Cash - all funds must have positive balances

- All funds must have positive cash balances by June 30, 2014.
- To verify your fund balance, go to FCH TTH in Banner and put in your fund.
- Please note that you do not need to check fund balances on general operating funds. Funds beginning with '9500'.
- Please contact Heather Hanna at x1602 if you have any questions or need additional information.

Expenditures/Revenue/Payroll Corrections:

- All requests for journal corrections to be made for FY14 should be received in Financial Services office no later than 5:00 PM July 2, 2014. The Finance Expenditure Corrective Form can be found Online at:
  http://www.nebraska.edu/Finance/Services/forms/ExpenditureCorrectiveForm.pdf
- Please contact Heather Hanna at x1602 if you have any questions or need additional information.
- All ITT's for payroll corrections for FY14 should be submitted to Financial Services/Payroll by July 8, 2014.
Warrant for Cancellation

- Any payment that needs to be cancelled should be received in Business Services by 3:30 June 10th in order to get them processed before the state cutoff.

YEAR END

Change Fund Reconciliation

- Any department with approved change funds. Reconciliation of these funds is required by June 30th.

- If you do not have an approved change fund make sure any change money is deposited by Noon on June 30th.

Cash Deposits/Refunds

- All cash deposits must be received in the Business Services, Cashier window by 3:30, Monday June 23rd.
Invoices/BPA's/Travel Reimbursements

- Verifying all invoices with BPA's (Baran Payment Authorizations) must be received by Business Services, Accounts Payable, before 3:00 PM, July 1st.
- Please process invoices as soon as possible before June 30th; this will greatly reduce "set day" deadlines and the number of last-minute requests.
- Request reimbursement by travel dates. Use reasonable expense items only in a reasonable quantity that will be consumed in the current fiscal year.

Purchasing Cards:

PCARD Reminders:
- **Purchase orders in June on the PCARD are not guaranteed to procured in time for FY14.**
- American Express
- Use days on charge: Payment due : 30th
- Use the invoice due: Payment due: June 24th, after 3:00 PM
- All charges for this period will be posted in Finance by: 12/26, Tuesday, June 24th
- Any 12th payment PCARD items
- Use the invoice due: Payment due: June 30th, after 3:00 PM
- All charges for this period will be posted in Finance by: 12/26, Tuesday, June 30th

Accruals

- Accruals are recorded for expenditures to outside sources for which the goods or services were rendered in FY14 but have either not been received or have not been paid.
- There are two types of accruals:
  - A budget
  - An actual
Accruals Continued:

- If it is especially important that you answer the question, "Were goods or services received on or before June 30?"
  - If your answer is "yes", you have to accrue the goods and services. The goods and services were received on or before June 30.
  - If your answer is "no", accruals will only be recorded for expenditures recognized using General Operating funds, as they are needed only for other budget purposes.
  - If your answer is "yes", accruals will only be processed for purchases greater than $5,000.
  - If your answer is "no", you have a 0% accrual; the goods and services were received before June 30.

Accruals Continued:

- If an invoice is not received by June 30, please use the following guidelines:
  - For all departments, regardless of funding source:
    - Purchase orders under $500 will not be accrued.
    - Expenditures under $500 will not be processed.
    - Accruals will be processed for purchases over $500 and $500 or more amounts if any work is in progress.
  - Submit all invoices before June 30. Allow any accounting delays on payments.

Purchase Requisition/DPO Schedule:

- The following is a list of the current DPO schedule which has been discussed at the most recent Departmental Meeting:
  - The due dates are shown for each item. If a purchase requisition or DPO is not submitted by the due date, it will not be processed.
  - If a purchase requisition or DPO is not submitted by the due date, it will not be processed.
  - If a purchase requisition or DPO is not submitted by the due date, it will not be processed.

REQUIREMENTS FOR PURCHASE REQUISITIONS:

- A purchase requisition must be completed and signed by the requesting party, noting the customer and the date, department, and the amount purchased.
- A purchase requisition must be documented for each item.
- A purchase requisition must be submitted to the appropriate department for approval.
- A purchase requisition must be submitted to the appropriate department for approval.
- A purchase requisition must be submitted to the appropriate department for approval.
Purchase Requisition/DPO Schedule Cont.

- REQUISITIONS FOR NEXT FISCAL YEAR FY 2015
- Requisitions/DPO's involving FY 2014 funds may be processed prior to July 1, 2014. However, the Department must indicate the following on the Purchase Request:
  NOTE: MUST BE A FY 2014 DATE

- May 19, 2014: Purchases over $1,000 that require Competitive Bidding
- May 30, 2014: Purchases over $5,000 that do not require Competitive Bidding
- June 3, 2014: Technology Equipment Purchases
- June 10, 2014: Purchases over $5,000. This will include purchases through infant (previously Central Stores)
- June 10, 2014: Vendor Cash Balances & Vendor Cancellations
- June 16, 2014: Copy Room & Print Shop Orders
- June 20, 2014: Credit Card Purchases
- June 30, 2014: Exports and Receipts and Change Fund Reconciliation

*** ALL DATES ARE TENTATIVE TO CHANGE ***

Contact Information:
- Business Services - Barb Shafer 657-2151
- Financial Services - Reether Harris 657-1682
- Budget Office - Dean Hansen 657-1680