11 Purchasing Documents

24-May-2010 12:08 PM

## Entering FY11 Purchasing Documents

You may enter New Year documents at any time with a current year date, but you must leave them "In Process". They cannot be completed or approved until after July opens on June 18, specifically for new year requisitions and purchase orders.

Until then, if you plan to enter new year documents early, you must use a June date to enter the transaction, place it "In Process" and then change the date to July once the New Year opens for processing. Use the same document-numbering scheme as is currently used in your area. This means changing the fiscal year indicator from 0 to 1, where appropriate. KSC will continue to use the 'NEXT' function for FY11. Although this becomes a two step process, it does allow for any errors to be cleared prior to July 1.

These documents should not be updated until the New Year opens on June 18. If the document is accidentally updated – this will create a requisition in the old year – not the new year.

Once the New Year is open, open the document, change the transaction date to a July date, complete, approve and post as normal.

# Invoice Processing

24-May-2010 12:08 PM

## INVOICES FOR GOODS/SERVICES RECEIVED IN FY10

The method of processing Old Year invoices will remain the same as last year's process. This will allow invoices to be processed in the New Year with FAAINVE vendor invoice dates on or before June 30 that reference an Old Year purchase order.

Regardless of the process, it remains of the utmost importance that *all* invoices for goods or services received in the Old Year be entered in Banner *no later than July 9, regardless of the fund* (operating or grant related). **This includes reimbursements of travel for trips made in FY10.**

### Encumbrance roll for FY10/11

This will occur as described in the [last section](#).

All Purchase Orders that meet the roll criteria (see [page 25](#)) will be rolled into the new year. An equal amount of revenue and expenditure budget will be rolled into the New Year with the encumbrance amounts.

### Coding "13<sup>th</sup>" Month

After June 30, subsequent to the encumbrance roll, all **invoices** should be processed the same way as any other time of the year.

FAAINVE transaction date = Today's date

FAAINVE vendor invoice date = the vendor's invoice date (important)

FAAINVE payment due date = the date the payment should be provided to the vendor (I.E. 30 days from vendor invoice date, 10 days if discount provided, etc.)

If the invoice is referencing a PO that was rolled, you will continue to reference the rolled PO. If this references a New Year PO, you will reference the new PO. If it does not reference any PO – it will process as a direct pay.

### How does this work?

For all invoicing activity it is necessary that an accurate vendor invoice date be provided. The date in this field will be used to determine if the invoice is properly reported as an Old Year expense or as a New Year expense. Because this is the pivot point – it is important that;

1. A vendor invoice date always be supplied
2. The vendor invoice date is reasonably accurate
  - a. The vendor invoice date reflect a date of <= June 30 if the invoice is related to goods or services for the Old Year.
  - b. The vendor invoice date reflect a date of >= July 1 if the invoice is related to goods or services received in the New Year.

Once the invoice has been posted, a process collects all invoices (including PCard activity) and generates journal entries to properly classify the expense amounts for reporting purposes. The process records the expense and related liability to the old year – and reverses what was done on the encumbrance carry forward, to the amount that is on the invoice – but not more than what was originally done on the carry forward.

The entry will:

- **In the New year:**
  - i. Reverse the expense in the current year
  - ii. Reverse the Accounts/Payable in the current year
  - iii. If this is a reference to a rolled PO
    1. Reverse the Revenue and Expense Budgets in the amount of the invoice – but no more than was carried forward
    2. Adjust certain control accounts in the fund balance.
- **In the Old year:**
  - i. Increase the expense amount
  - ii. Record the amount in Accounts/Payable
  - iii. If this is a reference to a rolled PO
    1. Adjust certain control accounts in the fund balance.

# Invoice Processing

24-May-2010 12:08 PM

## INVOICES FOR SERVICES RENDERED IN FY11

Occasionally an invoice will be received during the '13<sup>th</sup> month' that has an invoice date in FY10, but actually relates to services rendered in the New Year. Examples of this include periodical subscriptions and equipment maintenance agreements that begin their term in July. In these cases use the following steps to ensure proper accounting for the associated expenses and liabilities:

- Enter the invoice document using the vendor invoice number and vendor invoice date,
- Assign a PREPAID FOAPAL string to the invoice, and
- Complete the invoice document

Remember that '13<sup>th</sup> month' activity is really in period 12 as far as Banner is concerned. So, as with any other charges to prepaid funds (see details on page 28), the Accounting Services will move the expenses to a balance sheet account to close the old year, and reverse this adjustment back into the expense account in the new year. The department must then redistribute the expense to the correct fund in the New Year.

