**To: Finance System Users**

**From: Lisa Ripplinger**

**Date: May 24, 2021**

**Re: Fiscal Year-End Cutoff Dates and Important Reminders**

The Accounting Office has established a series of critical deadlines for departments to charge expenses to the 2020-2021 fiscal year. These dates apply to **all funds; appropriated, non-appropriated, grant and contract funds,** and apply to accounts payable vouchers, receiving reports, expense reports, interdepartmental forms (paper forms), accounts receivable charges, spreadsheet journals and journal entries.

**Applying payments to the proper fiscal year**

By applying payments to the proper fiscal year, the University's actual expenditures and year-end liabilities are accurately recorded in the accounting system. The accounting system is used to prepare the official financial reports of the University; therefore, it is just as important to properly apply payments in non-appropriation funds as it is in state appropriation funds. Detailed Oracle/PeopleSoft instructions for entering payments in July that are to be applied to the old fiscal year will be sent out at a later date.

• Payments for goods and services received June 30, 2021, or earlier, must be applied to fiscal

2020-2021 budgets.

• Payments for goods and services received July 1, 2021, or later, must be applied to fiscal 2021-

2022 budgets.

• The date goods and services were received should be indicated on the input documents and attached invoices. This date determines the fiscal year to which the bill will be applied. Documents should be separated by fiscal year. **Note: this applies to all funding sources.**

* Please refer to the Accounting Office webpage for a list of common examples and guidance for determining the proper fiscal year: <https://www.ndsu.edu/accounting/gl/prepaid_expenses/>

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| **FISCAL YEAR END ACCOUNTING DEADLINES. NO DEADLINE EXCEPTIONS.** | | |
| WIRE PAYABLE VOUCHERS  Wire Transfers | JUNE 15, 2021  4:00 pm | Wire Payable Vouchers for FY21 expenses need to be received in Accounting by June 15th to allow time to process the wire transfer and resolve any possible issues prior to June 30th. |
| EXPENSE REPORTS  Travel/other employee expense reimbursements | JULY 7, 2021 | Expense Reports submitted on-line through July 7th will be applied to fiscal year 2021.   Expense Reports submitted after July 7th will be applied to the new fiscal year 2022. |
| INTERDEPARTMENTAL FORMS  IDB’S, Cost Transfer, Cash Transfer & Correcting Entries, & Spreadsheets to post as SSI Journals | JULY 7, 2021  4:00 pm | Forms must be received in **Accounting or Grant & Contract Accounting (grant funds)** by this date for entry by Accounting Office. |
| SALES TAX REPORTING FORMS | JULY 7, 2021  4:00 pm | Sales Tax Reporting Forms for June sales need to be submitted via e-mail to [ndsu.accounting.st@ndsu.edu](mailto:ndsu.accounting.st@ndsu.edu) by this date. |
| RECEIVING REPORTS, AP VOUCHERS and JOURNAL VOUCHERS-  entered by Accounting Office | JULY 9, 2021  4:00 pm | Forms must be received in **Accounting or Grant & Contract Accounting (grant funds)** by this date for entry by Accounting Office. Note: if sending forms in the mail, please mail by July 7th. Forms sent electronically by e-mail / through Filedrop are due by July 9th. |
| AP VOUCHERS-  entered on-line by departments | JULY 12, 2021  4:00 pm | Final date on-line AP vouchers can be applied back to fiscal/budget year 2020-2021. Note: if your department is using AP Voucher Workflow, please have your AP vouchers entered by noon on July 12th so they can route through workflow and be fully approved by the end of the day. |

**Special Reminders:**

• Forms received by the deadlines that are unsigned or missing other critical elements are considered late and may have to be applied to the new fiscal year.

• If documents need to be routed to other offices before reaching Accounting or Grant & Contract

Accounting, please start the process earlier to meet the deadlines.

• Departments need to do the best they can to ensure that the paper documents submitted near the deadline will properly pass the budget checking requirements when they are entered in PeopleSoft. Also, take special note of the Overdrawn Funds section of this memo.

