

UHV – YEAR-END PROCESSING

The Finance office offers the following suggestions to UHV employees to ensure compliance with university policies and procedures. These steps should be initiated as soon as July is closed in order to submit any corrections/adjustments by the set deadlines.

1. Run the 1063 report to view the budget balance available (BBA-*last column*) for all cost centers in a department. Cost centers with a deficit budget balance should be corrected *before deadlines for specific entries* by:
 - a. Expenses:
 - i. Releasing unneeded encumbrances;
 - ii. Or, transferring expenditures (voucher corrections by entering G/L journal entries);
 - iii. Or, transferring budget from another cost center (by entering BARs & G/L journal entries);
 - b. Revenue:
 - i. If negative (means receipts were less than what was planned, therefore expense line is overstated), nothing required at this time;
 - ii. If positive (means receipts were more than what was planned, therefore this amount can be made available to spend): not necessary at this time to move them to the expense line; please remember to include this figure in your department's justifications.
2. Run the UHS_NONPOSTED_VOUCHERS query for your department. This report lists current FY vouchers (i.e., vouchers with an accounting date less than the date entered) that are unposted. Delete any vouchers that were created by your department, and have been budget-checked, that will not be processed *before the deadline*. Do not delete vouchers created by Finance or by another department/person (e.g., state interest, postage, telephone, etc.). Notify Finance (Debbie Jozwiak, jozwiakd@uhv.edu for State, Melody Olsen, olsenm@uhv.edu for local) with any questions.
3. Run the UHS_PO_REQ_OPEN_COMMITMENTS query, to view outstanding PO encumbrances. Any encumbrances that will not be liquidated by a future payment should be liquidated by finalizing an existing voucher or adjusting the PO. Contact the Purchasing Department (Brenda Zellmer, ZellmerB@uhv.edu) or Finance (Debbie Jozwiak, jozwiakd@uhv.edu) with any questions or for corrections needed.



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End-of-Year Voucher Processing

Current FY Vouchers Processed in **August** (current FY):

1. Submit current year vouchers to Accounts Payable by the deadlines (state and local).
2. The Accounting Date (on the *Accounting Information* panel) should not be changed until notified. The Budget Period defaults to the date the voucher is created.
3. The Schedule Due Date (on the *Schedule Payment-Dept Use* panel) on all vouchers must be before the current FY deadline.

Next FY Vouchers Created in **August** (current FY):

1. Submit next FY vouchers to Accounts Payable beginning the allowed date.
2. The Accounting Date (on the *Invoice Information* panel) should be changed to September 1 of the next FY. A notice will appear: “You are changing the accounting date”. **In most instances**, you will choose “yes”. The budget period will then change to the next FY. Please check with Debbie Jozwiak as to whether you choose “yes”.
3. The Budget Date must also be changed to September 1 of the next FY. This appears on every Distribution Line.
4. The Schedule Due Date (on the *Schedule Payment-Dept Use* panel) on all vouchers must be September 1st or later.

Next FY Vouchers Created in **September** and beyond (next FY):

1. The Accounting Date (on the *Invoice Information* panel) should not be changed. On regular vouchers, the Budget Period defaults to the date the voucher is created which is already in the next FY. However, on PO vouchers, the PO determines the budget period.
2. The Schedule Due Date (on the *Schedule Payment-Dept Use* panel) should not be changed, unless it is necessary to pay a vendor earlier than the calculated due date.

If you have any questions about these guidelines, please contact Debbie Jozwiak at ext. 852, or email at jozwiakd@uhv.edu