### Invoices in Dispute

If you have an invoice in dispute, or one which you do not plan to pay at this time, *please* enter, complete and approve the document in Banner. Notify [Accounts.Payable@usnh.edu](mailto:Accounts.Payable@usnh.edu) that this invoice is to be placed on HOLD. The HOLD flag will be set to prevent the invoice from actually being paid, but will allow for accurate reflection of the outstanding liability as of June 30. Having the document in Banner will also assist you to meet budget and cutoff deadlines.

### Invoice Coding

Invoices should be coded according to the guidelines described in the table on the following page.

This process is ONLY applicable to processing invoices.

# Invoice Processing

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| Situation  | Trans Date | Vendor Invoice Date | PO reference   | Comments                                 |
|--|------------|---------------------|--|--|
| 1 Invoice <b>received on 7/7</b> against an <b>Old Year PO, that was rolled</b> , for services rendered in the Old Year. The <b>vendor invoice date is 6/17</b> .  | 7/7/2010   | 6/17/2010           | Rolled PO #  | Will be adjusted by an automated process |
| 2 Invoice <b>received on 7/7</b> against an <b>Old Year PO, that was rolled</b> , for services rendered in the Old Year. The <b>vendor invoice date is 7/1</b> .   | 7/7/2010   | 7/1/2010            | Rolled PO #  |  |
| 3 Invoice <b>received on 7/7</b> against an <b>Old Year PO, that was not rolled</b> , for services rendered in the Old Year. The <b>vendor invoice date is 6/1</b> | 7/7/2010   | 6/1/2010            | Process as a direct pay, PO reference in the vendor invoice number field | Will be adjusted by an automated process |
| 4 Invoice <b>received on 7/7</b> against a <b>New Year PO</b> for services rendered in the New Year. The <b>vendor invoice date is 7/1</b>                         | 7/7/2010   | 7/1/2010            | New Year PO #  |  |
| 5 Invoice <b>received on 7/7</b> with <b>no PO reference</b> for services rendered in the Old Year. The <b>vendor invoice date is 6/1</b> .                        | 7/7/2010   | 6/1/2010            | No PO ref – process as a direct pay                                      | Will be adjusted by an automated process |
| 6 Invoice <b>received on 7/7</b> with <b>no PO reference</b> for services you know were rendered in the Old Year. There is <b>no vendor invoice date</b> .         | 7/7/2010   | 6/30/2010           | No PO ref – process as a direct pay                                      | Will be adjusted by an automated process |
| 7 Invoice <b>received on 7/7</b> with <b>no PO reference</b> for services rendered in the Old Year. The <b>vendor invoice date is 6/1</b> .                        | 7/7/2010   | 6/1/2010            | No PO ref – process as a direct pay                                      | Will be adjusted by an automated process |

Note: if you receive a vendor invoice in “13<sup>th</sup> month” for goods delivered in July that has a notation of “FOB Shipping Point” **and** a ship date prior to June 30, please [contact Accounting Services](#) at 862-3127 prior to entering the related Banner invoice document. Ashley Ferenczy will assist users with coding requirements of these invoices on a case-by-case basis.

# Invoice Processing

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For example, a PO is carried forward for \$25,000. It was Originally \$50,000; \$60,000 had been liquidated before year end; at some point a \$35,000 increase had been processed, leaving the remaining balance of \$25,000. Equal amounts of Rev and Exp Budget are also brought forward.

In July, an invoice for \$20,000 is to be processed with a vendor invoice date of June 22. This is not a final payment. Just before the end of 13<sup>th</sup> month, a final invoice for \$3,000 is received with a vendor invoice date of July 2.

Here is what will occur:

- A** As part of the general ledger roll, the balance remaining in payables for all open invoices for which checks have not yet been cut, will be reflected in the new year as a beginning balance. In this example, we are presuming the \$60,000 already invoiced has not yet been paid.
- B** As part of the encumbrance roll, the remaining balance for this PO of \$25,000 will be encumbered in the New Year and an equal amount of budget and revenue will be processed into the New Year. There is no impact on the old year.
- C** The \$20,000 invoice is processed with a transaction date of July and the vendor invoice date of June 22.

In the New Year, this creates a payable amount, liquidates the related amount of the PO and expenses the amount of the invoice. The purchase order remains open for further invoice activity.

