BROWN

Year-end Process – Fiscal 2016

Charlene Sweeney, Controller's Office

Agenda

- Year-end close for Brown
- Importance of the year-end close
- Year-end close information and dates
  - Purchasing
  - Accounts Payable
  - Payroll
  - Cashier
  - General Accounting

Year-end close for Brown

- No significant change in process from prior year
- Don’t wait until July!

vs.

Importance of a Close

- To prepare complete and accurate financial statements for the University for the period ending June 30, 2016 to distribute to our stakeholders (i.e. trustees, government agencies, bondholders)

Purchasing

Jane Bonacich,
Purchasing Department

Purchasing – Receipting of Goods

- If placing an order in June – the expense will be reflected in FY16 if you actually receive the items or service by June 30th

- Goods and services **received** by June 30th - initiate the task "*Create receipt*" in Workday as soon as received in order for that expense to be recorded in FY16.

Creating New Orders

- New Blanket Orders-
  - Select Blanket Orders as the requisition type
    - Reminder: PSAs are not blanket orders
  - Enter the order description and any important information in the Item Description field of the Requisition
  - Enter the Start and End Dates
    - For goods request, include dates in Item Description
    - For service request, use the Start & End Date Fields
  - Be sure to use sound estimate for order amount

Creating New Orders, cont.

Reminders:

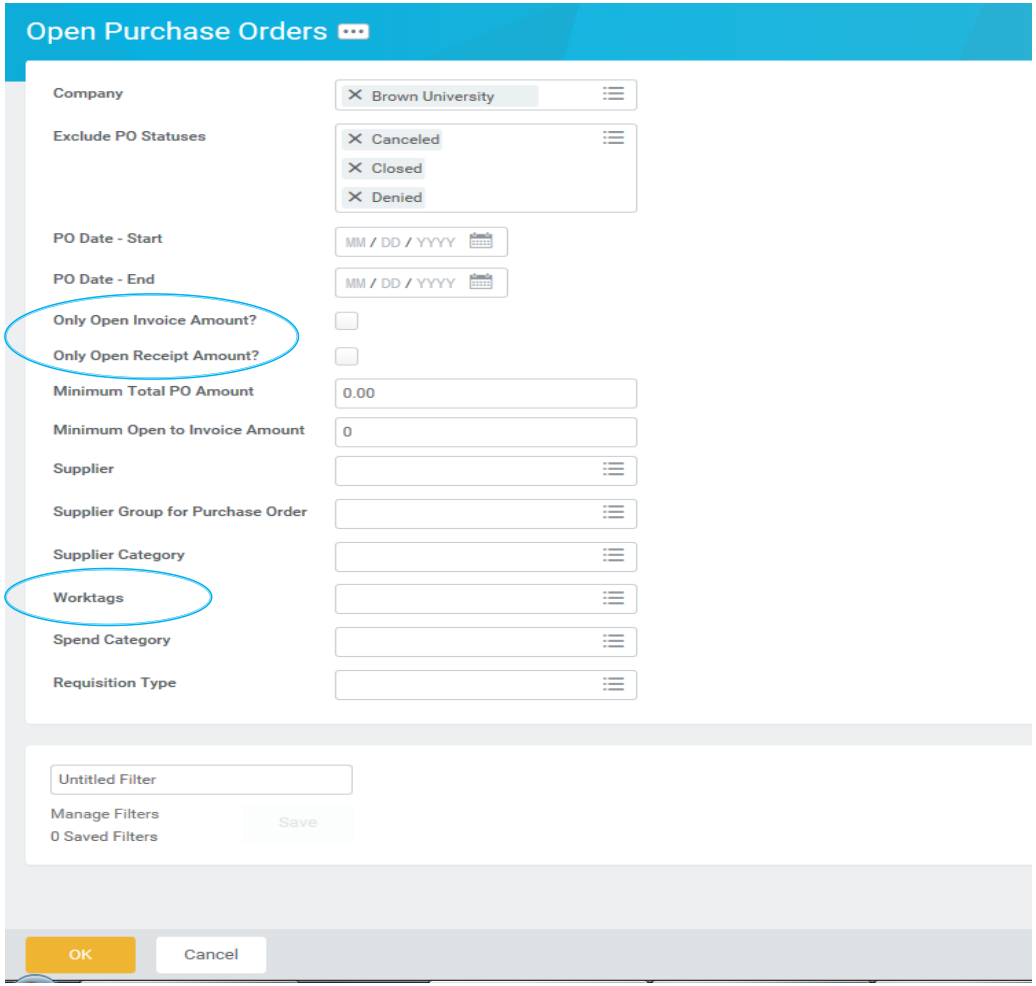
- Create punch out orders as early as possible (Standard Requisition type)
- When creating new purchase orders
  - Review the spend category listing
  - Use sound estimate and include freight to reduce change orders

Closing Purchase Orders

- All completed purchase orders need to be closed prior to year end– even those with a zero balance
  - To close a PO, Departments need to e-Mail a Close Purchase Order Request Form to purchasing@brown.edu

- To find all open purchase orders, use the Open Purchase Order report (includes Requisition Type)
  - Keep “PO Date – Start” and “PO Date – End” blank
  - De-select “Only Open Invoice Amount” and “Only Open Receipt Amount”
  - Select worktags (cost center, grant, etc.)