NDSU departments acquiring goods & services from other departments that bill using spreadsheet imports should be aware of earlier billing cutoffs for fiscal year-end processing. Those cutoff dates are as follows:

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| **PAPERLESS INTER-DEPARTMENTAL BILLING JOURNALS** | | |
| **JOURNAL ID** | **BILLING CUTOFF DATE** | **INTERDEPARTMENTAL CHARGES** |
| TELECOM/IT | JUNE 15, 2021 | Combined Phone and IT charges |
| EMLAB | JUNE 30, 2021 | Electron Microscope charges |
| POSTAGE | JUNE 15, 2021 | Postal charges |
| POSTAGEAMH | JUNE 15, 2021 | American Warehouse Bulk Postage |
| PCSAUD PCSJTGRAPH | JUNE 15, 2021 | Printing Center service charges |
| FAMIS (motor pool, garage, central stores and work orders) | JUNE 21, 2021  JULY 12, 2021 | (Motor Pool charges 5/1/21-5/31/21 and Facilities charges from 6/1/21-6/21/21)  ( Motor Pool charges 6/1/21 – 6/30/21 and Facilities charges 6/22/21 – 6/30/21, backdate file to 6/30/21) |
| FMUTILITY | JUNE 15, 2021 | Facilities management charges: utilities |
| CATERING | JUNE 20, 2021 | Dining Services catering charges |

The spreadsheet journal files will be sent to Accounting after the billing cutoff date noted above, please allow **7-10 working days** for these journals to be processed and posted to the General Ledger. Paperless Interdepartmental billing charges occurring after the above listed dates will be posted to FY2021-2022.

**Special Notes on Interdepartmental Charges from Facilities Management:**

**FAMIS Journals:**

There will be two billing cutoff dates in order to capture all charges that pertain to the current fiscal year.

* June 21st – we will bill for **Motor Pool** charges from 5/1/21-5/31/21, and **Facilities** charges from 6/1/21-6/21/21
* July 12th – we will bill for **Facilities** charges from 6/22/21-6/30/21 and **Motor Pool** charges from 6/1/21-6/30/21

**Motor pool only:**

The final end-of-year Motor Pool posting will occur on July 12, 2021, pending receipt of billing from State Fleet; this posting will include the following charges:

1. All Motor pool reservation travel for June 1 – June 30 that are returned prior to noon Thursday, July 1, 2021.
2. All monthly assigned vehicle mileage usage (reported prior to July 2) and monthly vehicle depreciation charges for June.

**Travel & Expense Reimbursements:**

Expense Reports submitted through July 7 will be automatically applied back to FY21.  Expense Reports submitted after July 7 will be automatically applied to FY22.

Please have June or earlier expenses submitted in PeopleSoft by July 7 to have the expenses applied to fiscal year 2021.  All Expense Reports submitted after July 7will be automatically applied to the new fiscal year 2022.   Please hold off on submitting July Expense Reports until July 8.

**JPMorgan Purchasing card – Billing Cutoff Date June 30, 2021**

The monthly credit card statement for JP Morgan cuts off on June 30, 2021.

**Please be aware that purchases made near the end of June may not be posted to JP Morgan immediately and consequently may not be included on the June statement to be applied to FY 20-21.**

* If these purchases were for goods and services received by June 30 and they need to be applied to FY21 budgets, please send appropriate documentation and funding information to the Accounting Office so an entry can be prepared to record these expenses in the proper fiscal year.
* Similarly, if a transaction that posted to the June statement is for goods and services received after June 30 and they need to be applied to FY22 budgets, please send appropriate documentation and funding information to the Accounting Office so an entry can be prepared to record these expenses in the proper fiscal year.

The June Purchasing Card transactions will be split into two uploads to assist in fiscal year-end processing.

* **June 1 – June 18 transactions uploaded on June 24**
  + Users will have until midnight June 23 to view the charges for June 1 - 18 on the JP Morgan credit card website and adjust funding on their charges before they are uploaded to PeopleSoft.
* **June 19 – June 30 transactions uploaded on July 8**
  + Users will have until midnight July 7 to view the charges for June 19 - 30 on the JP Morgan credit card website and adjust funding on their charges before they are uploaded to PeopleSoft.
* **Making funding adjustments on the website will save time so you will not need to complete a Journal Voucher form to redistribute the expenses.** 
  + You can make funding adjustments on the JP Morgan credit card website as soon as a transaction is posted, so it is not necessary to wait until the 19th and 1st to start making adjustments.

