

2019 Fiscal Year-End

Departmental Memo & Checklist



Campus Controller's Office
UNIVERSITY OF COLORADO **BOULDER**

2019 Fiscal Year-End Departmental Memo and Checklist

Presented by:**CU Boulder Campus Controller's Office**

ARC

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To: Departmental Administrators and Staff with Fiscal Responsibilities**From:** Laura Ragin, Assistant Vice Chancellor and Controller**Date:** June 2019**Subject:** Fiscal Year-End Significant Close Dates and Tasks

The Campus Controller's Office (CCO) wants to thank you in advance for your assistance with Fiscal Year-End (FYE) activities.

The FYE Memo provides guidance to help ensure the year-end closing processes are as smooth as possible. Our goal is to make this process easier for you, so our campus may accurately report financial information to the Office of the University Controller (OUC) and from the OUC to the State of Colorado.

Please distribute this memo to faculty and staff who have fiscal responsibilities on behalf of the University of Colorado Boulder. This memo is available online, along with other documents highlighting FYE processes on our [2019 Fiscal Year-End webpage](#). **Please check the page frequently for updates, particularly to the calendar.**

NOTE: Not all of the deadlines referenced below will apply to your area. Contact your [area accountant](#) if you have questions or need assistance.

Town Hall Meetings – Year-End Kickoff

CCO, Employee Services and the Procurement Service Center (PSC) will provide an overview of the year-end process at the two annual FYE Town Halls. During these sessions, we will discuss which essential accounting tasks you may need to complete in order to close your FY2019 books. We will also share information regarding what resources are available to assist you and your department in making this a successful year-end close. Please plan to attend one of the two sessions. You do not need to attend both.

Session Details:**Date: June 6, 2019**Morning Session: **9:30-11 a.m. or**Afternoon Session: **1-2:30 p.m.**Location: [Eaton Humanities, room 150](#)[Please RSVP](#)

Highlights and Key Reminders

June 30, 2019 marks the end of CU's fiscal year. Record all transactions related to FY2019 as June business. The OUC will hold the Finance System General Ledger for June open to allow time to process all FY2019 transactions.

Below you will find important reminders, a calendar, checklist and definitions related to the FYE closing process:

Page 4	Reminders	Deadlines for specific FYE tasks are due by the dates listed.
Page 7	Key Dates	
Page 9	Checklist	Quick reference checklist of accounting tasks and reminders to help ensure a successful close
Page 11	Accounting Tasks Explained	Describes in detail the tasks listed under Reminders, Key Dates and Checklist.

[OUC FY 2019 Year-End Processing and Deadlines](#) - Provided by OUC and the PSC, this webpage is comprised of several separate sets of instructions that explain how the various purchasing and payables activities function at year-end.

[CCO 2019 Fiscal Year-End](#) - Provided by CCO, this webpage contains useful information and links to help guide departments through FYE.

[CCO Find Your Area Accountant](#) – Contact your area accountant if you need assistance during FYE.

Acronyms and Abbreviations

The following acronyms and abbreviations may appear in this document:

Initials	Definition	Initials	Definition
AP	Accounts Payable	IN	Interdepartmental Order or Invoice
BJE	Budget Journal Entry	ISA	Internal Sales Activity
CCO	Campus Controller's Office	ISC	Internal Service Center
CIW	Central Information Warehouse	JE	Journal Entry
Concur	Concur Travel & Expense System	OCM	Office of Cash Management
CU-SIS	CU Student Information System	OUC	Office of University Controller
EOM	End-of-Month	PET	Payroll Expense Transfer
EOY	End-of-Year	PO	Purchase Order
ES	Employee Services	PPE	Pay Period End Date
FIN (or PS)	PeopleSoft Finance System	PSC	Procurement Service Center
F&A	Facilities & Administrative costs on Sponsored Projects	PV	Payment Voucher
GL	General Ledger	SPA	Sponsored Projects Accounting
FY or FYE	Fiscal Year or Fiscal Year-End (used with dates)	SPO	Standing Purchase Order
HCM	Human Capital Management (HR System in PeopleSoft)		

Reminders

Throughout the year-end process, departments should review financial statements and correct errors. Contact your [area accountant](#) in the event you find an error and need assistance with the correcting JEs. Your area accountant will contact you if CCO finds error during our review process.

Clear all clearing SpeedTypes and clearing/suspense account codes.

Submit PSC paper forms often and early (NRI, PA, SSP and supplier invoices). Allow time for campus mail to arrive. Remember, PSC deadlines are for documents to be in the PSC's possession rather than in the mail. Best option - email: apinvoice@cu.edu.

Journal date – remember to watch the journal date, fiscal year and accounting period closely. Reminder: if you are trying to post to June 2019 after first close, you must select the adjusting entry dropdown on the journal header and the journal date must be 06/xx/2019. This should update the fiscal year and period appropriately. For July business (Period 1 FY20), use a journal date of 07/xx/2019 and leave as non-adjusting entry.

Journal Entry & PET Reminders and Deadlines

Plan to get sponsored project (Fund 30/31) and gift (Fund 34) JEs created and approved by your department *prior* to the deadlines listed below. This allows CCO time to review and approve the JEs. See CCO's [Cost Transfer Policy and Guidance](#) for more information.

