

JAX STATE

JACKSONVILLE STATE UNIVERSITY

Fiscal Year End Training

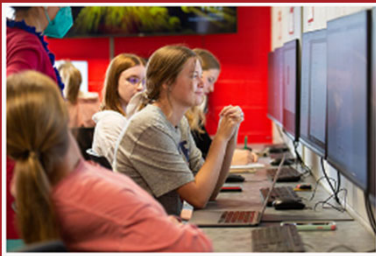
David Lyon - Controller
Janice Thomas – Asst. Controller
Denise Hunt – Director of
Procurement

July 17, 2024



The FRIENDLIEST CAMPUS *in the* SOUTH





Year-End Preparation

JSU's fiscal year-end of September 30, 2024, is fast approaching, and as in prior years, we ask for your assistance. These activities help ensure the accuracy and completeness of the institution's financial information. We will discuss transaction processing deadlines, system availability dates, and other year-end information. All departments are responsible for ensuring the deadlines applicable to their area are met.

Discussion Areas

- FOAP review (line-item transfers, encumbrance analysis)
- Review receiving & Confirm Shipping Status
- Timely invoice submission
- Review contractual obligations & terms (payment and end dates)
- Discuss travel plans (virtual conferences, train the trainer, alternate, membership rates)
- Cost trade-offs/Controlled spending
- Grant & Centers (Line-Item Appropriation) Budget Meetings
- Budget Manager Review

F	O	A	P	A	L
Fund	Organization	Account	Program	Activity	Location
Indicates the source of money and how it must be used 94130	Departmental entities or budgetary units within the district 65500	Describes the nature of expenditures, revenues, assets, liabilities and fund balances 76007	Functional reporting classification for tracking use of funds for financial reporting purposes 60	A user defined element to be used for independent reporting needs <u>not</u> required for external reporting purposes	Identifies physical location of financial activity and fixed assets
See Below	Dept Org #	See Next Slide	See Below	---	---

Chart of Accounts

Fund Type

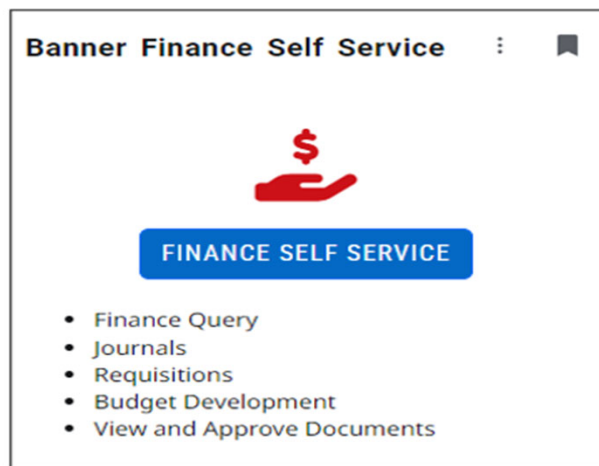
- 1 General
- 2 Restricted
- 3 Auxiliary
- 5 Scholarship
- 8 Agency
- 9 Capital Projects

Banner 9 integrates the Student, Finance and Human Resource Systems. Banner Finance was specifically designed for higher education fund accounting and is JSU's central repository for all financial data.

<u>Program Code</u>	<u>Title</u>
10	Instruction
20	Research
30	Public Service
40	Academic Support
50	Student Services
60	Operation and Maintenance
70	Institutional Support
80	Scholarships and Fellowships
85	Associations
90	Auxillary Enterprises
98	Depreciation
99	Revenue



