

**UNIVERSITY OF CENTRAL FLORIDA
FINANCE & ACCOUNTING
YEAR END PROCESSING GUIDELINES
FOR THE FISCAL YEAR ENDING JUNE 30, 2013**

SUMMARY OF SIGNIFICANT DATES

- June 19, 2013 Travel reimbursements and approved invoices are due in Finance &
Wednesday Accounting (F&A) to ensure payment in Fiscal Year (FY) 2013, if
sufficient budget is available.
- June 24, 2013 Last day to source FY 2013 purchasing and travel requisitions to purchase
Monday orders.
- June 25, 2013 Interdepartmental charges and transfers will be processed if submitted to
Tuesday Office of Research & Commercialization (ORC) for review.
- June 25, 2013 Last day to key tagable asset vouchers.
Tuesday
- June 26, 2013 Last day to process departmental wire transfer requests in FY 2013 (except
Wednesday Payroll)
- June 27, 2013 Interdepartmental charges and transfers will be processed if submitted to F&A by
Thursday this date.
- June 27, 2013 Last day to key all other vouchers except those for tagable assets.
Thursday
- June 27, 2013 Procurement Card (PCard) charges processed and approved for payment by
Thursday this date will be paid in FY 2013, if sufficient budget is available.
- June 30, 2013 Travel completed by midnight of this date may be charged to FY 2013, if
Sunday sufficient budget is available.
- July 01, 2013 Purchasing and travel requisitions may be created for FY 2014 but these
Monday will be sourced to purchase orders only after the PO roll over process is
completed.
- July 9, 2013 PCard charges with a June date received and approved by this date will have
Tuesday budget provided in FY 2014 as long as sufficient E&G funds are available
from previous FY 2013. Travel reimbursements submitted for payment by

this date will be charged to FY 2013, 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, 2013 and approved online by June 27th will be charged to the current budget for FY 2013. All PCard transactions that are unapproved as of June 27, 2013, excluding transactions disputed with Bank of America, will be charged to the new fiscal year's budget in FY 2014. For Educational & General (E&G) PCard charges with June transaction dates, budget will be provided if the department has sufficient FY 2013 E&G funds and if the charges are received and approved online by July 9, 2013.
2. PCard approvers should tie PCard transaction to travel POs only through June 27, 2013 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 2, 2013).

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 Wednesday, June 19, 2013 at 5:00 p.m. **F&A is not responsible for documents sent through campus mail and 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, 2013 to ensure such documents are processed and charged to FY 2013 funds.
2. For all E&G travel completed by midnight June 30, 2013 and not paid in the current year, budget will be provided in the new FY 2014, as long as sufficient E&G funds are available from previous FY 2013.
3. Requests to close travel POs must be e-mailed to the Travel Payable processors and copy the Travel Supervisor (Kelley.Deb@ucf.edu). Please provide the **PO# & traveler's name** to expedite the closing process.
4. All departmental rolled-over blanket Travel POs for FY 2013 will be automatically closed if reimbursement vouchers on these blankets are not received at F&A by July 12, 2013.
5. Blanket travel requisitions for projects may be prepared for any period within the life of the project.
6. Do not process FY 2014 blanket travel requisitions for departments until July 2, 2013.

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 Monday, June 24, 2013. Travel requisitions with errors will be cancelled and closed. It will be necessary to resubmit these after July 2, 2013.
9. Please be aware that travel must be **COMPLETED BY MIDNIGHT, JUNE 30, 2013** in order to be paid from current year funds. Travel completed after **JUNE 30, 2013** will automatically be paid from the FY 2014 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 Wednesday, June 19, 2013 at 5 p.m. **F&A is not responsible for documents sent through campus mail and 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, 2013 to be processed and charged to FY 2013 funds.
2. For all E&G goods and services received by June 30, 2013 but not paid in the current year will have budget provided in the new FY 2014, as long as sufficient E&G funds are available from previous FY 2013. Prior to the PO roll-over which starts on June 29, 2013, 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 Buyers 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, 2013 will be closed upon payment of the June 2013 invoice.
4. Requests to close POs must be e-mailed to Vendors Payable processors and copy the VP Supervisor (Laura.Crouch@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 May 31, 2013. Property inventory not scanned will be marked as lost/missing 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 Tereasa Clarkson, Sr. Property Manager at 407-823-1953.

E. OFFLINE JOURNAL PROCESSING AND INTERDEPARTMENTAL TRANSFERS

The deadline to submit interdepartmental journals to:

- 1) ORC is Tuesday, June 25, 2013.
- 2) F&A is Thursday, June 27, 2013.

Departments must ensure that adequate funds are available within the charging department and that payment transactions can be completed by June 28, 2013.

Finance and Accounting requests each area to review all department and project numbers under your management and strive to meet 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 is greatly appreciated.