Restricted Funds 30, 31 and 34 Journal Entries (JEs) Deadlines for Departments		
Wed	Jun 26 – 6 p.m.	1 st Preliminary Close (Period 12)
Tues	July 9 – noon	2 nd Preliminary Close (Period 996)
Tues	July 16 – 6 p.m.	Final Close (Period 997)

PET Deadlines for Departments for Funds 30/31 Only		
Wed	Jun 26 – 6 p.m.	1 st Preliminary Close (Period 12)
Tues	July 9 – noon	2 nd and Final Close (Period 997)

It is essential that journals be approved on time within your department. However, if you miss a deadline and it is critical that the journal is processed before close, contact the appropriate CCO staff member:

- **Gift Journals:** liz.kollipara@colorado.edu 303-735-3036
- **Sponsored Project Journals:**
 - **Cost Transfers:** kristin.bruner@colorado.edu 303-492-3166
 - **Cost Sharing:** jonel.forbes@colorado.edu 303-735-7642
 - **PETs, ePERs, CU Marketplace:** lin.yang@colorado.edu 303-492-2619

We recommend that you enter Fund 30/31 and Fund 34 JEs by themselves, separate from other funds, and separate from one another. This allows journals in other funds to post faster. As noted, Fund 3x journals require an additional approval process.

Departments must create and approve PETs for FY19 **by noon on Tuesday, July 9 for Funds 30/31**, and by end of day Thursday, July 11 for non-sponsored funds. Any PETs created and/or approved after July 11 will post to FY20.

For all journals, regardless of fund, notify your departmental approver at the time you create a journal so they have time to approve it prior to the deadline. This permits time to investigate any issues, if necessary; for you to provide documentation, if required; and leaves more time for completion.

During this time of year, we may see a high number of payroll suspense entries. Make sure funding distributions for all positions are correct and approved. Any transactions hitting payroll suspense must be cleared prior to the PET deadline. You can run the HCM summary suspense report prior to the cutoff to identify employees whose payroll funding distribution will cause their payroll to go to suspense. Please make the necessary corrections to the employee's record before the cutoff. Contact Employee Services at hcm_community@cu.edu for assistance. Biweekly accrual transactions are available for correction via PETs.

Work-Study

In order for a student's work-study hours to be charged correctly, the student must have a work-study award on the CU work-study awards page in HCM and you must have the student listed on the work-study indicator page in HCM with an effective date of 5/19/19 before 6/01/19. The active work-study job box will be checked on the CU work-study jobs page when the system runs the validation of the work-study award, student's eligibility, and timing of effective date entered in system on the work-study indicator page.

In order for a student's work-study hours to be charged 30% to the correct account code, do not override the SpeedType/account when reporting the student's time in HCM. If you need to override this field for a pay period, just enter the SpeedType. Do not enter an account code in the override field. HCM will automatically assign the correct account code when the payroll is processed. Following this procedure will prevent your department from being charged 100% of the student's earnings.

If work-study students are set up incorrectly, your department will be charged 100% of the student's wages. You should review your financial statements and your student payroll setups to correct any errors and ensure that charges occur accurately to your SpeedType. Be aware of the last day for the Student Employment Office to receive payroll expense transfer requests for hourly or late pay (account 407600) to work-study (account 407700) is 4:30 p.m. on Friday, June 14. Completion of the Late Pay/Hourly to Work-Study Transfer form (found at the [Student Employment website](#)) does not guarantee that a transfer will occur. Late pay/hourly to work-study transfers are contingent upon availability of funds and student eligibility. Due to the timing, late pay/hourly to work-study transfer requests are generally unable to be processed for the 6/15/19 or 6/29/19 pay periods; however, you may contact our office to see if an exception can be made. We will do our best but there is no guarantee. Contact [Brenda Duran](#) at 303-492-3548 with questions.

Budget

FY2019 General Fund continuing budget journal entries are restricted. FY2019 temporary budgets (all funds) continue through the departmental year-end cutoff 6 p.m., July 16. FY2020 Period 1 (July 2019) budget ledgers are open for continuing and temporary budget journal entries. These require a journal date of 07/xx/2019.

Summer Session

Summer Session 2019 transactions should be charged to the Summer Session program 28889 for Summer Odd. Because Summer Session overlaps fiscal years, the Summer Session programs help you track your summer activity for the calendar year summer. The summer program numbers are the same for all departments, but the SpeedTypes vary. For additional information, the [Summer Session Informational Memo - March 2019](#) (under Summer Resources) is available online.

If you have international faculty teaching for Summer 2019, the [Office of International Student and Scholar Services](#), 303-492-8057, offers information on necessary documentation and paperwork. In addition, all new international employees must meet with an [Employee Services International Tax Specialist](#).

Office of Cash Management

For FY2019, the Office of Cash Management **will not accrue cash received after the June 28** cash deposit deadline. FY2019 cash received after the OCM cutoff will need to be manually accrued by your department. Contact your [area accountant](#) if you need assistance.

- Money received *through* 3 p.m. Friday, June 28 is due in OCM by **4:30 p.m. for FY2019 business processing**.
- Departments must manually accrue money received *after* 3 p.m. Friday, June 28.
- **ALL** cash receipts received on Monday, July 1 will be processed as **FY20** business

Procurement Card, Travel Card and Employee Reimbursements

To ensure that FY2019 travel card, employee reimbursements, cash advances and procurement card transactions post and pay in FY2019, assign these expenses to an expense report, submit and fully approve them by their respective post/pay deadlines: **June 20, 6 p.m. for employee travel/expense reimbursements** and **June 21, 6 p.m. for procurement card** transactions. For procurement cards specifically, if you miss the post/pay deadlines, allocate and itemize all remaining FY2019 procurement card transactions to expense reports by the **6 p.m. July 3**. This causes the accrual to land in the SpeedType and account code designated on the expense report, rather than landing in a default SpeedType and default account code. Travel card, employee reimbursements and cash advances will **not** be automatically accrued.

