This page intentionally left blank.
For Assistance............................................................................................................. 2
Deadlines for Old Year Documents ........................................................................ 2
Copying and Removing Journal Documents ........................................................ 4
Entering New Year Purchasing Documents ............................................................. 5
Invoice Processing .................................................................................................. 6
Banner Invoice Document Numbering .................................................................... 7
Year-End PCARD Procedures .................................................................................. 8
Carry Forwards ...................................................................................................... 20
New Year Non-Personnel Expenses to be Prepaid in Old Year ......................... 22
Appendix I – Preparing for Year-End ................................................................. 23
Appendix II – PO Payment Shortfall Procedures ................................................ 27
Appendix III – Invoice Transaction Flow ............................................................. 18
Appendix IV – Invoice Processing Examples ...................................................... 20
Appendix V – Roll Processes .................................................................................. 21
Appendix VI – TADs, Seeding and Feed Entries .................................................. 25

You can access this Old Year/New Year documentation on-line via the USNH Financial Services Website at http://finadmin.usnh.edu/
Due to the nature of this material, hardware and software products are mentioned by name. In most, if not all cases, these product names are claimed as trademarks by the companies that manufacture the products. It is not our intent to claim these names or trademarks as our own.
For Assistance

20-May-2015 2:01 PM

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Campus</th>
<th>Contact</th>
<th>Tel. #</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>UNH</td>
<td>Procurement Office</td>
<td>862-2896</td>
<td><a href="mailto:purchasing@unh.edu">purchasing@unh.edu</a></td>
</tr>
<tr>
<td></td>
<td>PSU</td>
<td>Mary Greenwood</td>
<td>535-2246</td>
<td><a href="mailto:mjgreenwood@plymouth.edu">mjgreenwood@plymouth.edu</a></td>
</tr>
<tr>
<td></td>
<td>KSC</td>
<td>Jim Draper</td>
<td>358-2492</td>
<td><a href="mailto:jdraper@keene.edu">jdraper@keene.edu</a></td>
</tr>
<tr>
<td></td>
<td>GSC</td>
<td>Samuel Fucile</td>
<td>513-1131</td>
<td><a href="mailto:samuel.fucile@granite.edu">samuel.fucile@granite.edu</a></td>
</tr>
<tr>
<td>General</td>
<td>All Campuses</td>
<td>Accounting Operations</td>
<td>862-0571</td>
<td><a href="mailto:accounting.operations@usnh.edu">accounting.operations@usnh.edu</a></td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts</td>
<td>UNHD, UNHL</td>
<td>Accounts Payable</td>
<td>862-1474</td>
<td><a href="mailto:accounts_payable@usnh.edu">accounts_payable@usnh.edu</a></td>
</tr>
<tr>
<td>Payable</td>
<td>UNHM</td>
<td>Lisa Hennessey</td>
<td>641-4165</td>
<td><a href="mailto:lisa.hennessey@unh.edu">lisa.hennessey@unh.edu</a></td>
</tr>
<tr>
<td></td>
<td>PSU</td>
<td>Jennifer Mike</td>
<td>535-2587</td>
<td><a href="mailto:jpmike@plymouth.edu">jpmike@plymouth.edu</a></td>
</tr>
<tr>
<td></td>
<td>KSC</td>
<td>Liane Wiley</td>
<td>358-2475</td>
<td><a href="mailto:lwiley@keene.edu">lwiley@keene.edu</a></td>
</tr>
<tr>
<td></td>
<td>GSC</td>
<td>Samuel Fucile</td>
<td>513-1131</td>
<td><a href="mailto:samuel.fucile@granite.edu">samuel.fucile@granite.edu</a></td>
</tr>
</tbody>
</table>

FY15/FY16 Highlights:

