FY21 Year-end

Thank you for joining!

We ask that participants leave video off and microphones muted.
Questions can be submitted via chat during the Zoom session or emailed to accounting@brown.edu

Year-end Process

Fiscal Year 2021

Nichole Curley, Controller's Office
Agenda

- Importance of Year-end close
- Information and key dates
  - Purchasing
  - Accounts Payable
  - Payroll
  - Cashier
  - General Accounting
- Reminders & Updates

Year-end close for Brown

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

- To prepare complete and accurate financial statements for the University for the period ending June 30, 2021 to distribute to our stakeholders (i.e. trustees, government agencies, bondholders).

Purchasing

- 2022 Direction for Purchases
- Spend Category Reminders
- Creating New Orders
- Blanket Orders
- Receipting Goods & Services
- Closing Purchase Orders
- What’s New

Jeanne Hebert, Senior Director of Strategic Purchasing, Contracts & Insurance

Jane Bonacich, Purchasing Operations Manager and Information Analyst
2022 Direction for Purchases

- Follow Purchasing policies
  [SPCI Policies](http://www.brown.edu/about/administration/purchasing/policies)
- Be sure to have an approved PO Requisition **before** purchasing goods or services; it is a violation of Financial Policy to request a Purchase Order **after** the purchase has been made
- Preferred Suppliers are now called Strategic Suppliers
- Go to [SPCI Home](http://www.brown.edu/about/administration/purchasing/policies) page and click on Strategic Suppliers link on left; or in Workday, click on the Strategic Supplier Listing icon on the Landing page

Spend Category Reminders

- Using the correct spend category on a requisition is critical to supporting the University’s goals for strategic sourcing
- The Spend Category document is “living” document
- A reminder-
  - A dozen spend categories for IT purchases are available
  - General office purchases have multiple spend categories
- Please see the spend category listing on the Controller’s web site [General Accounting](http://www.brown.edu/about/administration/purchasing/policies)

Tip: review spend category listing whenever requisitions are being created.
Creating New Orders

Reminders:
- Create punchout orders as early as possible
  - Supplies only
  - Standard Requisition type
  - Use correct spend category
- When creating a new Non-Catalog Items requisition:
  - Use the correct Requisition Type
  - Review the spend category listing for correct spend (living document)
  - Provide pricing documentation

Blanket Orders

- The use of blanket POs should be kept to a minimum
- Purchasing policy for documentation and bid thresholds apply to blanket POs
- Contact Purchasing@Brown.edu to discuss blanket orders before creating new ones for FY2022

Reminder – Departments are required to close FY 2021 purchase orders after the last invoice has been submitted
Receipting of Goods & Services

- If placing an order in June – the expense will be in FY2021 if items/services are received by June 30th
- For Goods and Services **received** by June 30th – initiate the Workday process “Create Receipt” ASAP
- For payment to be made, attach the invoice copy to the Workday receipt before submitting, or send the invoice to Accounts Payable after the receipt is created

Note: Invoice must also be received by AP by July 13th to record the invoice in Workday. For timeliness, attaching the invoice when receipting is best practice.

Closing Purchase Orders

- All expired purchase orders must be closed by department Financial Coordinators-- even those with a zero balance
- Leaving POs open is an audit concern

Tip: Set up a routine to close purchase orders throughout the fiscal year
Closing Purchase Orders

- To find all open purchase orders, use the “Open Purchase Orders” Workday 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.)

Tip: To easily see zero (0.00) and low dollar balance POs in the report, click in column header “Open to Invoice (New)” and select Ascending to sort by remaining balance.

Closing Purchase Orders (continued)

Uncheck these boxes
What’s New

- Check out SPCI’s Project web page
  Brown Contract & Policy Management (BCM) System
  BrownBuys
- SPCI Projects://sites.brown.edu/bcpms-brownbuys/BrownBuys
  is our new e-Procurement Marketplace

Accounts Payable and Payroll

- Accounts Payable, Expense Reports & PCard– Closing Dates
- Manual Accruals & Prepaid expenses
- FY21 Salary Expense & Payroll Accounting Adjustments

Nichole Curley, Controller’s Office
Accounts Payable – Closing Date

- Accounts Payable transactions in Workday will close at 4:00 pm on **July 14th** for FY21

- All invoices dated June 30th or prior and for goods or services received or performed in FY21 that have fully completed the business process will be automatically accrued in Workday (i.e. the expense will be recorded to FY21).

Expense Reports – Closing Date

- Expense reports will close in Workday at 4:00 pm on **July 14th** for FY21.
  - If the expense report is for travel or other reimbursable items incurred in FY21, you will need to change the expense report date to June 30, 2021
  - Workday will automatically accrue the invoice and the expense will be posted to FY21
Pcard Verification and Approvals

- Pcard verifications must be completed by **July 8th** at 4:00 pm. When verifying a FY21 Pcard transaction in July, change the document date to 6/30/21 or prior to record to FY21.
- Pcard verifications with a document date in FY21 need to be fully approved through the Workday business process by **July 13th** at 4:00 pm.
- Any FY21 Pcard transactions that have not been fully approved through the business process by 4:00 pm on July 13 will be advanced forward by Central AP and recorded to FY21 on **July 14th**.
- Accounting can be reviewed and journal entries submitted to correct worktags/spend categories as needed through **July 19th** at 4:00 pm.