June 20	June 21	July 3	July 9*	July 16
Last day to provide campus approval for employee travel/expense reimbursements in Concur. 6 p.m. deadline	Last day to provide campus approval for procurement card expense report. Remainder will be accrued. 6 p.m. deadline	Last day to allocate procurement card expenses for the automated accrual. 6 p.m. deadline	Procurement card accruals appear on financial reports today.	Final department cutoff for FY2019 journals. 6 p.m. deadline July 9-16: This is your chance to resolve deficits that may result from the accrual entry.

*The procurement card accruals post on **July 8** so you can see the effects of the accruals on your SpeedTypes starting **July 9**. Allocations, such as GAIR, will not be applied until **July 12** so be sure to check your reports again on or after **July 13**.

Unposted procurement card and travel card transactions refer to those transactions that are more than 30 days old and are either not assigned to an expense report, assigned but unsubmitted, submitted but awaiting approval, or submitted but have been returned to the cardholder. There are three reports available: Unposted Procurement Card Aging, Unposted Travel Card Aging and Unposted Cash Advance. The first two can be viewed three ways: summary, department detail or employee detail. To have these reports emailed to your attention, email procurement.card@cu.edu. Be sure to include following information: **(1)** Email address of report recipient(s); **(2)** Report name (e.g., Unposted Travel Card Aging – Dept Detail); **(3)** Org number; **(4)** Frequency (monthly or weekly); and **(5)** Date of the month or day of the week.

Note: To help keep FY2019 business separate from FY2020 business -

- Submit PSC documents for FY2020 **business** starting **July 6** or later.
- Perform receiving on FY2020 **purchase orders** starting **July 6** or later.

Key Dates

The following dates are not all inclusive. Download the full calendar from [CCO's 2019 Fiscal Year-End](#) page.

Date	Description
Thur, June 6	<p>CIW is updated with month-end closing entries. May statements are ready for review and 1st reconciliation. Begin reviewing May reports to identify and correct errors. Clearing and suspense SpeedTypes must be cleared for year-end close.</p> <p>Join CCO at one of two Fiscal Year-End Town Halls:</p> <ul style="list-style-type: none"> • 9:30-11 a.m. <i>or</i> • 1-2:30 p.m. <p>Location: Eaton Humanities, room 150 Please RSVP</p>
Fri, June 7	CCO will begin sending daily email reminders about year-end tasks.
Thur, June 20	6 p.m. - Last day to provide campus approval for employee travel/expense reimbursements in Concur to ensure payment in FY2019. Remaining transactions will <i>not</i> be automatically accrued.
Fri, June 21	<p>Noon - CUF deadline for gift transfer requests \geq \$500,000 for 6/28 wire. Requests received after this cutoff will be processed as FY2020 business.</p> <p>6 p.m. - Last day to provide campus approval for procurement card expense reports. The remainder will be automatically accrued.</p> <p>6 p.m. - Last day to request increases to SPOs. SPOs that need to roll forward into the new year must have at least \$1 balance. Last day to close POs so that they do not roll forward into the new year. Send requests to changeorder@cu.edu</p>
Wed, June 26	6 p.m. deadline for Fund 3x journals, and Fund 30/31 PETs, from departments for 1st Close (Period 12)
Sun, June 30	Midnight is close of Fiscal Year 2019. All business transactions completed by midnight must be recorded as FY2019 activity in the correct SpeedType and account code. All assets and liabilities of your department must be recorded at the proper value. Expense for all goods/services received must be recorded in the Finance System. Revenue for all goods/services provided to external customers must be recorded as either cash received or accounts receivable if payment has not yet been received. All goods and services provided between departments should be appropriately recorded in FY2019.
Mon, July 1	Reminder: Use the correct date for June journals. Remember to change the default journal date of 07/xx/2019 to 06/30/2019 for June journals. The actuals ledger for FY20 is open in the Finance System so you can now create FY20 journals, if needed.
Wed, July 3 1st Close (Period 12)	<p>Noon - Last day to submit invoices to PSC (apinvoice@cu.edu). All invoices received by noon will be considered FY2019 business. Invoices for FY2020 business should NOT be sent to the PSC until July 6 and after.</p> <p>1st Preliminary Close for Campus – all journals must be approved by 6 p.m. (Period 12).</p> <p>6 p.m. - Last day for campuses to allocate procurement card transactions for accruals. 6 p.m. - Last day to provide campus approval for PVs in CU Marketplace for FY2019.</p>