- **FY15 13th Month close/campus document approval deadline – Tuesday, July 14, 2015** *(campus document entry deadline Friday, July 10, 2015)*
- The PO carry forward cutoff will be $500.00¹ (See page 10 for details).
- POs for non-grant/non-plant funds, which were carried forward from FY14 to FY15, will **not** be carried forward to FY16.
- Standing purchase orders which are non-grant/non-plant funds will **not** be carried forward.
- Unimarket orders will be carried forward regardless of funds and amount.
- Requisitions will **not** be carried forward.
- Internal Purchasing Documents (general encumbrances) will **not** 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 13 for details on closing orders).
- POs carried forward into FY16 will be referenced with the same document number used in FY15.
- All history for the PO’s carried forward into FY16 will continue to be available via the FGIENCD form.
- As of July 1 all balance sheet account balances and fund balances will be properly reflected in the New Year.
- Grant and plant fund **budget** balances will be rolled forward into FY16 at close of business on July 14 (the close of 13th month). As in prior years, grant and plant related budget activity will function normally. Budget availability will calculate properly and inception-to-date reporting is unaffected by these processes.
- **Throughout this document, UNH represents UNHD, UNHM, and UNHL.**

¹ 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

## Departmental Entry & Approval Deadlines

<table>
<thead>
<tr>
<th>Document</th>
<th>KSC</th>
<th>PSU</th>
<th>UNH</th>
<th>GSC</th>
<th>USNH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchasing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQ(equipment)¹</td>
<td>05/20</td>
<td>06/02</td>
<td>06/12</td>
<td>06/12</td>
<td>06/12</td>
</tr>
<tr>
<td>REQ(supplies)¹</td>
<td>06/17</td>
<td>06/02</td>
<td>06/19</td>
<td>06/19</td>
<td>06/19</td>
</tr>
<tr>
<td>Change Orders³</td>
<td>06/19</td>
<td>06/19</td>
<td>06/24</td>
<td>06/24</td>
<td>06/24</td>
</tr>
<tr>
<td>Unimarket orders</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
</tr>
<tr>
<td><strong>General Accounting</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCARD</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
</tr>
<tr>
<td><strong>Accounts Payable</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INV (Direct Pay)⁴</td>
<td>07/10</td>
<td>07/10</td>
<td>07/10</td>
<td>07/10</td>
<td>07/10</td>
</tr>
<tr>
<td>INV (PO Ref)⁴</td>
<td>07/10</td>
<td>07/10</td>
<td>07/10</td>
<td>07/10</td>
<td>07/10</td>
</tr>
<tr>
<td><strong>Central Office Approvals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Purchasing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Order³</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
</tr>
<tr>
<td>PO³</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
</tr>
<tr>
<td><strong>General Accounting</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Charges²</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
<td>06/30</td>
</tr>
<tr>
<td>(IVRV/IVEX)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JV (JE &amp; CR)</td>
<td>07/10</td>
<td>07/10</td>
<td>07/10</td>
<td>07/10</td>
<td>07/10</td>
</tr>
<tr>
<td><strong>Accounts Payable⁴</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INV (Direct Pay)</td>
<td>07/14</td>
<td>07/14</td>
<td>07/14</td>
<td>07/14</td>
<td>07/14</td>
</tr>
<tr>
<td>INV (Ref a PO)</td>
<td>07/14</td>
<td>07/14</td>
<td>07/14</td>
<td>07/14</td>
<td>07/14</td>
</tr>
</tbody>
</table>

¹The REQ deadlines do not apply to Grant/Contract or Plant funds (funds with a grant code associated with the Fund). Grant/Contract & Plant fund requisitions can still be entered after the deadline but must be approved by 12 noon on June 30 or they 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.

²Internal purchase orders need to be placed by June 19 in order to be invoiced on the last feed date, also June 19. Note: UNH Computer Store, Computer Repair Services, Equipment Room, Photo Services, Web Services and Video Services are open for internal invoice and encumbrance usage through June 30 (until June 26 via batch feeds). 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, whether new or modified, as well as any IVs referencing an Old Year internal PO will be disapproved, if in approvals on June 30, and removed from the tables.

³Change orders must be entered by the deadline 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.

⁴Old Year invoices must be in the system and posted by the close of business on July 10 in order for the expenses to be properly recorded.
As in prior years, departments will have full access to process FY15 activity during the first two weeks of July. Users should process invoices for FY15 activity by following the instructions for invoice processing on page 6. Normal approvals processing will continue to apply.

**After July 10 departments will no longer enter Old Year activity into Banner.** July 11 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.

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 23.
Copying Documents

Banner allows us to copy journal entry documents that are in process or have been completed or posted. This feature can be useful when you have recurring entries, need to make correcting entries, or need to correct a document number.