- D** A process will note this transaction in the New Year because the vendor invoice date is in the old year. The process will perform the following:

In the New Year:

- Reverse the expense and liability
- Reduce the revenue and expense budgets brought forward to the amount of the invoice or the amount brought forward, whichever is less. In this case, the amount of the invoice is reduced.

In the Old Year:

- Increase the expense and the liability

As a result of posting this transaction, Banner will also adjust the beginning balances for the change in the old year activity. The payables liability account and the beginning fund balance are both adjusted to reflect this activity in the new year.

The end result is to properly reflect the transaction in the old year and leave the purchase order open for further processing

- E** The final invoice has a transaction date of July and the vendor invoice date of July 2 and is marked as final. This liquidates the PO completely and marks the PO as closed. The invoice amount is expensed and the liability established in the New Year.

Since the vendor invoice date is not equal to or less than June 30 there will be no further processing required. The expense is properly reflected in the appropriate year. The PO is closed and not available for further processing.

# Invoice Processing

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|   | Db     | Cr     |
|---|--------|--------|
| <b>A</b> Occurred via the G/L roll:                               |        |        |
| 210000 Balance forward  |        | 60,000 |
| Fund Bal Balance forward  | 60,000 |        |
| <b>B</b> Occurred via the Enc roll:                               |        |        |
| Encumbrance to New Year   |        |        |
| Original  | 50,000 |        |
| Adjust  | 35,000 |        |
| Liquid  |        | 60,000 |
| OPAL Enc amount (Net)   | 25,000 |        |
| Revenue Budget  |        | 25,000 |
| Expense Budget  | 25,000 |        |
| <b>C</b> New Year – Invoice processed                             |        |        |
| 210000 payable  |        | 20,000 |
| Expense   | 20,000 |        |
| OPAL Enc  |        | 20,000 |
| <b>D</b> <b>Journal voucher processing</b>                        |        |        |
| Old Year:   |        |        |
| Increase Exp  | 20,000 |        |
| Increase 210000   |        | 20,000 |
| Reduce Enc Balance  |        | 20,000 |
| New Year:   |        |        |
| Decrease Exp  |        | 20,000 |
| Reduce 210000   | 20,000 |        |
| Reduce Revenue Budget   | 20,000 |        |
| Reduce Expense Budget   |        | 20,000 |
| Increase 210000 BegBal  |        | 20,000 |
| Decrease FundBal BegBal   | 20,000 |        |
| <b>E</b> New Year – Invoice processing                            |        |        |
| 210000 payable  |        | 3,000  |
| Expense   | 3,000  |        |
| OPAL Enc  |        | 10,000 |
| <i>Note: No further processing required and the PO is closed.</i> |        |        |

# Document Numbering

24-May-2010 12:08 PM

## Category

## Time Period

## Coding

### FY11 Direct Pays

(for services rendered or goods received in the Old Year)

Any time

Document Number = "1" in second position \*\*

INV Transaction Date = **today's date**

Vendor INV Date = **Invoice date on Vendor's Invoice**

### FY11 Invoices referencing FY10 POs

(for services rendered or goods received in the Old Year)

Any time

Invoice doc Num = "1" in second position \*\*

Documents referencing a PO that carried forward should reference the PO document number as used in FY09.

INV Transaction Date = **today's date**

Vendor INV Date = **Invoice date on Vendor's Invoice**

### FY10 Direct Pays and Invoices referencing any PO's

(for services rendered or goods received in the New Year)

Any time

Document Number = "1" in second position \*\*

INV Transaction Date = **today's date**

Vendor's INV Date = **Invoice date on Vendor's Invoice**

All this activity will be reviewed by a process that will select any invoice with a vendor invoice date that is less than July 1. The amounts on these transactions will properly account for the expenditures, payables, and any other affects from any items that were rolled forward.

The rolled PO will not be closed unless directed by flagging the invoice as final.

**\*\* KSC will continue to use the "NEXT" document numbering convention.**

# Year-End PCARD Procedures

24-May-2010 12:08 PM

## PCARD Procedures

The dates associated with a PCARD transaction will determine the fiscal year the charge will be expensed. All of the PCARD dates are important and all are viewable either through the FAAINVT or FGIDOCR in Banner. Here is a recap of the PCARD dates:

**Bank Post Date:** the date the bank received and processed the charge from the supplier.

**Feed Date (Sweep Date):** the date the charge is processed as an invoice (INV) in Banner.

**Payment Due Date:** the date the payment is due to the bank. This becomes the payment due date on the invoice.

**Invoice Date:** the date the supplier indicated the transaction actually occurred. This also becomes the invoice date on the invoice when it is created.

