

CUNYfirst Year End Processing – Community Colleges

Processing Transactions for Fiscal Year 18 after June 30

July 1 – July 9

Purchasing

- FMS will accept Change Orders to existing FY'18 encumbrances (increases and decreases) until July 9. Change orders to existing PO's (increases and/or decreases) will automatically default the Budget Date from the original PO. POs must be accepted in FMS prior to creation of Change Orders.
New Purchase Orders for FY'18 should not be done after June 15. Business Units are strongly encouraged to process all new Purchase Orders and PO change orders by June 15.
- Requisitions for FY'19 can be entered into CUNYfirst. Requisitions for FY'19 can be approved in CUNYfirst, but will not pass budget check until the budget is loaded – typically in mid-July.
 - To ensure that the correct fiscal year is charged, please note the following:
 - FY'19 requisitions entered before July 1 must have a Budget Date of July 1, 2018.
 - If the requisition has already been submitted with a FY'18 Budget Date, the requestor must cancel the requisition and enter a new requisition with a Budget Date of July 1, 2018.
 - When the requisition is available for sourcing, Purchasing must verify that the FY'19 Budget Date on the requisition is July 1, 2018.

Relieving Remaining Pre-Encumbrances

- In advance of the fiscal year-end, Purchasing should review the outstanding pre-encumbrances using the POS8002 – Budgetary Activity Report (see table below for navigation).
- If the Requisition has not been sourced to a Purchase Order, have the requester cancel the Requisition.
- If the Requisition has been fully or partially sourced to a PO - Finalize the Purchase Order.

Relieving Remaining Encumbrances

- In advance of the fiscal year-end, Purchasing should review the outstanding encumbrances using the POS8001 – Budgetary Activity Report (see table below for navigation) or the query CU_FSPO_PO_REMAIN_ENCUMB
- To liquidate remaining encumbrances the buyer can:
 - Reduce the PO to the amount required to ensure that all outstanding invoices can be paid OR

- Accounts Payable can “Finalize” the voucher once the last invoice has been paid – be sure to Finalize before clicking Submit on the last voucher. **Never “Finalize” the voucher if it associated with a CUNY contract PO.**

Receipts

- Receipts must have a receipt date on or prior to June 30.
- If a receipt is entered after June 30 for goods/services received on or before June 30, you can change the receipt date by following the instructions in the attached document.



Receipt Date Change
Instructions for CUNY

- The department and AP can use the query CU_FSPO_PO_REQ_REC_INS_BY_DEPT to view the receipt date to ensure that if the voucher is to be created for FY’18, the receipt date is on or before June 30.
- CU_FSPO_PO_RECV_NO_MATCH query can be used to see what receipts have not been vouchered against.
- The receipt date cannot be changed once the voucher has been matched. This is an audit issue in both systems.

Vouchers

- **During lapsing, the voucher cannot be saved if the budget date and accounting date are not within the same fiscal year**
- For PO Vouchers, the Budget Date will default from the PO for the FY’18 encumbrances. **However, the Accounting Date must be changed from the current date of voucher creation to June 30 by the AP processor.** FMS will accept these vouchers as FY’18, Period 12
- For non-PO vouchers created during this period, ensure that the Budget and the Accounting are changed to June 30. Also ensure the accounting date and the Miscellaneous Service Date are within the same fiscal year.
- In CUNYfirst, these expenses will be booked to FY’18, Period 12.
- CU_FSPO_PO_RECV_NO_MATCH query can be used to see what receipts have not been vouchered against.

In concert with Purchasing, Accounts Payable is responsible for ensuring that all open encumbrances are liquidated once the final invoice is paid.

Relieving Remaining Encumbrances

- To liquidate remaining encumbrances AP can:
 - “Finalize” the voucher once the last invoice has been paid.

- If the last voucher is not Finalized, then Purchasing must reduce the PO to the amount spent.