In the first section of any journal entry form (FGAJVCD, FGAJVCQ or FGAJVCM) there is a box to the right of the document number that says Copy when you hover over it. By clicking this box, a new box will appear and requests the following information:

**Copy From**  
Document Number: enter the document # you would like to copy

**Copy To**  
Document Number: enter the new document number

Transaction Date: enter the proper transaction date

Reverse JV: click this to reverse a JV

Copy Text: click this to copy the text from the original JV

Hit OK.

This will dump all the information from the original JV into the form. You can then go through to make any changes as needed or add/remove lines.

Note: if you are correcting a document number (i.e. you used a J15 number and it should be a J16 number), please make sure to remove the old JV from Banner after you’ve copied it (see below).

Removing Documents

Banner allows us to remove journal entry documents that are in process; they cannot be completed or posted.

If a JV is currently sitting in an approval queue, request that it be disapproved. Once brought back in the journal entry form (FGAJVCD, FGAJVCQ, or FGAJVCM), you can remove it.

Simply enter the document number in the journal entry form and click NEXT BLOCK. Then click on Record from the main menu and select Remove. Do this twice and hit OK.
Entering New Year Purchasing Documents

You may enter July (New Year) documents at any time with a current year date but, unlike previous months, you must leave them "In Process". They cannot be completed or approved until after July opens on the afternoon of Saturday, June 20. The early fiscal year opening is available only for new year requisitions and purchase orders.

If you plan to enter new year requisition 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 convention as is used in your area. The 2nd & 3rd characters are used for the fiscal year indicator (16), the 4th is used character for the campus indicator and the 5th, 6th 7th and 8th characters would follow the coding convention as appropriate by the unit. KSC will continue to use the 'NEXT' function.

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 20. 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.
INVOICES FOR GOODS/SERVICES RECEIVED IN FY15

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 10, regardless of the fund (operating or grant related). This includes reimbursements of travel for trips occurring in FY15.

INVOICES FOR SERVICES RENDERED IN FY16

Occasionally an invoice will be received during the ‘13th month’ that has an invoice date in the old year, 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 ‘13th month’ activity is really recorded in period 12 as far as Banner is concerned.

An automated process moves expenses/revenue in the PPD and DEF funds to balance sheet accounts as part of closing each year. During 13th month, the automated process will be run on a daily basis with the reversals occurring periodically. A special process will be run on July 1st to bring all of the prepaid expense and deferred revenue back to the original FOAPAL. Departments must redistribute the expense to the correct fund by the end of September 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.

Then notify Accounts.Payable@usnh.edu that this invoice is to be placed on HOLD. The HOLD flag will prevent the invoice from actually being paid to the vendor. However this action 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.
## Banner Invoice Document Numbering

### FY16 Direct Pays
(for services rendered or goods received in the Old Year)
Any time

- **Document Number**: “16” in second and third position
- **Invoice Transaction Date**: today’s date
- **Vendor INV Date**: Invoice date on Vendor’s Invoice

### FY16 Invoices referencing FY15 POs
(for services rendered or goods received in the Old Year)
Any time

- **Document Number**: “16” in second and third position
- **Invoice Transaction Date**: today’s date
- **Vendor INV Date**: Invoice date on Vendor’s Invoice

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

### FY15 Direct Pays and Invoices- referencing any PO’s
(for services rendered or goods received in the New Year)
Any time

- **Document Number**: “16” in second and third position
- **Invoice 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.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Time Period</th>
<th>Coding</th>
</tr>
</thead>
</table>
| FY16 Direct Pays | Any time | Document Number = “16” in second and third position
- Invoice Transaction Date = today’s date
- Vendor INV Date = Invoice date on Vendor’s Invoice |
| FY16 Invoices referencing FY15 POs | Any time | Document Number = “16” in second and third position
- Invoice Transaction Date = today’s date
- Vendor INV Date = Invoice date on Vendor’s Invoice |
| FY15 Direct Pays and Invoices- referencing any PO’s | Any time | Document Number = “16” in second and third position
- Invoice Transaction Date = today’s date
- Vendor’s INV Date = Invoice date on Vendor’s Invoice |
PCARD Procedures

Between July 1 and July 14, the system will code the fiscal year of the transaction based on the feed/sweep date.