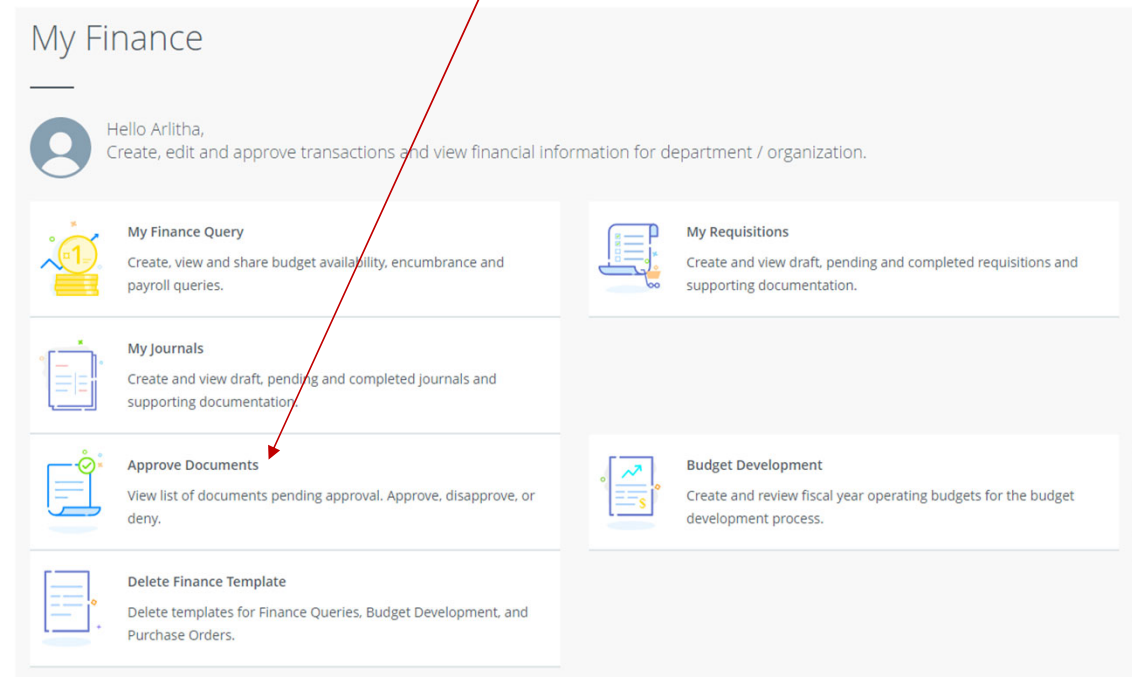
Document Approvals



All requisitions awaiting budget manager approval must be approved or deleted prior to Banner Self-Service Finance being disabled at the end of the day of September 30.

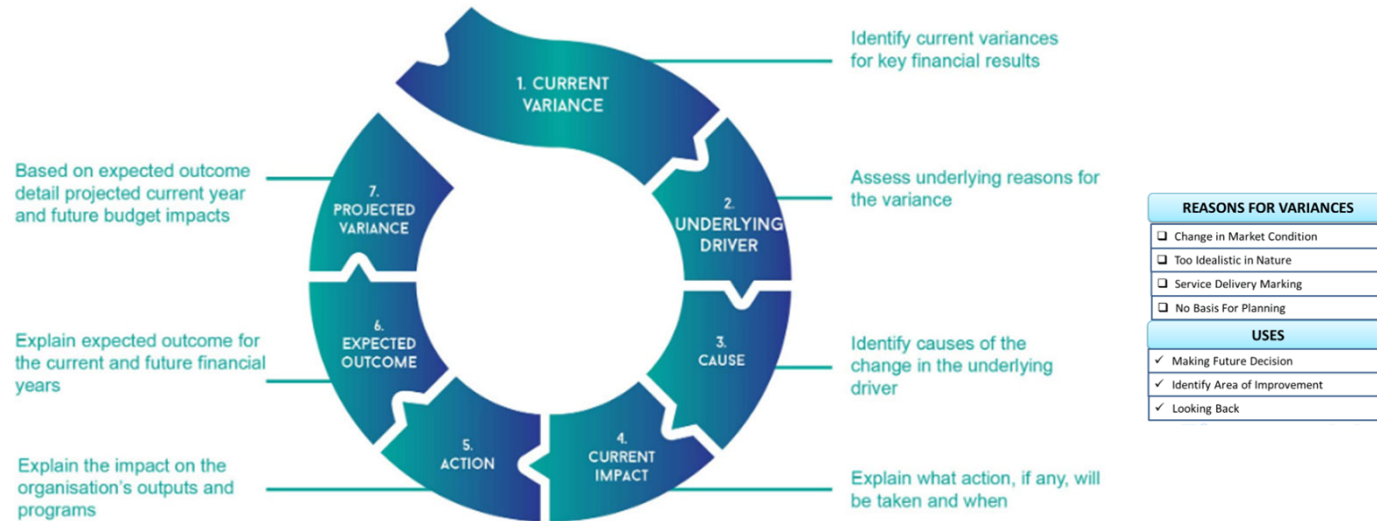
PLEASE CONFIRM THAT YOUR DOCUMENTS ARE APPROVED