Thurs, July 4	Holiday
Fri, July 5	USER ALERT: No FY2019 journals should be approved or manually posted. OUC will run 1st Close allocations in FIN for Period 12.
Mon, July 8	OUC will post the Procurement Card (ACCESP) accrual entry tonight.
Tues, July 9	<p>Noon - deadline for Fund 3x journals, and Fund 30/31 PETs, from departments for 2nd Close (Period 996). Fund 3x JEs must have departmental approval and all documentation to CCO/SPA by the deadline. This is the final deadline for Fund 30/31 PETs for FY19.</p> <p>OUC will post the CU Marketplace (ACCAPMKT) accrual entry tonight.</p>
Thurs, July 11 2nd Close	<p>6 p.m. - 2nd Preliminary Close for Campus - all journals must be approved (Period 996)</p> <p>Final Departmental cut-off for all FY2019 PETs - No PETs will post in Period 997.</p>
Fri, July 12	USER ALERT: No FY2019 journals should be approved or manually posted. OUC will run 2st Close allocations in FIN for period 996.
Tues, July 16 Final Close for Departments	<p>6 p.m. - Final Close for Departments and Final Cutoff for depts. to enter all JEs and BJs (All Funds)</p> <p>This is the final opportunity to check if Concur and CU Marketplace accruals created deficits in any of your SpeedTypes. If so, process an appropriate journal to eliminate the deficit today before 6 p.m.</p> <p>Accruals will post for deficits on linked Gift Fund accounts.</p>

Year-End Checklist

- ☐ Record an expense for all goods/services received by midnight, June 30. This includes goods/services purchased from other CU departments.
- ☐ Accrue best estimate of unpaid expenses for work done through June 30 on standing purchase orders for sponsored project subawards.
- ☐ Deposit all cash received by June 28 to OCM.
- ☐ Process IN transactions for all goods/services provided to the department's customers as of midnight, June 30.
- ☐ Ensure all the assets (except allowance for doubtful accounts) in auxiliary, gift fund, and renewal and replacement plant funds are in positive (debit) status.
- ☐ Ensure all the liabilities in auxiliary, gift fund, and renewal and replacement plant funds are in negative (credit) status.
- ☐ Clear all clearing SpeedTypes and account codes, including:

013106 Departmental Cash Clearing	280150 Aux Interdept Clearing/Dr
013109 Company Card Personal Charges	280151 Aux Interdept Clearing/Cr
025400 Loan Payment Clearing	315699 F&A Suspense Journals
070200 Travel Advances	410100 Suspense Salary
070500 Journal Suspense	430100 Suspense Deductions
070504 Treasury Gift Clearing Susp	430101 Suspense Taxes
150300 Undistributed Receipts	430999 Suspense Benefits
150301 Undistributed CC Revenue	552628 Bank Card Clearing
150600 Clearing Accounts	553201 Company Card Unallowable Expense

- ☐ Record all amounts owed to the department by external entities as an accounts receivable. Reconcile accounts receivable customer detail to the amounts in the Finance System.
- ☐ Calculate and adjust any allowance for doubtful accounts.
- ☐ Submit to Central Collection Services (CCS) or other applicable agency all accounts receivable more than 30 days past due.
- ☐ Analyze any past due accounts receivable and/or CCS reports and submit a request to CCO to write off those determined to be uncollectible.
- ☐ Complete a physical count of inventories and enter any needed adjustments into the Finance System, and turn in inventory worksheets to CCO by the deadline.
- ☐ Review statements for any payments over \$10,000 made in the current year for goods/services to be received after June 30. If the payment is made each year in the same amount, recording the payment as a prepaid expense is not necessary. If the payment is not made each year in the same amount, consider recording the payment as a prepaid expense.

- ☐ For goods/service that were previously recorded as prepaid expenses and were received in the current year, move the cost to expense.
- ☐ Record a prepaid expense for any payments for goods/services received this year but related to revenue generating artistic, athletic or conference events to be held after June 30.
- ☐ Ensure sales tax payable liability is properly stated for all unremitted sales taxes that the department has collected. Send the required sales tax information to CCO.
- ☐ Record unearned revenue for any payments received from external customers for goods/services not provided by June 30. Reconcile customer detail to amounts in the Finance System.
- ☐ Recognize revenue for any previously recorded unearned revenue for which the department has now provided the goods/services.
- ☐ Record deposits held in custody any amounts received from customers pending the return of goods issued to the customer. Reconcile customer detail to the amounts in the Finance System.
- ☐ Move any deposits held in custody into revenue for situations where the customer failed to return the goods as required.
- ☐ Submit a Payment Authorization to reimburse petty cash funds and record in the Finance System all petty cash purchases made in FY19.
- ☐ Submit FY20 auxiliary budget worksheets.
- ☐ Submit the supporting details for accounts receivable, allowance for doubtful accounts, travel advances, unearned revenue and deposits held in custody to CCO as requested.
- ☐ Review funding distributions on both monthly and biweekly employees to be sure that pay information is correct so that payroll suspense will be avoided.
- ☐ Submit a Gift-in-Kind Acceptance Form prior to acceptance for all qualifying non-cash gifts during FY2019 in accordance with the Gift-in-Kind section of the Accounting Handbook.
- ☐ Submit an UBIT Questionnaire form to report business activity that may not be substantially related to the university's mission of education, research or service.
- ☐ Ensure all departmental FY2019 travel card transactions, out-of-pocket expenses and cash advance transactions have been assigned to an expense report, allocated, submitted and approved by the post/pay deadlines. If not fully approved, determine whether manual accrual is needed.
- ☐ Ensure all departmental FY2019 procurement card transactions have been assigned to an expense report, allocated, submitted, and approved by the post/pay deadlines, or by the accrual deadline.
- ☐ Ensure all FY2019 payment vouchers in CU Marketplace have been submitted and fully approved by the post/pay deadline or by the accrual deadline.
- ☐ Ensure all FY2019 paper forms (NRI, PA, and SSP) and supplier invoices have been submitted to the PSC by the post/pay deadline.
- ☐ Ensure receiving has been done for all purchase orders in CU Marketplace for goods/services received by June 30.