**Invoice transaction date:** the date the invoice was created and posted. This is generally the same as the Feed (Sweep) date.

All transactions calculate their FEED (Sweep) DATE as the date the transaction is processed by USNH plus a specified number of days. In most instances, this is the date the feed is received by USNH from the bank plus 7 days. This allows the account/business managers 7 days to make any necessary changes to the transaction. When the document is processed as an invoice, the fiscal year the document will process to is determined by the Feed (Sweep) Date. The invoice date becomes the transaction date of the invoice.

Between July 1 and July 14, the system will code the fiscal month and year on the invoice generated based on the transaction's Feed (Sweep) date. If the Feed (Sweep) date is less than or equal to June 30, the system will post the activity to the Old Year, if the date is greater than June 30, the activity will post to the New Year. Subsequent to posting this activity a USNH process will prepare journal entries to move the charges to the appropriate fiscal year based on the invoice date of the transaction (the invoice date received from the vendor through the bank). Below is an example of processing consequences for 4 hypothetical PCard transactions fed from the bank – two on June 30 and two on July 12.

|                         | 1     | 2                | 3     | 4                |
|-------------------------|-------|------------------|-------|------------------|
| Bank Post Date          | 7/9   | 7/9              | 7/9   | 7/9              |
| Invoice Date            | 6/16  | 6/28             | 7/7   | 7/2              |
| Feed (Sweep) Date       | 6/30  | 7/12             | 7/12  | 6/30             |
| Pmt Due Date            | 7/23  | 7/23             | 7/23  | 7/23             |
| Posts to FM/FY          | 12/10 | 01/11            | 01/11 | 12/10            |
| Effect of journal entry | N/A   | Move to Old year | N/A   | Move to New Year |

# Year-End PCARD Procedures

24-May-2010 12:08 PM

## Changes in default accounts on the cardholder records

After July 14, all PCard transactions will be processed to FY11 and will not be moved between years regardless of the invoice date. As with all entries made subsequent to the close of 13<sup>th</sup> month, significant transactions related to the Old Year are subject to manual accrual by Accounting Services.

Any card that references a fund-org-account-activity code that will no longer be active in the New Year requires its default account number (FOAPAL) be changed. This change should not occur prior to June 30, unless all outstanding activity has been processed and the new FOAPAL element is already active, but the change should occur as soon as possible after June 30. Until the default account is changed on the cardholder record, all transactions received for that card will be assigned the old FOAPAL and will necessitate the account/business manager alter the accounting on each transaction.<sup>2</sup>

All default accounts should reference expenditure lines within the area of the cardholder's responsibility. Grant related cards should default to their department's operating account unless the use of the card is limited to a specific grant and OSR has authorized this as the default account. No cards should have their default account reference a balance sheet.

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<sup>2</sup> As of June 30 a list of inactive FOAPALs associated with transactions not yet posted in FAAINVT will be created and sent to the attention of the responsible business manager and account manager.

# Feeds From Subsystems

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## Student AR Subsystems

The last FY10 feed from Banner Student to Banner Finance will be posted on July 1 for UNH, UNHM and GSC. This will be for activity in the Student system that occurred on or before June 30.

The last FY10 feed from Banner Student to Banner Finance for PSU will be posted on July 1. This will be for activity in this Student system that occurred on or before June 30.

The last FY10 feed from Datatel (KSC) to Banner Finance will include activity through noon on June 30 and will be posted to Banner Finance by the end of business of June 30.

## Alumni Subsystems

The last FY10 feed from the UNH/UNHF Advancement/Student system to Banner Finance will be posted on June 30 for activity that occurred on or before June 30.

## IVs

IV feeds for FY10 will not be accepted after June 28.

## eVents

The eVents system activity processed through June 30 will feed to Banner Finance on July 1.