If you change the sweep date to be 6/30 for the transactions that are in your queue between July 1 and July 14, then the transaction will automatically post to Old Year.

If the feed/sweep date listed is after June 30, the transaction will post to New Year.

Transactions with a feed/sweep date after 6/30, but with an invoice date of 6/30 or before, belong in Old Year. There is an automated USNH process, described below, that will move these transactions back to Old Year.

The automated process will prepare journal entries on July 14 to move any PCard charges with an invoice date that is less than or equal to 6/30 from New Year to Old Year. (The invoice date is the date the vendor provides to the bank indicating when the transaction actually occurred. With regard to purchasing cards, this is not a date that can be changed by the bank or the System Office.)

Below is an example of processing consequences for three hypothetical purchase card transactions occurring around year-end:

<table>
<thead>
<tr>
<th>Bank Post Date</th>
<th>Invoice Date</th>
<th>Feed (Sweep) Date</th>
<th>Pmt Due Date</th>
<th>Posts to FM/FY</th>
<th>Effect of journal entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/9</td>
<td>6/16</td>
<td>6/30</td>
<td>7/23</td>
<td>12/15</td>
<td>N/A</td>
</tr>
<tr>
<td>7/9</td>
<td>6/28</td>
<td>7/12</td>
<td>7/23</td>
<td>01/16</td>
<td>Move to Old year</td>
</tr>
<tr>
<td>7/9</td>
<td>7/7</td>
<td>7/12</td>
<td>7/23</td>
<td>01/16</td>
<td>N/A</td>
</tr>
</tbody>
</table>
After July 14, all PCard transactions will be processed to FY16 and will not be moved between years regardless of the invoice date. As with all entries made subsequent to the close of 13th 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.2

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 Sponsored Programs Administration (SPA) or your campus grant department has authorized this as the default account. No cards should have their default account reference a balance sheet.

All JZRO transactions correcting old year pcard entries must be processed in FY15 with a 6/30 date.

Note: The same process as mentioned above will hold true for Unimarket eProcurement transactions where a PCard was charged.

2As of June 30 a list of inactive FOAPALs associated with transactions not yet posted in FAINVT will be created and sent to the attention of the responsible business manager and account manager.
Automatic
Carry Forward
Process

Banner has an automatic carry forward mechanism for Purchase
Orders. At USNH, processing will occur as follows:

POs that will be carried forward:

Unimarket eProcurement transactions, regardless of funding
source and amount, will be carried forward.

For Plant, Grant and Prepaid Funds all open purchase orders
will be carried forward. These include:

• 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 POs in excess of $500 as of 6/30
that are not specifically excluded per the below, will be carried
forward.

POs/Items that will NOT be carried forward:

For Plant, Grant and Prepaid Funds, the following will not be
 carried forward:

General encumbrances regardless of amount.
Requisitions regardless of amount.

For all other Funds, the following will not be carried forward:

• Standing Orders (PO class = S)
• 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 FY16. The FY16 purchase order number will be the same as the Old Year document number.

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 Webl 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

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: FY16 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 FY16. 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., FY16 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 (Sabrina.mckeown@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 Sabrina McKeown at USNH Financial Services at 862-3184 if you have any questions on prepaids.
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 14.

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

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):

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Entries</td>
<td>FGIVCD</td>
<td>Any document available in this form has not yet been posted. Documents indicating an I in the status column are incomplete. Documents indicating a C in the status column need approvals and have not been posted.</td>
</tr>
<tr>
<td>Invoices</td>
<td>FAIVNL</td>
<td>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.</td>
</tr>
<tr>
<td>Requisitions</td>
<td>FPIRQST</td>
<td>Query &quot;N&quot; 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 FOAAINP (see page 15).</td>
</tr>
<tr>
<td>Change orders/Purchase Orders</td>
<td>FPIPOHD</td>
<td>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 FOAAINP (see page 15).</td>
</tr>
</tbody>
</table>
Appendix I – Preparing for Year-End

20-May-2015 2:01 PM

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. FGIENCD can be used to find the status of a specific general encumbrance.

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 in 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 or FOAUAPP forms, 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.
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**
This includes incomplete IV activity and most feeds.

**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@usnh.edu.

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**
This includes incomplete Student Rebates

**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@usnh.edu.

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@usnh.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.