Manual accruals

- There will be **NO** manual accruals*  

  (*Accruals may be allowed in certain circumstances if material and must be booked directly by the Controller's Office by Friday July 19th.*

  Please contact us at [accounting@brown.edu](mailto:accounting@brown.edu)
Prepaid Expenses

- Expenses $5,000 or greater for FY22 requiring payment prior to July 1st can be processed by Accounts Payable if clearly marked “PREPAID FY22” in the memo field.
  - For example: PREPAID FY22 subscriptions

- The Controller’s Office will record a manual journal entry by July 15th to record the FY22 expense

Salary Expense

- Workday will record salary expense to FY21 through the following payroll period end dates:

<table>
<thead>
<tr>
<th>Salary frequency</th>
<th>Pay period end date</th>
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<tbody>
<tr>
<td>Monthly</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>Biweekly</td>
<td>June 19, 2021</td>
</tr>
<tr>
<td>Weekly</td>
<td>June 26, 2021</td>
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*Weekly and biweekly payroll periods ending July 3rd will be recorded in FY22
Payroll Accounting Adjustments

- FY21 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 FY21.

Create Payroll Accounting Adjustments

Financial Services

- Financial Operations & Cashier Office Updates
- Deposits
- Credit Card Receipts
- Customer Accounts

Wynette Zuppari, Financial & Administrative Services
Financial Services Operations & Cashier Updates

- Elizabeth Bacon, Manager, Financial Operations & Customer Receivables
- Cashier Office window at PRH remains closed due to COVID-19
- Operations continue for deposits on M, W, F
- Details on reopening will be published on web & T@B
- Updates to Cash and Check Handling Policy
- Brinks is currently on a limited schedule; if you need to change to update to ‘normal’ operations, please contact Financial Services Cashier at cashier@brown.edu

Deposits

- Cash and checks must not be held in the department beyond 48 hours. Please contact the cashier office as soon as possible to coordinate a deposit if you have been holding items.
- Closing – done ONCE on Wednesday June 30th
- Submit deposits by 12:00 noon on Wednesday, June 23rd to ensure processing for FY21
- No accruals/backdating on any deposits!
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

- All University departments that provide goods and/or services to customers and invoice for goods/services, are required to utilize the central system Workday. This process, Customer Accounts Receivable, ensures that all receivables are appropriately recorded to the University general ledger.
  - If you need training, or a training refresher, contact Financial Services at customeraccounts@brown.edu
Customer Accounts

- All invoices for FY21 must be created/submitted by June 30, 2021
- For FY22 -- beginning June 12, 2021, you may submit customer invoices with a date of July 1, 2021; this will reflect the revenue in FY22
- July 1, 2021, DO NOT backdate any invoices (normal policy)
- Accounts with balances over 180 days past will be reviewed with departments individually for potential write off in FY21

General Accounting

- Journal Entries
- Deficit Balances
- Workday Allocations

Nichole Curley, Controller’s Office
Journals - integrations

- All integrations / internal service journal entries will be recorded by July 14th

- These include the following internal charges:
  - Planon
  - Pinnacle (CIS Wireless/Telephone)
  - Bookstore
  - Dining
  - Graphics
  - etc.

Journal Entries – Year-end timing

- FY21 journals will be accepted by the Controller’s Office until 4:00 pm on Monday July 19th

- Be careful with dates on journal entries and include the appropriate fiscal year in the memo field to expedite posting entries!
  
  **FY21 Entries:**
  - Backdate to 6/30/21
  - Add “FY21 entry” in Workday memo field

  **FY22 Entries:**
  - Date 7/1/21 or later
  - Add “FY22 entry” in Workday memo field
Journal Entries – Year-end timing

FY 21

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FY 22

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Please confirm the year in the memo field to ensure clarity.
Otherwise....

The Controller’s Office will complete its review and approval by Monday July 19th (all operating fund activity should now be complete)
Deficit Balances

• Endowments, spendable gifts and agency funds
• Helpful Workday reports
  - Endowment Income Report
  - Spendable Gift Report
  - Agency Account Report

Designated Funds Transfers (DFTs)

• DFTs are only applicable to specific departments that need to close out funds (you know who you are)
• When submitting DFTs in Salesforce, remember to use the drop down menu to select the journal source “Designated Funds Transfer” and use spend category 9310

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<th>Journal Source</th>
<th>Designated Fund Transfers (FD130 Entries)</th>
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• DFTs route first to Budget office for approval and then to general accounting
• FY21 designated fund transfers reserve journal entries (FD130 – reserves) will be accepted by the Budget / Controller’s Office until 4:00 pm on July 23rd
• Units will be contacted by the Budget /Controller's office if any additional adjustments need to be made
Workday Allocations

- Facilities and sold service related allocations will be run by the Controller’s Office by Tuesday July 20th

- Reserves – Allocations to close out cost centers to reserves (FD130) will be run by the Controller’s office by Tuesday July 20th

*Note: Workday will be unavailable Saturday July 17th at 2 am to Sunday July 18th at 2 pm for scheduled maintenance.*

### Summary of Key Dates

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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  2. Departments must close completed Purchase Orders  
  3. Create receipt ASAP on goods received by June 30th |
| June 8  | Pcard transactions must be verified in Workday by 4:00 pm                                      |
| June 23 | Deposits must be made by 12:00 pm                                                               |
| July 13 | Pcard transactions must be fully approved through the business process by 4:00 pm               |
| July 14 | Last day FY21 operational activity including internal services, PAA’s, supplier invoices & expense reimbursements recorded in Workday. Any Pcard transactions that have not been approved will be approved by Central AP.  
  *Must complete entire business process*
| July 19 | Manual FY21 journals accepted until 4:00 pm (please remember to backdate to 6/30/21 and include FY21 in description!)* |
| July 20 | All facility allocations / sold services are run                                                 |
| July 20 | All operating fund activity is complete, and reserves allocations are run                        |
| July 23 | FY21 designated fund transfers reserve journal entries (FD130 – reserves) will be accepted by Budget / Controller’s Office until 4:00 pm (*Designated Fund Transfer journal source should be used*) |
Thank you, and happy year-end!