# Internal Purchases [PBOR] Seeding/Turnaround Documents

24-May-2010 12:08 PM

The following is a schedule for FY11 Internal Purchases (PBOR) seeding and turnaround documents:

| <u>Campus</u>        | <u>Area</u>        | <u>TADs Mailed</u> | <u>TADs Returned</u> | <u>Internal Order's Seeded</u> |
|----------------------|--------------------|--------------------|----------------------|--------------------------------|
| UNH, UNHM, GSC, USNH | Telecommunications | 05/07              | 05/24                | 07/02                          |
| UNH, USNH            | Mail Services      | 05/28              | 06/18                | 07/02                          |
| KSC                  | All                |                    |                      | 07/06                          |
| PSU                  | Copying            |                    |                      | 07/07                          |
|                      | Mail Services      |                    |                      | 07/02                          |
|                      | Telecommunications |                    |                      | 07/06                          |

# UNH Telecommunications & Client Services

24-May-2010 12:08 PM

May 7

Turnaround documents are mailed to the BSC primary contacts. FY11 telephone encumbrances for all Banner accounts will be generated electronically from the information you provide on your Telecommunications turnaround document.

## REMINDERS

- **Do not enter an Internal Order Encumbrance Document** for your account. This will be done for you, using an Encumbrance Document number assigned by Telecommunications. After the initial seeding process, you can request an encumbrance number for a new Banner account from Telecom. You are responsible for entering and modifying encumbrances in Banner after the seeding process.
- **If you are setting up a new Banner FOAPAL**, add your request to the turnaround document and specify the requested encumbrance amount.
- **The Telecommunications Account Code** *must* exist in your FOAPAL line for all Telecommunications expenses (718000). With the exception of purchases of equipment over \$5,000, all Telecommunication expenses will be charged to object code 718000.
- **Ensure there are adequate funds in your support pool** when you make your encumbrance request on the turnaround document.
- **Estimate and include additional funds for installations** or projected increases on your turnaround document. We have *not* taken non-recurring charges into consideration when projecting your encumbrance amount.

May 24

Completed turnaround documents are due back at Telecommunications - 1 Leavitt Lane.

July 2

Your encumbrance numbers will be seeded into Banner.

July 8

Your first bill of the fiscal year with an invoice date of July 1 will hit Banner. This charge will be for June activity. These charges will reference all of your new FY11 encumbrance numbers.

*Questions can be directed to Kaye Jaus at 862-3547.*

# UNH Facilities Services Billings

24-May-2010 12:08 PM

The cutoff for the Facilities labor, materials, supplies and utilities billing for the June billing cycle will be Sunday, June 20. Billing reports will be sent to general campus on Monday, June 21 for review. The feed to Banner Finance will be finalized on Wednesday evening, June 23. Because of the quick turnaround from the cutoff of the 20 to the feed date of the 23, Facilities will be providing pre-billing reports to the general campus on or about June 4 and 11 to allow for any billing questions to be addressed and to aid with the year end process.

Departments should increase their encumbrance documents no later than Wednesday, June 23 in order to make sure the encumbrance will have adequate funds in place prior to the feed to Banner Finance.

The Facilities Warehouse will be closed for physical inventory observation on Monday, June 28 and will reopen on Thursday, July 1. The Automotive Garage will be closed for physical inventory observation on Monday, June 28 and will reopen on Thursday, July 1. No inventory orders at the Facilities Warehouse or the Automotive Garage will be taken during the physical inventory observation.

Please address any questions you have to the Facilities Customer Support Center by calling 862-1437.

**UNH Computer Store** – For year end, there are procedures to ensure expenditures occur in the proper year when buying new computers or computer accessories. The Computer Store cannot invoice for a purchase until the product is received by the Computer Store. Ordering the product early will increase the chances of the order being invoiced in the Old Year.

The UNH Computer Store will make every effort to fill Old Year orders placed using a general encumbrance by June 30. On June 30, all general encumbrances are closed by USNH Financial Services. Note that in-stock items may be purchased until end of business on June 30 and all deliveries will occur as soon as possible thereafter.

The UNH Computer Store will close at the end of the day Wednesday, June 30 and will reopen at 8:00 AM on Tuesday, July 5.

All open orders not received by the UNH Computer Store by June 30 will require a new year encumbrance document. Your BSC will require a copy of the Special Order document in order to do a manual carry forward of FY10 funds as the purchase will be expensed in FY11.

**Computer Service Center, Equipment Room, Web Services & Training** – Encumbrances can be used until June 30. After June 30, Old Year invoices will be invoices to FOA (fund, orgn, acct) until the cut-off date as long as the services were completed by June 30.

# Carry Forwards

24-May-2010 12:08 PM

## Automatic Carry Forward Process

Banner has an automatic carry forward mechanism for Purchase Orders. At USNH, items are processed as follows;

### Items that **Will** be carried forward:

For Plant, Grant and Prepaid Funds:

All Open Purchase Orders will be carried forward.