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
- USNH ID

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 FGAJVCD 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 PBOR, 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.
Purchase Order Shortfall – Payment Procedures

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 last 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, i.e. shipping charges, 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.
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 Revenue and Expense Budget are also brought forward.

In July, an invoice for $20,000 is to be processed with a vendor invoice date of June 21. This is not a final payment. Just before the end of 13th 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 21.

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.
## Appendix III – Invoice Transaction Flow

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Db</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Occurred via the G/L roll:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>210000 Balance forward</td>
<td></td>
<td>60,000</td>
</tr>
<tr>
<td></td>
<td>Fund Bal Balance forward</td>
<td></td>
<td>60,000</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>Occurred via the Enc roll:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Encumbrance to New Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Original</td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td>Adjust</td>
<td></td>
<td>35,000</td>
</tr>
<tr>
<td></td>
<td>Liquid</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OPAL Enc amount (Net)</td>
<td></td>
<td>25,000</td>
</tr>
<tr>
<td></td>
<td>Revenue Budget</td>
<td></td>
<td>25,000</td>
</tr>
<tr>
<td></td>
<td>Expense Budget</td>
<td></td>
<td>25,000</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>New Year – Invoice processed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>210000 payable</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>Expense</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>OPAL Enc</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>IFIX Journal voucher processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Old Year:</td>
<td>Increase Exp</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>Increase 210000</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>Reduce Enc Balance</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td>New Year:</td>
<td>Decrease Exp</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>Reduce 210000</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>Reduce Revenue Budget</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>Reduce Expense Budget</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>Increase 210000 BegBal</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td>Decrease FundBal BegBal</td>
<td></td>
<td>20,000</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>New Year – Invoice processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>210000 payable</td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td></td>
<td>Expense</td>
<td></td>
<td>3,000</td>
</tr>
<tr>
<td></td>
<td>OPAL Enc</td>
<td></td>
<td>10,000</td>
</tr>
</tbody>
</table>

*Note: No further processing required and the PO is closed.*
## Appendix IV – Invoice Processing Examples

<table>
<thead>
<tr>
<th>Situation</th>
<th>Trans Date</th>
<th>Vendor Invoice Date</th>
<th>PO reference(1)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice received on 7/8 against a rolled Old Year PO, for services rendered in the Old Year. The vendor invoice date is 6/17.</td>
<td>7/8/2015</td>
<td>6/17/2015</td>
<td>Rolled PO #</td>
<td>Will be adjusted by an automated process</td>
</tr>
<tr>
<td>Invoice received on 7/8 against a rolled Old Year PO for services rendered in the New Year. The vendor invoice date is 7/1.</td>
<td>7/8/2015</td>
<td>7/1/2015</td>
<td>Rolled PO #</td>
<td>No adjustment necessary</td>
</tr>
<tr>
<td>Invoice received on 7/8 against an Old Year PO that was not rolled for services rendered in the Old Year. The vendor invoice date is 6/1.</td>
<td>7/8/2015</td>
<td>6/1/2015</td>
<td>Process as a direct pay, PO reference in the vendor invoice number field</td>
<td>Will be adjusted by an automated process</td>
</tr>
<tr>
<td>Invoice received on 7/8 against a New Year PO for services rendered in the New Year. The vendor invoice date is 7/1.</td>
<td>7/8/2015</td>
<td>7/1/2015</td>
<td>No PO ref – process as a direct pay</td>
<td>Will be adjusted by an automated process</td>
</tr>
<tr>
<td>Invoice received on 7/8 with no PO reference for services rendered in the Old Year. The vendor invoice date is 6/1.</td>
<td>7/8/2015</td>
<td>6/1/2015</td>
<td>No PO ref – process as a direct pay</td>
<td>Will be adjusted by an automated process</td>
</tr>
<tr>
<td>Invoice received on 7/8 with no PO reference for services you know were rendered in the Old Year. There is no vendor invoice date.</td>
<td>7/8/2015</td>
<td>6/30/2015</td>
<td>No PO ref – process as a direct pay</td>
<td>Will be adjusted by an automated process</td>
</tr>
</tbody>
</table>

(1) Vendor invoice number must always be referenced in vendor invoice field. When necessary, list both vendor invoice number and PO number.