Year-End Accounting Tasks Explained

June 30, 2019 is the end of CU's fiscal year. The university must close its accounting records and prepare financial statements for audit and publication. Within our decentralized financial management structure, each department plays a critical role in ensuring that all financial transactions for the fiscal year are entered correctly into the Finance System General Ledger. This requires that all assets, liabilities, revenues and expenses are correctly stated as of midnight June 30, 2019.

The following information can support and guide you in this task. This covers the most common topics and accounts used by departments, especially balance sheet accounts for auxiliary and self-funded activities (Funds 20, 26, 28 and 29).

Please review each of the below topics for each topic in which you have or should have financial activity in any of your SpeedTypes. Please complete the review step and ensure that the accounting is correct for that topic. Your [area accountant](#) is available to assist you throughout FYE.

Accounts Payable Credit Memo Reclassification

The OUC decides whether to enter an accounts payable reclassification entry if a vendor has a net credit balance based on materiality. Departments do not need to take any action. The Book Store should make their own entries for data that exists only in their systems and has not yet fed to the Finance System AP.

Accounts Receivable (010000-014999)

All amounts due the university for goods/services provided but for which payment has not been received by June 30 are shown as accounts receivable. All other amounts legally due the university but not paid by June 30 are shown as accounts receivable. Do not record accounts receivable upon signing agreements to provide goods/services. Accounts receivable and revenue may only be recorded after the goods/services have actually been provided. Use the accounts receivable account that most accurately describes the nature of your customer. Do not use the Letter of Credit (LOC) accounts (010000-010101) or the BRS accounts (012901-012902). Ensure that you have booked all accounts receivable owed to the department from external parties. Also, verify that your customer detail balances reconciles to the dollars in each SpeedType.

Accounts Payable Manual (100100-100199)

The accounts payable manual accounts are provided for departments to record accounts payable that have not been recorded through the accounts payable system or the PSC year-end accrual process. Review your SpeedTypes after each preliminary close to determine if any manual accruals are needed. If you use these accounts, ensure that the June 30 balance reflects only amounts owed to an outside entity as of June 30, 2019 and that have not been accrued via the automated accrual process. Ensure that you have detail by vendor to support the amounts in each SpeedType. Please review the section on *accruals* (below) for further information along with instructions on how to enter an accrual JE. Consult with your [area accountant](#) prior to entering manual accruals if you are unsure about the transaction.

Accruals

Year-end accrual is a process to recognize expenses/revenues for goods or services received/rendered before close of business in the current year but which will be paid in the following year. Example: equipment ordered in CU Marketplace arrives on June 26 but the invoice is not received until July 24. All such expenses are accrued by recording a journal entry for the expense and an accounts payable liability in June. These entries are then reversed in July in order to avoid duplicating the expenses when the transactions are processed the following year through our regular procedures.

For all SpeedTypes, FY2019 must be charged for all goods and services received on or before midnight, June 30, 2019. Failure to do so understates our liabilities and expenses resulting in erroneous financial reports. Goods are received and payable to the vendor if we have taken custody of the goods from the vendor, either directly or from a common carrier (UPS, FedEx, USPS, etc.), and we have not notified the vendor within a reasonable time that we are rejecting the goods. This includes goods received at the Distribution Center but not yet delivered to the departments. The only exception is if the purchase terms include a test period and that test period has not expired.

For sponsored projects, work done in FY2019 for a subaward to another entity must be accrued as a FY2019 expense. Contact the entity to get their best estimate of the amount owed as of June 30.

To accrue an expense when the goods or services have not actually been received is in violation of Generally Accepted Accounting Principles. Therefore, please follow the accrual process only for goods and services actually received by midnight, June 30. Goods and services received after this date must be accounted for as a FY2020 expense.

Please process all receiving transactions and SPO approvals as soon as possible throughout June. This will avoid a large volume during the last days of the year and ensure that our accounts payable and expenses are properly stated.

CU Marketplace and Procurement Card Accrual Process

Please refer to [FY 2019 Year-End Processing and Deadlines](#) available from the Office of University Controller to determine if CU Marketplace or procurement card transactions will be accrued.

Manual Accruals

If any June expenses payable to external entities that were not accrued through the CU Marketplace or procurement card accrual processes, departments must manually accrue these via a journal entry as explained below. The departmental JE deadline is July 16, 2019. If you are unsure, please consult with your [area accountant](#) to determine whether a manual accrual is necessary.

Manual accruals must be entered as an accrual JE so that they will be reversed in July to offset the expense that will be booked in July through our normal processes. The JE will be:

- Journal ID should be in the format “ACC-xxx” and journal date should be 06/30/19. You should also set the journal to reverse at the beginning of the next period. This will automatically generate a reversal in July. The xxx can be a value of your choice within the 10 character limit.
Debit: SpeedType/account code to be charged for the expense
Credit: SpeedType and account code 100100 (accounts payable manual)
- Include the voucher and invoice number (if applicable) in the JE reference field to facilitate follow-up and attach any supporting documentation to the journal.
- A reversing journal entry will automatically be made in July with the same Journal ID as the original and a journal date of 07/01/19. If you set the journal to reverse at the beginning of the next period, or ensure the Journal ID begins with ACC, you do not need to manually enter a reversing journal in July.