This includes:

- Standing Orders

- Independent Contractor Agreements (acct codes 7172%)

- POs carried forward from prior years (Prepaid funds are limited to one year only)

- All PO items regardless of dollar amount, including zero (\$0) dollar lines.

For All other Funds:

- Regular Purchase orders in excess of \$500 as of 6/30 that are not specifically excluded below.

### Items that **Will NOT** be carried forward:

For Plant, Grant and Prepaid Funds:

- General encumbrances will not be carried forward regardless of amount.

- Requisitions will not be carried forward regardless of amount

For All other Funds:

- Standing Orders

- POs carried forward from prior years

- POs less than \$500, including zero (\$0) dollar items.

- General encumbrances

- Requisitions

- Independent Contractor Agreements (acct codes 7172%)

As these POs are carried forward, an equal amount of expenditure and revenue budget will be brought forward. All the history of activity, increases, decreases, original amounts and liquidations will accordingly continue to be available for review via the FGIENCD form.

**These purchase orders and budget equal to the amount carried forward will be available to expend against in FY11. The FY11 purchase order number will be the same as the Old Year document number.**

# Carry Forwards

24-May-2010 12:08 PM

If a purchase order that was carried forward is subsequently cancelled, modified, or invoiced for less than the carry forward amount, the excess budget brought forward from the Old Year may be removed from the New Year budget, at the discretion of the campus Chief Financial Officer (CFO).

An open commitments listing is available via the WebI product. **Corporate documents 6010, 6020 and 6030** can be run using a combination of fund and/or org to obtain a listing of open dollar amounts on purchase orders. Each area should review this listing and make any appropriate changes within Banner before the PO carry forward process runs on June 30, to make sure appropriate POs and budgets are carried forward.

# New Year Non-Personnel Expenses to be Prepaid in Old Year

24-May-2010 12:08 PM

When departments must purchase and/or pay for **material** New Year items (i.e. > \$5,000) before the New Year begins the item should be processed as a prepaid expense referencing the appropriate fund indicated on the next page. The following procedures should be followed to charge Requisitions/Purchase Orders and Direct Pay invoice documents to the prepaid funds:

## Requisitions/Purchase Orders

1. Indicate that the document is for a prepaid expense by putting “**NOTE: FY11 EXPENSE**” in the comment section of the requisition document
2. Enter the FOAPAL to be charged in the New Year as document text

## Direct Pay Invoices

1. If using a Direct Pay Invoice charge the cost directly to the Prepaid FOAPAL including the actual FOAPAL in the document text for future reference purposes
2. Redistribute the charge from the Prepaid FOAPAL to the actual FOAPAL in the New Year via journal entry (JE16 rule code)

If a purchase order is initiated in the Old Year for a prepaid expense, the Campus Purchasing Office will work with the issuing department to substitute an appropriate prepaid fund for the department's FOAPAL and add notations as indicated above. Invoices processed against this type of PO prior to June 30 will charge the expense appropriately to the prepaid fund. Purchase orders of this type that have a remaining balance greater than \$500 as of June 30 will be carried forward to FY11. At this point, the issuing department should process a change order to (1)reduce the prepaid sequence to the liquidated amount\*, and (2)move the encumbered balance to a new sequence which references the appropriate FOAPAL to be charged in the New Year.

\*this will be \$0 if no invoices are posted against the PO yet.

**Only unrestricted E&G, internally designated, or auxiliary expenses need be accounted for with prepaids.**

**Non-travel PCARD transactions should NOT be charged to prepaid funds.** If a PCARD transaction requires an exception to this rule, please forward email to Accounting Services providing information needed to reallocate the expense in the New Year (i.e., FY11 FOAPAL, description, PCARD, Direct Pay Invoice number, etc.) When prepaid airfare is purchased using a PCARD, the Account Manager should change the default fund to the associated prepaid fund. In addition, an email must be sent to Accounting Services (linda.bisson@usnh.edu) detailing the funds to be charged in the New Year. See the following page for a list of valid prepaid funds.

**Special note:** any non-personnel expense that is less than \$5,000 may only be charged to a prepaid fund with approval of the campus business office.