- To view a document prior to approval, click on the document number. See SOP on Controller's website
- Select a document for approval or disapproval



FY24 Budget Monitoring

Have your budget managers conduct a Variance Analysis to identify the gap between the planned outcome (The Budgeted) and the actual outcome (The Actual).



BUDGET VARIANCE ANALYSIS

Budget Monitoring

Search Query

Create New Query

Open Banner Self-Service > [Click My Finance Query](#) > [Click New Query](#) > *Budget Status by Account Query*

Select Query Type

Budget Quick Query

Enter the respective Fund, Organization, and Account - 7% (Operating Expenses)

Values

Chart *

J Jacksonville State University

Index

Choose Index

Fund

10000 Current Unrestricted

Organization *

60001 VP Finance and Administration

Account

7%

Program

Choose Program

Create New Query **Scroll down and enter the fiscal year and fiscal period of 14 > Click SUBMIT**

Fiscal Year *	2021 <input type="button" value="x v"/>	Fiscal Period *	14 <input type="button" value="x v"/>
Comparison Fiscal Year	2022 <input type="button" value="x v"/>	Comparison Fiscal Period	14 <input type="button" value="x v"/>



Budget Monitoring

Use this screen to check encumbrances, payments, and available budget.

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

VP Finance and Administration - 60001

Query Results

Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date	FY22/PD14 Commitments	FY22/PD14 Available Balance
70000	Operating Expenditure Budget Pool	●	\$452,837.13	\$0.00	\$0.00	\$452,837.13
71010	Travel Employee	▲	\$0.00	\$1,040.83	\$0.00	(\$1,040.83)
71020	Travel Employee Recruitment	▲	\$0.00	\$926.84	\$0.00	(\$926.84)
71050	Non-employee Travel	▲	\$0.00	\$219.78	\$0.00	(\$219.78)
72010	Office Supplies	▲	\$0.00	\$1,605.27	\$0.00	(\$1,605.27)
72018	Software	▲	\$0.00	\$1,900.00	\$0.00	(\$1,900.00)
72022	Departmental Supplies	▲	\$0.00	(\$1,425.00)	\$0.00	\$1,425.00
72101	Maintenance and Repairs Buildings	▲	\$0.00	\$10,255.00	\$0.00	(\$10,255.00)
72102	Maintenance and Repairs Automotive	▲	\$0.00	\$260.00	\$0.00	(\$260.00)
72106	Maintenance Contracts	▲	\$0.00	\$1,130.14	\$0.00	(\$1,130.14)
72201	Postage	▲	\$0.00	\$63.90	\$0.00	(\$63.90)
72501	Advertising and Promotions	▲	\$0.00	\$519.13	\$0.00	(\$519.13)
Report Total (of all records)			\$460,306.18	\$432,452.55	\$13,913.82	\$13,939.81

Users can drill down to see the document and activity.