Allowance for Doubtful Accounts (015000-019999)

If you have accounts receivable (accounts 010000-014999) then you need to make sure you have calculated and booked an allowance for doubtful accounts. This is your best estimate of the accounts receivable on hand that you will not collect and should be based on your history. Information is available in *The Guide* chapter 12 on [Accounts Receivable and Allowances](#).

Budget Journal Entries Deadline

BJEs for FY2019 General Fund continuing budgets will no longer be processed to allow for the continuing budget roll forward. Departments can enter temporary budgets for FY2019 through July 16. BJE questions can be directed to Jan Baker, 303-492-8926.

July 2019 (Period 1 of FY2020) is open and departments can enter both continuing and temporary budgets for FY2020. Make sure the journal date is 07/xx/19. When you enter a 07/xx/19 date, a message may pop up stating you are in an unopen period. You may still enter the budget journal by clicking “ok.”

Budget Preparation for Fiscal Year-End

Now is the time for departments to take an in-depth look at their programs and make appropriate budget adjustments and PM corrections. Here are some things to consider:

Use the m-Fin Revenue and Expenditure Summary Statement to compare your expense budget to actual expenses and project what you expect your year-end actual expenses will be. Are expenses on target? If your expense budget does not match your actual expense projection, please make temporary adjustments in the appropriate budget pools. Are transfers or journal entry corrections needed to avoid a deficit at year-end? Do you need to transfer cash to your renewal & replacement SpeedType to fund future planned equipment maintenance or purchases, remodeling, or a new building? Now is the best time to make these types of adjustments to your budget.

If you manage auxiliary funds, in addition to the above, remember to examine what your expenses look like relative to revenue. What is your final revenue projection for the year? If your projection for FY2019 revenue is insufficient to cover your projected expenses, is your cash balance adequate to cover a deficit and avoid interest on negative cash balances?

It is also time for departments and vice chancellor areas to estimate General Fund cash carry-forward balances and to make a plan for the use of these dollars.

Cash & Warrant (Checks) Cutoff

The final FY2019 check run will be June 28. All requests for June warrants must be received by PSC by the deadline to ensure payment in FY2019 (e.g., PA, NRI, SSP, PV and supplier invoices).

In order for us to technically consider an invoice paid as of the end of FY2019, all checks printed by June 28 must be distributed by midnight, June 28. If you are holding any checks from Accounts Payable or Payroll, please get these distributed, hand delivered, or mailed by midnight, June 28.

If you have any warrants that need to be cancelled, notify the PSC no later than noon, June 27. Requests for cancellation must include the department, name and phone number of the person authorizing the cancellation, and an adequate reason for the cancellation. You should cut the signatures out of any checks to be cancelled.

Cash Receipt Cutoff and Processing

Midnight, June 28 is our cash cutoff. Cash received before midnight should be recorded as FY2019 business. Cash received after midnight must be deposited and recorded as FY2020 business.

Cash received through 3 p.m. June 28 is due in the Office of Cash Management by 4:30 p.m. Cash received after this time on June 28 must be manually accrued by the department. Contact your [area accountant](#) for guidance.

Clearing SpeedTypes and Account Codes

Some SpeedTypes have been set up to book initial transactions that are later analyzed and moved (cleared) to other SpeedTypes, such as, for example, a departmental payroll suspense SpeedType. Ensure that all clearing SpeedTypes and account codes have cleared and no balances are left in the clearing accounts.

Contingent Liability (150000)

There are very specific criteria set forth in Generally Accepted Accounting Principles (GAAP) used to determine if a contingent liability exists. This goes far beyond just the possibility of incurring a future payment. Contact your [area accountant](#) before using this account.

Contracts Payable (100200)

The contracts payable account is used to record amounts due to external parties under a formal contract arrangement that have not been recorded through the accounts payable system. The use of this account is unusual. Contact your [area accountant](#) to confirm that you have a valid use for this account. Please review the section on *Expense and Accounts Payable Accrual* (below). If you use this account, ensure that the June 30 balance reflects only amounts owed to an

outside entity as of June 30 that have not been accrued via the PSC accrual process. Ensure that you have detail by vendor to support the control dollars in each SpeedType.

Deposits Held in Custody (150400)

Deposits held in custody records cash receipts of money that belong to and are owed back to an external party. This is cash held for return to the depositor upon their satisfactory performance. When certain future conditions are met, funds are returned to the depositor. If the conditions are not met, the university retains the cash as revenue. An example would be a security deposit held for the issuance of a chemistry lab tray. When the lab tray is returned, the deposit is returned to the depositor. If the lab tray is not returned by the due date and in the condition required, then all or part of the deposit is moved to a revenue account. This revenue is then used to replace the lab tray.

Deposits abandoned by the depositor become unclaimed property. Please see the [Treasury Unclaimed Property Policy](#).

Ensure that you have detail by depositor to support the control dollars in each SpeedType. Review all deposits held in custody by depositor. Move to revenue any deposits for which the depositor has not satisfactorily fulfilled the requirements to have the deposit returned.