July 10- August 17

Purchasing

- No new or increased PO's during this period. Only PO decreases should be processed during this period.
- **All open encumbrances >=\$25 will be rolled over in FMS on August 17 (based on FY'17 FMS roll schedule). Be sure to reduce open encumbrances in CUNYfirst to avoid rollovers unless these encumbrances will be paid in the final lapsing period.**

Receipts

- Receipts in CUNYfirst must have a receipt date on or prior to June 30. If the receipt date is not prior to June 30 in this period, the voucher will book to FY'19 in FMS.

Vouchers

- No FY'17 vouchers can be processed in CUNYfirst after August 10. Any exceptions must be approved by the Central Office.
- FY'18 vouchers must be processed with an Accounting Date and Budget Date equal to or prior to June 30.
- **Non-PO Vouchers must have a Miscellaneous Service Date equal to or prior to June 30.**
- Vouchers will post to FY'19 in FMS and automatic accruals will be generated to move the expense to FY'18, Period 13 in FMS.
- In CUNYfirst, expenses will post to FY'18.

August 20 – September 7 (based on prior year guidance)

Purchasing

- No new or changed purchase orders for FY'18 should be processed in CUNYfirst or FMS.

Receipts

- Receipts must have a receipt date on or prior to June 30. The receipt date cannot be changed once the voucher has been matched. This is an audit issue in both systems.

Vouchers

- **Only vouchers approved by the Central Office can be processed in CUNY first during this period.**
- Manual accrual packages should be entered into FMS.
- Vouchers must be processed with an Accounting Date and Budget Date equal to or prior to June 30.
- Non PO-Vouchers must have a Miscellaneous Service Date equal to or prior to June 30.
- Vouchers will post to FY'19 in FMS.
- Manual journals must be processed in FMS to move the expense to FY'18.
- In CUNYfirst, expenses will post to FY'18.
- In the event that the NYC Comptrollers' office does not approve the accrual, a manual journal entry in CUNYfirst will be required to move the expense from FY'18 to FY'19.

Useful Queries/Reports for Year-End

Query/Report Name	Description	Area	Navigation
POS8002 – Budgetary Activity Report	Open Pre-Encumbrances	Budgetary Data to be used by Purchasing and Departments	Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity Report
POS8001 – Budgetary Activity Report	Open Encumbrances	Budgetary Data to be used by Purchasing and AP teams	Purchasing > Purchase Orders > Reports > Req and PO Budgetary Activity Report
CU_FSPO_PO_REMAIN_ENCUMB	Open Encumbrances Only	Budgetary Data related to only OPEN encumbrances	Query
New Dept. Expenditure Report	Detailed data of Pre-Encumbrances/Encumbrances and Expenses	Budgetary Data (reqs, PO's, vouchers, Travel Auths and Expense Reports. This DOES NOT include credit card data) to be used by Purchasing, AP and Departments	CUNY > CUNY Financial Reports > New Dept. Expenditure Report
Budget Overview Report	Summary data of Pre-Encumbrances/Encumbrances and Expenses	Budgetary Data	CUNY > CUNY Financial Reports > Budget Overview Report

Query/Report Name	Description	Area	Navigation
CU_FSAP_CTY_ACP_REJ_BY_VCHR	Accept/Reject Vouchers from State	Accounts Payable	Query Viewer
CU_FSPO_CTY_ACP_REJ_BY_VCHR	Accept/Reject Purchase Orders from State	Purchasing	Query Viewer
CU_FSAP_CTY_NOT_INTERFACED	Vouchers not interfaced to State	Accounts Payable to be used in conjunction with log file generated and sent to users twice a day to see errors	Query Viewer
CU_FSPO_CTY_NOT_INTERFACED	POs not interfaced to State	Purchasing to be used in conjunction with log file generated and sent to users twice a day to see errors	Query Viewer
CU_FSPO_PO_REQ_REC_INS_BY_DEPT	Review of receipt dates entered	Accounts Payable	Query Viewer
CU_FSPO_PO_RECV_NO_MATCH	Receipt that have not been vouchered against	Accounts Payable	Query Viewer