I0239789 – Invoice Number

!0028370 – ACH Transaction

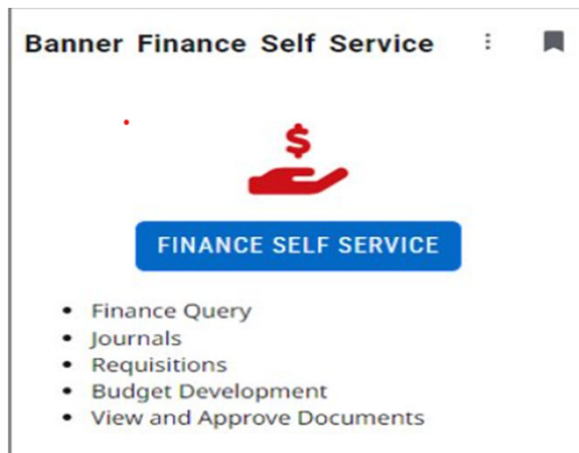
01244817 – Check Payment



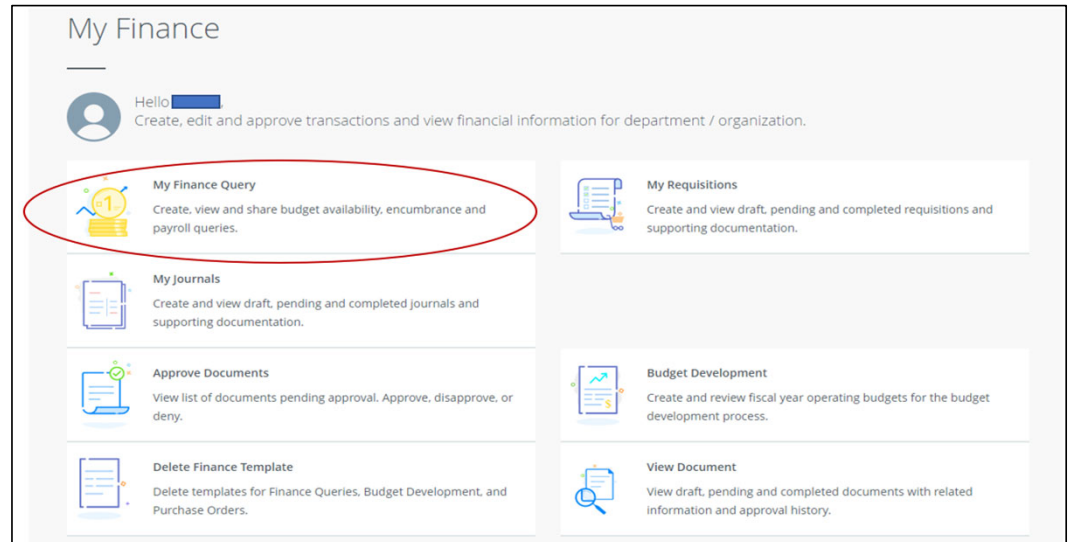
Encumbrance Query – Detailed Instructions

An encumbrance query can be used to view open purchase orders by budget/FOAP, payments processed against a purchase order and other encumbrance activity. A periodic review can assist with monitoring open encumbrance documents and identifying available funds.