Employee Reimbursements (Out-of-Pocket Expenses)

To ensure posting and payment in FY2019, assign out-of-pocket expenses to expense reports that are submitted and fully approved by the post/pay deadline. If you miss this deadline, you must create the expense report for the employee to receive reimbursement; however, you may also need to manually accrue the expense. Refer to [FY 2019 Year-End Processing and Deadlines](#) for more information.

Gifts – Non-cash (Gift-in-Kind or GIK)

Per Generally Accepted Accounting Principles, we must record qualifying non-cash gifts to the university. These are usually gifts of equipment. Any GIK valued \geq \$5,000, or attached to a written contract or agreement, or subject to additional reporting requirements (such as NCAA reporting), or that is an addition to an existing collection (subject to one exception), or for which the donor requires a tax receipt from the university requires: 1) the completion of a GIK Acceptance Form and 2) the approval of the campus controller prior to taking custody of the gifted item. Follow the [Gifts-in-Kind section of the Accounting Handbook](#). The Acceptance Form and approval by the campus controller must be completed by June 28.

IN Cutoff and Processing

It is the responsibility of all Internal Service Center (ISC) departments (EPC 2100 SpeedType) and all other departments to control the cutoff of their interdepartmental sales. Interdepartmental sales should not be booked as June activity if the purchasing department has not received the goods or services by June 30. It is inappropriate accounting to record an interdepartmental expense in FY2019 for goods or services to be received after June 30. Likewise, it is inappropriate to hold until July any Interdepartmental Invoices (IN) for goods and/or services sold in June. In addition, do *not* accrue interdepartmental sales as either accounts receivable or accounts payable. If the department has provided the goods or services by June 30, then the IN must be processed by recording the interdepartmental revenue to the selling unit, and the expense to the buying unit.

Inactivating SpeedTypes

Keep in mind the last day to request CCO to inactivate SpeedTypes for FY2019, to allow enough time to process. SpeedTypes cannot be inactivated from June – July. The purpose of this is to keep from having transactions unnecessarily going into suspense. There is a moratorium on retiring sponsored projects during the month of July because June allocations continue to run in July. SpeedType inactivations will resume in August.

Inventories (030000-049999)

Departments should record as an asset all significant supplies or other consumable inventories, including inventories for resale for those inventories totaling \$35,000 or more per location. All inventories recorded on the balance sheet must be physically inventoried by June 30. All inventories must be adjusted to reflect actual value of the inventory on hand as of

June 30. Enter your adjusting JE, if required, and submit your inventory reconciliation and a copy of your adjusting JE to greg.roers@colorado.edu.

Other Accrued Expense (105400)

This account is provided to record liabilities that do not reasonably fit any other liability classification. The use of this account is unusual. Contact your [area accountant](#) to confirm that you have a valid use for this account. If you use this account, ensure that the June 30 balance reflects only amounts owed to an outside entity as of June 30 and that have not been accrued via the automated accrual process. Ensure that you have detail by vendor to support the amounts in each SpeedType.

Payroll Accrual

The biweekly payroll period ending June 29 will be 100% accrued (expensed) to June (FY2019). The pay date is July 13th.

Payroll Expense

Make sure all payroll expense is reflected in the correct SpeedType. Any errors should be corrected by using a Payroll Expense Transfer (PET).

Payroll Expense Transfer Requests Involving Work-Study End-of-Year

If your work-study students are set up incorrectly, your department will be charged 100% of the student's wages. You should review your financial statements and your student payroll setups to correct any errors and ensure that charges occur accurately to your SpeedType.

Be aware of the last day for the Student Employment Office to receive payroll expense transfer requests for hourly or late pay (account 407600) to work-study (account 407700) is Friday, June 14. Completion of this form does not guarantee that a transfer will occur. Late pay and hourly to work-study transfers are contingent upon availability of funds and student eligibility.

Complete the Late Pay/Hourly to Work-Study Transfer form on the [Student Employment website](#). The Student Employment Office must receive payroll expense transfer requests by 4:30 p.m.. For more information, contact [Brenda Duran](#) at 303-492-3548. Due to the timing, late pay/hourly to work-study transfer requests are generally unable to be processed for the 6/15/19 or 6/29/19 pay periods; however, you may contact our office to see if an exception can be made. We will do our best but there is no guarantee.

In order for a student's work-study hours to be charged correctly, the student must have a work-study award on the CU work-study awards page in HCM and you must have the student listed on the work-study indicator page in HCM with an effective date of 5/19/19 before 6/01/19. The active work-study job box will be checked on the CU work-study jobs page when the system runs the validation of the work-study award, student's eligibility, and timing of effective date entered in system on the work-study indicator page.

In order for a student's work-study hours to be charged 30% to the correct account code, do not override the SpeedType/account when reporting the student's time in HCM. If you need to override this field for a pay period, just enter the SpeedType. Do not enter an account code in the override field. HCM will automatically assign the correct account code when the payroll is processed. Following this procedure will prevent your department from being charged 100% of the student's earnings.

Payroll Overpayments

Please notify [Chris Zetterholm](#) of any payroll overpayments that have not been collected and that are still reflected as payroll expense in your SpeedType. CCO may make an entry to reduce payroll and benefit expense and show this as an accounts receivable. This entry reverses in July so that the normal payroll overpayment collection process can proceed.

Petty Cash and Payment Authorization Cutoff

Petty cash fund reimbursements and Payment Authorization (PA) forms must be received by the PSC by the deadline to ensure posting and payment in FY2019. FY2019 expenses paid by petty cash that miss the post/pay deadline must be manually accrued.