**Payroll Posting**

The July 15 payroll is for the June 16 – 30, 2021 work period, so the payroll journal will be applied back to charge the June expense against the fiscal 2020-2021 budget. We will get this journal posted to the PeopleSoft general ledger after all other vouchers, journals, and expense entries for FY 20-21 are posted. An email will be sent to the PeopleSoft Finance Users list serv when this journal has successfully posted.

***Important Note:*** Departments need to be as accurate as possible in processing this payroll, as it is one of the last expense entries posted before the fiscal year-end is closed and there is no opportunity to make corrections in FY2020-2021. Any retro forms or other adjustments related to this pay period are posted in the next payroll, which will be recorded in FY2021-2022. It is also important for departments to estimate the amount of this pay period’s payroll expense and leave room in their budgets for it, so the funds and projects do not overdraw when this payroll journal is posted.

**Deficits in Local Funds**

Fiscal year-end deficits are not allowed in departmental local funds at NDSU.  Local funds are all funds other than appropriated (#30000 to 39999) or grants (#40000 to 49999).

Please contact [lisa.m.ripplinger@ndsu.edu](mailto:lisa.m.ripplinger@ndsu.edu) for any questions.

**Overdrawn Funds**

When the Accounting Office posts an expense and we find that it will overdraw the budget, we normally return the document to the department or contact the department for another funding source.

As we near the fiscal year-end deadlines, there is insufficient time to contact or return the document to the department. During July 2021, instead of contacting or returning the documents to the departments, the Accounting Office will choose a department local fund to charge the expense.

If your department prefers the Accounting Office use a certain local fund, please email that information to

[lisa.m.ripplinger@ndsu.edu.](mailto:lisa.m.ripplinger@ndsu.edu.)

**Accounts Receivable billing**

For those departments that complete Departmental Billing Invoices, the Customer Account Services copy must be completed and received by Customer Account Services on or before **July 7, 2021**, to be properly recorded in the fiscal 2020-2021 financial transactions and budget.

For those departments that upload group postings through the Move-It server or via Group Post Request, Customer Account Services needs to be notified by **12:00 pm on June 30, 2021,** in order to post the group postings within Campus Connection. Group postings cannot be backdated to **June** **30th**. If you have June charges within groups that are posting in July, please contact the Customer Account Services office by **July 7, 2021** for these to be manually recorded in the fiscal 2020-2021 financial transactions and budget. The Customer Account Services office can be contacted at 231-8782 or by email at [ndsu.customer.account@NDSU.edu](mailto:ndsu.customer.account@NDSU.edu).

For departmental deposits to Customer Account Services made during the month of July, please indicate on the deposit form whether the revenue should be applied to the old fiscal year. A year-end journal entry will be made to record an account receivable on the general ledger for any old year revenue identified on July deposits.

**Annual Capital Equipment inventory**

If you have not already done so, please complete the annual inventory list and return to Melanie Correll in the Accounting Office by **June 15, 2021**. This is the annual inventory of equipment items valued at more than $5,000 as required by State Law (N.D.C.C 44-04-07). Please contact Melanie at 231-7297 or [melanie.correll@ndsu.edu](mailto:melanie.correll@ndsu.edu) for any questions.

**Petty Cash Funds**

Petty cash funds need to be fully reimbursed as of June 30 to record the expenses in the proper fiscal year.

**Accounting Form Reminders**

When submitting forms to the Accounting Department for processing, please be sure to use the correct form for the transaction needed.  If the correct form is not used, processing will be delayed, as the incorrect form will need to be returned. Please see attached for instructions on forms, SSIs, and Bookstore SSIs.

**Electronic Signatures and Submittals**

Departments can continue to submit APVs and completed Forms with electronic/scanned signatures by e-mail.

Please submit forms such as IDBs, cost transfers, cash transfers, correcting entries, and journal vouchers to this e-mail address: [NDSU.Accounting.VendorAP@ndsu.edu](mailto:NDSU.Accounting.VendorAP@ndsu.edu). In the subject of the e-mail, state the type of form and reference number for completed Forms (example: CA 150097, JV 143358). Failure to include this subject might result in an entry being missed or not processed by accounting timely.

Please use the Secure File Transfer filedrop for AP vouchers, wire, and supplier set up documents (W9s, invoices and ACH banking information): <https://filetransfer.ndsu.edu/filedrop/ndsu.accounting@ndsu.edu> In the subject line, state ‘APV – Supplier Name’ for Accounts Payable Vouchers.