Note: Francine Ndayisaba will assist users on a case-by-case basis with coding requirements regarding the following types of invoices - vendor invoices received in “13th month” for (1) goods delivered in July that have a notation of “FOB Shipping Point” and a ship date prior to June 30, or (2) services provided before June 30 with a vendor invoice dated in July. Please contact Accounting Services at 862-3127 prior to entering these types of Banner invoice documents.
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.

<table>
<thead>
<tr>
<th>Transaction activity during Old Year</th>
<th>Activity</th>
<th>Enc Bal Avail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Encumbrance</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Pay 2 Invoices for $6,000 ea</td>
<td>(12,000)</td>
<td>13,000</td>
</tr>
<tr>
<td>Increase Encumbrance by $7,000</td>
<td>7,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Pay Invoice for $15,000</td>
<td>(15,000)</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Amount to be carried forward</strong></td>
<td></td>
<td><strong>5,000</strong></td>
</tr>
</tbody>
</table>

Activity in the Financial and Encumbrance ledgers will look like:

<table>
<thead>
<tr>
<th></th>
<th>Old Year</th>
<th>New Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumber full details in new year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original Encumbrance</td>
<td></td>
<td>25,000</td>
</tr>
<tr>
<td>Encumbrance Adjustments</td>
<td></td>
<td>7,000</td>
</tr>
<tr>
<td>Liquidations</td>
<td></td>
<td>(27,000)</td>
</tr>
<tr>
<td><strong>Net Encumbrance Carried Forward</strong></td>
<td>No changes occur to the Old year</td>
<td><strong>5,000</strong></td>
</tr>
<tr>
<td>Revenue Budget Carried Forward</td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>Expense Budget Carried Forward</td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Net change to new year BBA</strong></td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

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 unapproved documents as of June 30 will be managed

After the encumbrance roll occurs and before the Accrual period is opened (the end of 13th month) some documents will behave differently if processed after the encumbrance roll. Others will behave quite normally until the 13th 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.
Appendix V – Roll Processes

Invoicing on FY15/16 Encumbrances

All Purchase Orders that meet the roll criteria (see page 18) will be rolled into the New Year. An equal amount of revenue and expenditure budget will be rolled in the New Year with the encumbrance amounts.

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, continue to reference the rolled PO. If it does not reference the new PO, you will reference the new PO. If it does not reference any PO – process as a direct pay.

How does this work?

The vendor’s invoice date must be entered accurately on the Banner invoice documents. The vendor invoice date determines if the invoice is to be 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 received in 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.

A process runs against all posted invoices (including Pcard activity) and generates journal entries to properly classify the expense amounts for reporting purposes. For Old Year invoice dates, the process records the expense and related liability to the Old Year – and reverses the encumbrance carry forward, to the amount of the invoices – but never more than the original carry forward amount.

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.
## Document Type | Action
--- | ---
Requisitions | Old year requisitions will be disapproved and removed. New year requisitions will be unaffected.
Purchase Orders | Old year purchase orders will be disapproved and removed. New year purchase orders will be unaffected.
Change Orders | Any change order that references a purchase order that is not being rolled, and therefore has been closed, will be disapproved and removed. Changes orders against rolled purchase orders with old year dates will stay in approvals and have their transaction date updated to 7/1 by the document roll process. New year change orders will be unaffected.
General Encumbrances | Old year general encumbrances will be disapproved and removed. New year general encumbrances will be unaffected.
IVs | 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. This includes any feed documents that are incomplete as of 6/30.
Journal Vouchers | This does not include IV documents they are referenced above. Journal Vouchers will be excluded by the document roll process run the night of 6/30. Old year journal vouchers will stay in approvals until the end of 13th month. If the entry is not appropriate for the old year – the user should re-enter it with a new year document number and date (use the copy function for ease) and then disapprove and remove the old document.
Invoices | Invoices referencing purchase orders that are not being rolled will be disapproved and removed. All other invoices will stay in approvals and have their transaction date updated to 7/1 by the document roll process.
Appendix V – Roll Processes