**All activity posted to the prepaid funds in the Old Year must be cleared in the New Year.** As in the past individual departments are responsible for processing these entries. Special procedures are in place for clearing prepaid payroll (and associated fringe benefit) expenditures. Please consult your campus finance/administration office for assistance with these processes. All other prepaid expenditures should be cleared by processing a journal entry (JE16 or JZRO rule code) to debit the New Year FOAPAL and credit the prepaid FOAPAL. These entries must be completed between July and September of the New Year in order to ensure the integrity of our financial reports. *Contact Karen Glew at USNH Financial Services at 862-4072 if you have any questions on prepaids.*

# New Year Non-Personnel Expenses to be Prepaid in Old Year

24-May-2010 12:08 PM

## Valid Prepaid Funds

| <b>Fund</b> | <b>Fund Title</b>                         |
|-------------|---|
| 1AJPPD      | Student Affairs General Prepaid           |
| 1AQPPD      | Business Affairs Auxiliary Prepays        |
| 1ASPPD      | Athletics General Prepays                 |
| 1DAPPD      | Acad Affairs ID Prepays                   |
| 1DBPPD      | COLSA Prepaid – Internally Designated     |
| 1UAPPD      | Acad Affairs Prepays                      |
| 1UBPPD      | COLSA General Prepays                     |
| 1UCPPD      | COLA General Prepays                      |
| 1UDPPD      | CEPS General Prepays                      |
| 1UEPPD      | WSBE General Prepaid                      |
| 1UFPPD      | HHS General Prepays                       |
| 1UKPPD      | CIS General Prepays                       |
| 1UMPPD      | UNHM General Prepaid                      |
| 1URPPD      | R&PS Prepaid Expenses                     |
| 1UXPPD      | CES General Prepays                       |
| 1UZPPD      | EOS General Prepaid                       |
| 5A0PPD      | Keene Auxiliary Prepaid Expenses          |
| 5DJPPD      | Keene Sports Camp Prepaid                 |
| 5U0PPD      | Keene General Prepaid Expenses            |
| 6AAPPD      | PSU Ice Arena Prepaid Expense             |
| 6ABPPD      | PSU Conference and Events Prepaid Expense |
| 6AFPPD      | PSU Financial Affairs Prepaid Expense     |
| 6ASPPD      | PSU Student Affairs Prepaid Expense       |
| 6DAPPD      | Academic Prepaid Expense                  |
| 6DCPPD      | PSU Alumni Prepaid Expense                |
| 6DHPPD      | PSU Prepaid Expense-Sports Camp           |
| 6DTPPD      | PSU Student Accounting Prepaid            |
| 6U0PPD      | PSU General Prepaid Expenses              |
| 6U1PPD      | Grad Studies E & G Prepaid Expense        |
| 6U2PPD      | Evening + Cont Ed Prepaid Expense         |
| 6U3PPD      | PSU Technology Fee Prepaid Expense        |
| 8U0PPD      | NHPTV General Prepays                     |
| 9U0PPD      | USNH General Accrual and Deferred         |

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# MAY 2010

**Notes**

Salary Table roll, New fringe rates,  
salary group roll all completed prior  
to April to facilitate budget  
development

| Monday            | Tuesday   | Wednesday                       | Thursday | Friday  | Sat | Sun |
|-------------------|---|---------------------------------|----------|---|-----|-----|
|                   |   |                                 |          |   | 1   | 2   |
| 3                 | 4   | 5                               | 6        | 7 B2 - 09<br>UNH, UNHM, USNH,<br>GSC Telecomm TADs<br>mailed  | 8   | 9   |
| 10                | 11<br>Compensated<br>Absences TADs<br>mailed to<br>campuses | 12                              | 13       | 14 B1 - 10<br>End of Iteration 1 for<br>Budget Dev  | 15  | 16  |
| 17                | 18<br>List of Service POs<br>to originators                 | 19<br>KSC Equip Req Cut-<br>off | 20       | 21 B2 - 10<br>End of Iteration 2 for<br>Budget Dev  | 22  | 23  |
| 24                | 25<br>UNH, UNHM, USNH,<br>GSC Telecomm TADs<br>due back     | 26                              | 27       | 28 B1 - 11<br>Early deadline for<br>B2 - 11 payroll<br>for holiday<br>UNH, USNH Mail<br>Services TADs<br>mailed | 29  | 30  |
| 31 <b>Holiday</b> |   |                                 |          |   |     |     |

# JUNE 2010

## Notes

New year Base Job records created in HR on night of June 11.

Users will be locked out of the system on June 18 and June 30 at 5 PM.

FY10 HR budgets rolled to approve night of June 18.

Original budgets and New Year Encumbrances for wages and fringe benefits fed to Finance on June 18.