Prepaid Charges (070100)

A prepaid expense asset account is used for payment of goods or services that have been received and used by the university, but for which recognition of the expense will be in fiscal year, usually to match with the revenue generated by the expense. Use of this account is limited to very special situations. This typically occurs for conferences, plays, theatrical productions, concerts, etc., where pre-production expenses are incurred this year for next year's event. Contact your [area accountant](#) before using this account. If you have an authorized use of the account, then ensure that the June 30 balance reflects only amounts to be recognized as an expense next fiscal year.

Prepaid Expenses (070000)

Prepaid expenses occur when you make a payment this year for services to be received next year. Common expenses are rent, leases, insurance premiums, dues, maintenance agreements and subscriptions. Here are some examples: rent paid for 6 months in advance; an insurance premium paid to provide coverage for the next 12 months; a maintenance agreement paid to cover equipment for the next 12 months; a two-year subscription. In each situation, we are paying a full amount today for service to be provided in the future that crosses into the next fiscal year. If the service is cancelled, the unused balance is returned.

This category of asset is different from inventory because they represent services. There are no physical goods involved.

Recording every prepaid expense is not administratively feasible. Therefore, the prepaid expense account should be used only for one-time payments of **more than \$10,000**. For recurring payments such as leases, dues, maintenance agreements, etc., where the amount expensed from year to year is essentially the same, recording a prepaid amount is not necessary.

Review your expenses for the year. If you have made any payments for services that will be received next fiscal year, determine whether that payment must be deferred. If yes, enter a JE to credit the expense and debit prepaid expense 070000. Contact your [area accountant](#) if you would like to consult on whether something qualifies as a prepaid expense.

Review any prepaid expense asset on your balance sheet. Make sure these reflect only payments per the criteria above. Any amount in prepaid expense that represents services received this fiscal year must be expensed. Enter a JE to credit prepaid expense (070000) and debit the appropriate expense account. Ensure that you can provide detail of prepaid expenses by vendor and services that supports the control dollars in each SpeedType.

Procurement Card

Assign all procurement card purchases with a transaction date of June 30 or prior to an expense report. They should be submitted and fully approved in Concur by either the post/pay deadline or by the accrual deadline. Allocate all FY2019 transactions to the destination SpeedType(s) and itemize to the appropriate expense type(s) for an accurate accrual. Refer to [FY 2019 Year-End Processing and Deadlines](#).

Renewal & Replacement Plant Funds – Fund 72 (general funds) and Fund 78 (auxiliary/ self-funded funds)

The renewal and replacement plant funds are used to set aside and accumulate funds for planned future expenditures, typically for equipment purchases. Departments should enter cash transfer journals to fund their plans for renewal and replacement plant funds. These funds may be spent out of the renewal and replacement plant fund only if you are purchasing capital assets – usually equipment that costs \$5,000 or more per item.

Sales Tax Payable (100400-104099)

Ensure that your sales tax payable liability reflects sales tax collected, but not remitted to the taxing authority. Send your sales tax reports to salestax@colorado.edu.

Subawards

Sponsored project work done in FY2019 on a subaward to another entity must be accrued as a FY2019 expense. Contact the other entity to get their best estimate of the amount owed as of June 30.

Summer Session Instructional Expenses

Summer Session 2019 transactions should be charged to the Summer Session program 28889 for Summer Odd. Because Summer Session overlaps fiscal years, the Summer Session programs help you track your summer activity for the calendar year summer. The summer program numbers are the same for all departments, but the SpeedTypes vary. For additional information, the [Summer Session Informational Memo - March 2019](#) (under Summer Resources) is available online

If you have international faculty teaching for summer 2019, the [Office of International Student and Scholar Services](#), 303-492-8057, offers information on necessary documentation and paperwork. In addition, all new international employees must meet with an [Employee Services International Tax Specialist](#).

Travel Card

To ensure posting and payment in FY2019, assign travel card transactions to expense reports that are submitted and fully approved by the post/pay deadline. Expenses that missed this deadline may be manually accrued. Refer to [FY 2019 Year-End Processing and Deadlines](#).

Unearned Revenue (150200)

Unearned revenue occurs when a customer pays you cash this fiscal year for goods/services that you provide next fiscal year.

For example, a customer gives you an order for 10 hours of service and pays you before you do the work. You have unearned revenue only if you have received the payment. It is incorrect to book accounts receivable and unearned revenue on the basis of a signed contract. You have to receive cash in advance of providing the goods/services in order to record unearned revenue. Review your cash payments from your customers. If you have received the cash but will not provide the goods or services until next fiscal year, that cash receipt must be taken out of revenue and recorded as unearned revenue.

If you have previously recorded unearned revenue, review the item for each customer. If by June 30 you have provided the goods/services related to that unearned revenue, then enter a JE to recognize the unearned revenue as actual revenue. Ensure that you can provide detail by customer that supports the control dollars in each SpeedType.

Undistributed Receipts (150300)

This account should be zero for year-end. All receipts should be identified and distributed to the proper SpeedType/account code.

Unrelated Business Income Tax (UBIT)

Review the CCO [Unrelated Business Income Tax - Policy and Procedure](#) - (UBIT). Report any activities you conduct that may qualify as unrelated business income using the [UBIT Questionnaire form](#) and send the completed form to tz.yu@colorado.edu.