Closing Purchase Orders, cont.



Accounts Payable and Payroll

Charlene Sweeney, Controller’s Office

Accounts Payable – Closing Date

- Accounts Payable transactions in Workday will close at 4:00 pm on **July 14th** for FY16.
- All invoices dated June 30th or prior and are for goods or services received or performed in FY16 and have fully completed the business process will be automatically accrued in Workday (i.e. the expense will be recorded to FY16)

Expense Reports - Closing Date

- Expense reports will close in Workday at 4:00 pm on **July 14th** for FY16.
  - If the expense report is for travel or other reimbursable items incurred in FY16, you will need to <u>change the expense report date</u> to June 30, 2016
  - Workday will automatically accrue the invoice and the expense will be posted to FY16

Manual Accruals

There will be **NO** manual accruals.

Prepaid Expenses

- Expenses $2,000 or greater for FY17 requiring payment prior to July 1st can be processed by Accounts Payable if clearly marked "**PREPAID FY17**" in the memo field
  - Example: PREPAID FY17 subscriptions

- The Controller's Office will record a manual journal entry in July to record the FY17 expense

Salary Expense

- Workday records salary expense on the payroll period end date
  - Weekly and bi-weekly payroll periods ending June 25th will be posted in FY16
  - Weekly payroll period ending July 2nd will be posted in FY17
  - Bi-weekly payroll period ending July 9th will be posted in FY17

Payroll Accounting Adjustments

FY16 payroll accounting adjustments that are approved and completed thru the Workday business process by the end of the day on July 14th, will be posted in FY16

Financial Services

Wynette Zuppardi –
Financial & Administrative Services

Deposits

- Do **NOT** hold checks. Bring to the Cashier's window immediately as they are received.
- Closing – done ONCE on June 30th.
- Submit deposits, reimbursements, and transmittals by 12:00 noon on June 30th to ensure processing for FY16.

Credit Card Receipts

- Credit Card receipts will be processed by the bank receipt date. Keep in mind the timing of receipt of funds – approximately 3-5 days after transaction

Customer Accounts

- If you need to invoice for FY17 in June, use a July 2017 date on the invoice and the revenue will be reflected in FY17 beginning June 15, 2016

General Accounting

Charlene Sweeney – Controller's Office

Deficit Balances

- Endowments, spendable gifts and agency funds
  - Review the balances and clear up any deficit balance (reallocate expenses)
- Helpful reports – Supplemental Report Worklet
  - Agency Account Report
  - Endowment Income Report
  - Spendable gift report

Journals - integrations

All integrations / internal services entries need to be processed by July 14th.

- FAMIS, bookstore, dining, graphics etc.

Journal Entries

- FY16 journals will be accepted by the Controller's Office until 4:00 pm on **July 19th**
- The Controller's Office will complete its review and approval by 4:00 pm on **July 20th**

Workday Allocations – Reserves

- Facilities and sold service related allocations will be run by the Controller's Office by the close of business on July 21st

- Reserves - Allocations to close out cost centers to reserves will be run by the Controller's office by July 22nd

Journal Entries – Reserves

- FY16 designated fund transfers reserve journal entries (FD130 - reserves) will be accepted by the Budget / Controller's Office until 4:00 pm on **July 25th**
  - Use journal source Designated Fund Transfer
  - Entries will route to the budget office for review and approval
  - Units will be contacted by the budget office if any additional adjustments need to be made

QUIZ

Question #1

It is July 1, 2016 and you are tirelessly reviewing the activity in your cost center and need to correct a cost center on a supplier invoice that was recorded earlier in June. In the journal entry application you draft the journal. Which is the best answer?

a. Submit the journal as usual, the date of the journal does not matter.
b. Change the date to June 30, 2016 since it is important that the actual and budget is correct for FY 2016
c. Submit the journal as is and hope the controller's office notices and fixes it for you

Question #2

On my desk, I have a stickie with my Bat-Key, I use it for everything. The Bat-key is my account number and it will be around forever (or at least around as long as we have Workday).

True or False

Question #3

Of the following, which is an example of a Driver Worktag?

a. CC120000
b. GFT60000
c. GR520000
d. EN460000
e. PJ720000

Question #4

What requisition type is to be selected on a punch out order?

a. Blanket Orders
b. Professional Service Agreements
c. Standard
d. You do not need a requisition for Punch Out Orders

Question #5

Will Workday automatically close a purchase order that has a $0.00 balance?

Yes or No

QUESTIONS?