Budget Roll

The budget roll impacts only fund types P1, P2, X 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 forms 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 16 must have sufficient budget in that fiscal year’s budget. Funds remaining in the FY 15 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 13th month, the budget roll process is not scheduled until the 13th 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 15 – 16 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 FY15 and FY16. Once the process is successfully completed on July 14, this will no longer be required and budget availability will continue as normal.
The following is a schedule for FY15 Internal Purchases (PBOR) seeding and turnaround documents:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Area</th>
<th>TADs Mailed</th>
<th>TADs Returned</th>
<th>Internal Order’s Seeded</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNH, UNHM, USNH</td>
<td>Telecommunications*</td>
<td>06/08</td>
<td>06/19</td>
<td>07/02</td>
</tr>
<tr>
<td>UNH, USNH</td>
<td>Mail Services</td>
<td>05/15</td>
<td>06/19</td>
<td>07/02</td>
</tr>
<tr>
<td>KSC</td>
<td>All</td>
<td></td>
<td></td>
<td>07/06</td>
</tr>
<tr>
<td>PSU</td>
<td>Copying</td>
<td></td>
<td></td>
<td>07/10</td>
</tr>
<tr>
<td></td>
<td>Mail Services</td>
<td></td>
<td></td>
<td>07/02</td>
</tr>
<tr>
<td></td>
<td>Telecommunications</td>
<td></td>
<td></td>
<td>07/10</td>
</tr>
</tbody>
</table>

*UNH Telecommunications TADs will be online.
Appendix VI – TADs, Seeding and Feed Entries

Student AR Subsystems

The last FY15 feed from Banner Student to Banner Finance will be posted on July 2 for UNH, UNHM and GSC. This will be for activity in the Student system that occurred on or before June 30.

The last FY15 feed from Banner Student to Banner Finance for PSU will be posted on June 30. This will be for activity in this Student system that occurred on or before June 30.

The last FY15 feed from Datatel (KSC) to Banner Finance will be posted on July 1. This will be for activity in this Student system that occurred on or before June 30.

Alumni Subsystems

All UNH gifts and record of gifts received by departments must be received by UNH Advancement prior to June 30 in order to be counted for FY15. Any gifts received after June 30 will be counted as FY16 gifts.

The last FY15 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 FY15 will not be accepted after June 26.

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

June 8
Turnaround documents available online to be updated by BSC primary contacts. FY16 telecommunication encumbrances for all Banner accounts will be generated electronically from the information you provide online.

/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 set up with account 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.

June 19
Completed online turnaround documents.

July 2
Your encumbrance numbers will be seeded into Banner.

July 9
Your first invoice of the fiscal year with a bill date of July 1 will hit Banner. These charges will be for June activity. These charges will reference all of your new FY16 encumbrance numbers.

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

The cutoff for the Facilities labor, materials, supplies and utilities billing for the June billing cycle will be June 20. Billing reports will be sent to general campus on June 22 for review. The feed to Banner Finance will be finalized on June 24 posting to Banner on June 25. Because of the quick turnaround from the cutoff on June 20 to the feed on June 24, Facilities will be providing pre-billing reports to the general campus on or about June 1, June 8 and June 15 to allow for any billing questions to be addressed and to aid with the yearend process.

Departments should increase their encumbrance documents no later than June 24 in order to make sure the encumbrance will have adequate funds in place prior to the feed to Banner Finance.

The Facilities Warehouse, Automotive Garage and Lockshop will be closed for physical inventory observation on June 25 and will reopen on 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 – The funding of UNH Computer Store purchases is determined by the store’s invoice date. Purchases must be invoiced on or before June 30 to be charged to the Old Year.

In stock items may be purchased until close of business at 4:00 PM on June 30 using Old Year encumbrances.

Items which are not in stock must be received from the vendor and invoiced by the computer store on June 30 to be charged to the Old Year. The UNH Computer Store will make every effort to fill Old Year orders placed using a general encumbrance by June 30. Ordering early will increase the chances a purchase can be invoiced in the Old Year.

The store will be closed Wednesday, July 1 for physical inventory count and other fiscal year-end procedures. The UNH Computer Store re-opens at 8:00 AM on Thursday, July 2 for the New Year.

All open orders not invoiced by the UNH Computer Store by June 30 will require a New Year encumbrance document, as all general encumbrances are closed by USNH Financial Services on June 30. Your BSC will require a copy of the Special Order document provided by the store in order to do a manual carry-forward of Old Year funds as the purchase will be expensed in the New Year.

Computer Repair Services, 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.