

**UNIVERSITY OF CENTRAL FLORIDA
FINANCE & ACCOUNTING
YEAR END PROCESSING INFORMATION
FOR THE FISCAL YEAR ENDING JUNE 30, 2009**

SUMMARY OF SIGNIFICANT DATES

- June 19, 2009 Travel reimbursements and approved invoices are due in Finance & Accounting (F&A) to ensure payment in FY 2008-2009, if sufficient budget is available.
- June 19, 2009 Interdepartmental charges and transfers will be processed if received in F&A by this date.
- June 24, 2009 Last day to key tagable asset vouchers.
- June 25, 2009 Last day to key all other vouchers except those for tagable assets.
- June 25, 2009 Last day to source FY 2008-2009 travel requisitions to travel purchase orders.
- June 25, 2009 Procurement Card (PCard) charges processed and approved for payment by this date will be paid in Fiscal Year (FY) 2008-2009, if sufficient budget is available.
- June 30, 2009 Travel completed by midnight of this date may be charged to FY 2008-2009, if sufficient budget is available.
- July 01, 2009 Blanket purchase orders (PO's) and travel PO's may be processed for FY 2009-2010.
- July 10, 2009 PCard charges with a June date received and approved by this date will have budget provided in FY 2009-2010 as long as sufficient E&G funds are available from previous FY 2008-2009. Travel reimbursements submitted for payment by this date will be charged to FY 2008-2009, if sufficient budget is available.

Please note the following information as you plan for the remaining expenditures this fiscal year.

A. PROCUREMENT CARD (PCARD)

1. Procurement cardholders may continue to use their cards throughout the month of June. Transactions that are available in UCF Financials through June 30, 2009 and are approved online by June 30 will be charged to the current budget (FY 2008-2009). All PCard transactions that are unapproved as of June 30, 2009, excluding transactions disputed with

Bank of America, will be charged to the new fiscal year's budget (FY 2009-2010). For Educational & General (E&G) PCard charges with June transaction dates, budget will be provided if the department has sufficient FY 2008-2009 E&G funds and if the charges are received and approved online prior to July 10, 2009.

2. PCard approvers should tie PCard transaction to travel POs only until June 25, 2009 to properly liquidate the PO. Approvers can resume linking PCard transaction to travel POs when the PO roll-over process is completed (anticipated date July 1, 2009).

B. TRAVEL PAYABLES (TP)

1. To ensure that payments are processed for the current fiscal year, Finance & Accounting must receive approved, corrected, and completed travel reimbursement packages and other payment documents by Friday, June 19, 2009 at 5 p.m. **F&A is not responsible for documents sent through campus mail but were not received by the deadline.** F&A recommends that travel reimbursements and other payment documents be hand delivered to F&A by 5:00 p.m. on June 19, 2009 to ensure such documents are processed and charged to FY 2008-2009 funds.
2. For all E&G travel completed by midnight June 30, 2009 but not paid in the current year, budget will be provided in the new FY 2009-2010, as long as sufficient E&G funds are available from previous FY 2008-2009.
3. Requests to close travel POs must be e-mailed to Travel Payables processors and copy the TP Supervisor (lcrouch@mail.ucf.edu). Provide the travel **PO# & traveler's name** to expedite the closing process.
4. All departmental rolled-over blanket Travel POs for FY 2008-2009 will be automatically closed if reimbursement vouchers on these blankets are not received at F&A by July 11, 2009.
5. Blanket travel requisitions for projects may be prepared for any period within the life of the project.
6. Do not process FY 2009-2010 blanket travel requisitions for departments until July 1, 2009.
7. Blanket travel POs for departments or projects must be estimated to cover travel expenses for the period covered by the blanket PO. Please remember that blanket travel requisitions/purchase orders must be for at least \$100.
8. Travel requisitions will be sourced to travel purchase orders as long as the requisitions are correctly prepared, appropriately approved and submitted online by the departments on or before Thursday, June 25, 2009. Travel requisitions with errors will be cancelled and closed. It will be necessary to resubmit these after July 1, 2009.

9. Please be aware that travel must be COMPLETED BY MIDNIGHT, JUNE 30, 2009 in order to be paid from current year funds. Travel completed after JUNE 30, 2009 will automatically be paid from the 2009-2010 budget.

C. VENDOR PAYABLES (VP)

1. To ensure that payments are processed for the current fiscal year, F&A must receive properly approved invoices by Friday, June 19, 2009 at 5 p.m. **F&A is not responsible for documents sent through campus mail but were not received by the deadline.** Departments may want to hand deliver approved invoices and other payment documents if these cannot be sent via e-mail by 5:00 pm June 19, 2009 to be processed and charged to FY 2008-2009 funds.
2. For all E&G goods and services received by June 30, 2009 but not paid in the current year, budget will be provided in the new FY 2009-2010, as long as sufficient E&G funds are available from previous FY 2008-2009. Prior to the PO roll-over on June 25, 2009, departments are responsible for notifying the Vendors Payable processors of the amount that must be left encumbered on all blanket and regular POs, if the outstanding balances are different from what the UCF Financials show.
 - **To decrease POs** – requests may be sent by e-mail to Purchasing Agents with a copy to the respective Vendor Payables processor.
 - **To increase POs** - departments must initiate online change order requisitions.
3. All departmental rolled-over blanket POs that end June 30, 2009 will be closed upon payment of the June 2009 invoice.
4. Requests to close POs must be e-mailed to Vendors Payable processors and copy the VP Supervisor (edantes@mail.ucf.edu). Provide the **PO# & vendor's name** to expedite the closing process.
5. Blanket requisitions for projects may be prepared for any period within the life of the project.

D. PROPERTY INVENTORY

Please ensure that your property inventory is completed by June 15, 2009. Property items that are unaccounted for will be marked as lost in the Property system and remain in the department's records. If you have located property that needs to be scanned and/or for any other assistance, please contact the Property and Inventory Control office at 407-823-2457.

E. OFFLINE JOURNAL PROCESSING AND INTERDEPARTMENTAL TRANSFERS

The deadline to submit interdepartmental charges and transfers to Finance & Accounting is June 19, 2009. Departments must ensure that adequate funds are available within the charging department and that payment transactions can be completed by June 25, 2009.

Finance and Accounting requests that you please review all department and project numbers under your control and work towards meeting the above deadlines. For any questions or if you need additional help, please contact the Finance & Accounting office at 407-882-1000. Your assistance in meeting these deadlines will be greatly appreciated.