UNH, USNH Facilities Services Cut-off on June 18.

EPAFs creation closed at noon on June 18 all EPAF processing closed at 2 PM.

Close all POBs on June 30.

| Monday                                  | Tuesday   | Wednesday  | Thursday   | Friday  | Sat       | Sun       |
|---|-----------|--|--|---|-----------|-----------|
|   | <b>1</b>  | <b>2</b>   | <b>3</b>   | <b>4</b> B2 – 11<br>PSU Equip & Supplies<br>REQ cut off<br>Compensated<br>Absences TADs<br>due to Campus HR<br>offices  | <b>5</b>  | <b>6</b>  |
| <b>7</b>                                | <b>8</b>  | <b>9</b>   | <b>10</b><br>The last Budget<br>Development roll<br>of 2010 HR data<br>will be completed<br>tonight.<br>(Last update to BASE<br>phase) | <b>11</b> B1 – 12<br>UNH, UNHM, GSC,<br>USNH Equip &<br>Supplies REQ cut off<br><br>Compensated<br>Absences Data<br>Entry<br>BPRD closes at 5 PM  | <b>12</b> | <b>13</b> |
| <b>14</b>                               | <b>15</b> | <b>16</b><br>KSC Supplies Req<br>cut-off   | <b>17</b>  | <b>18</b> B2 – 12<br>Budget development is<br>Budget Office only<br>Change order cut off -<br>all campuses<br>BPRD closes at 5 PM<br>UNH, USNH Facilities<br>services cut-off<br>FY11 is open | <b>19</b> | <b>20</b> |
| <b>21</b>                               | <b>22</b> | <b>23</b><br>Final Old Year Facilities<br>Feed   | <b>24</b><br>Final FY10 PSU<br>Student check<br>run  | <b>25</b> B1 – 13<br>Last day to request<br>Service PO carry<br>forward<br>Internal Purchases cut<br>off – all campuses<br>IV cut off – all<br>campuses                                       | <b>26</b> | <b>27</b> |
| <b>28</b><br>Final FY10 AP check<br>run | <b>29</b> | <b>30</b><br>Close all standard<br>POs<br>BPRD closes at 5 PM<br>GL and Encumb Roll<br><br>Final FY10 Student<br>feeds for KSC | Central Office<br>approvals cutoff<br>for change orders<br>& POs<br>Final FY10 Student<br>feeds for GSC and<br>UNH                     |   |           |           |

# JULY 2010

**Notes**

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| Monday  | Tuesday  | Wednesday   | Thursday   | Friday  | Sat       | Sun       |
|---|--|---|--|---|-----------|-----------|
|   |  |   | <b>1</b><br>UNH eVents final<br>FY10 feed  | <b>2</b> B2 – 13<br>Early deadline for<br>B1 – 14 payroll for<br>holiday<br>UNH, PSU Mail Services<br>FY11 POBs seeded<br>UNH, UNHM, USNH,<br>GSC Telecom FY11<br>POBs seeded | <b>3</b>  | <b>4</b>  |
| <b>5 HOLIDAY</b>  | <b>6</b><br>KSC FY11 POBs<br>seeded<br>PSU Telecom FY11<br>POBs seeded | <b>7</b><br>PSU Copying FY11<br>POBs seeded   | <b>8</b><br>First UNH, UNHM,<br>USNH, GSC<br>Telecom charges<br>against FY11<br>POBs | <b>9</b> B1 – 14<br>End of 13 <sup>th</sup> month<br>user processing<br>FY10 JV and CR data<br>entry cut-off<br>Deadline for all old-<br>year invoice entry                   | <b>10</b> | <b>11</b> |
| <b>12</b><br>End all campus<br>approvals for all<br>document types<br><br>Old Year HR<br>encumbrances<br>closed | <b>13</b>  | <b>14</b><br>BPRD closes at 5 PM<br><br>Grant/ Plant bud roll<br><br>Close 13th month | <b>15</b><br>Accrual period open   | <b>16</b> B2 – 14   | <b>17</b> | <b>18</b> |
| <b>19</b>   | <b>20</b>  | <b>21</b>   | <b>22</b>  | <b>23</b> B1 – 15<br>Final Compensated<br>Absences docs<br>distributed  | <b>24</b> | <b>25</b> |
| <b>26</b>   | <b>27</b>  | <b>28</b><br>August open  | <b>29</b>  | <b>30</b> B2 – 15   | <b>31</b> |           |