1. Login to your **MyJaxState** account
2. Select the **Finance Self Service** tile

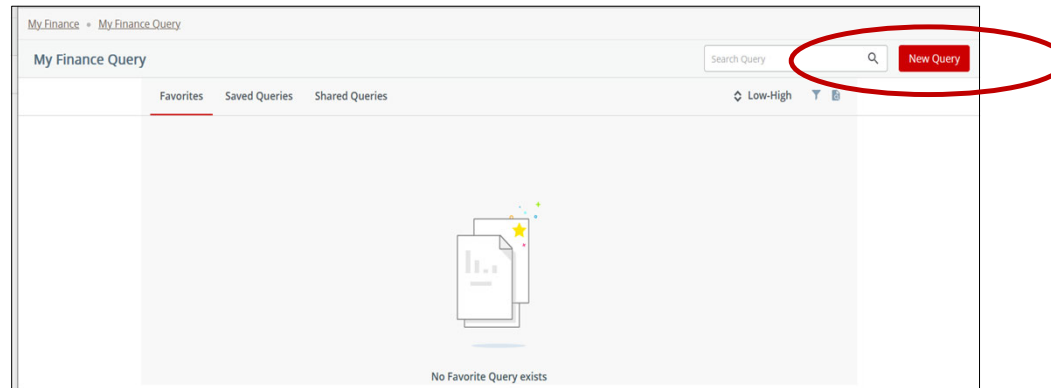


3. Select **My Finance Query**

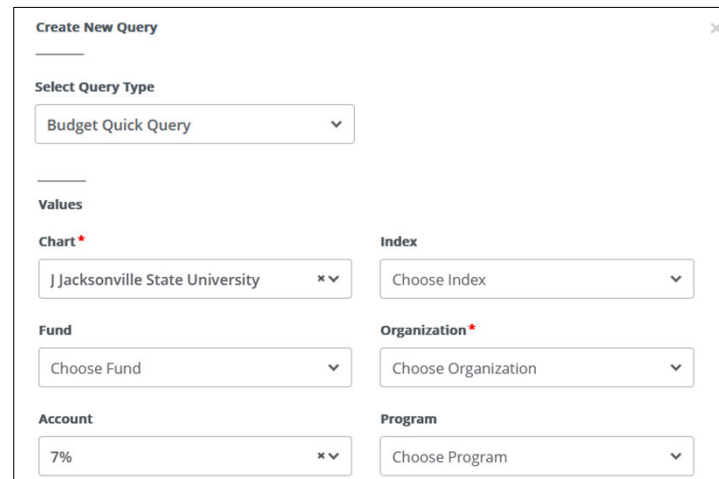


Encumbrance Query – New Query

4. Select New Query



5. The Create New Query box will appear



A screenshot of the 'Create New Query' dialog box. The dialog has a title bar 'Create New Query' and a close button. It contains several sections for configuring the query:

- Select Query Type:** A dropdown menu showing 'Budget Quick Query'.
- Values:** A section containing several dropdown menus:
 - Chart*:** A dropdown menu showing 'J Jacksonville State University'.
 - Index:** A dropdown menu showing 'Choose Index'.
 - Fund:** A dropdown menu showing 'Choose Fund'.
 - Organization*:** A dropdown menu showing 'Choose Organization'.
 - Account:** A dropdown menu showing '7%'.
 - Program:** A dropdown menu showing 'Choose Program'.

Encumbrance Query – Create New Query

6. From the **Select Query Type** drop down menu, select **Encumbrance Query**. The system should default to the **Chart**.
7. Select the **Fund, Organization, Account** (enter 7% for all operating accts or enter a specific acct #) and **Program**.
8. Scroll down and select **Commitment Type** “All”, **Encumbrance Status** can be **All, Open, or Closed**. To see only open purchase orders, choose Open. Otherwise, choose **All**. Click **Submit**.

Create New Query

Select Query Type

Encumbrance Query

Values

Chart*

J Jacksonville State University x v

Index

Choose Index

Fund

10000 Current Unrestricted x v

Organization*

62001 Procurement & Fixed Assets x v

Grant*

Choose Grant

Account

7% x v

Program

70 Institutional Support x v

Activity

Choose Activity

Account Type

Choose Account Type

Commitment Type

All

Encumbrance Status

All

Fiscal Year*

2023 x v

Fiscal Period*

14 x v

SUBMIT

Encumbrance Query – Review Query Results

- The query results reflect PO numbers issued to date under **Document Code** (“E” docs, too!), **Description**, **Original Commitments** (original PO amount) and **Encumbrance Adjustments** (change orders/amendments). The **Encumbrance Liquidations** and **Year to Date** columns show the total of amounts paid from the PO to date. The **Current Commitments** column shows the amount available on the PO.
- Select the PO number (in blue) to see a list of related documents. You can view a PDF of the PO by clicking on the **Description**.

My Finance • My Finance Query • Encumbrance Query

SSB9 TEST SYSTEM

New Query

Procurement & Fixed Assets - 62001

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	
72106	P0096348	ABS Business Systems, Inc.	\$439.23	\$0.00	(\$439.23)	\$439.23	\$0.00	100.00	Un
72501	E0107918	GovDeals surplus ads/Oct-Dec 22	\$231.75	\$0.00	(\$231.75)	\$231.75	\$0.00	100.00	Un
72501	P0095689	Anniston Star	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00	Un
72601	P0097667	B & M Patel, Inc. dba Subway	\$4.00	\$0.00	\$0.00	\$0.00	\$4.00	0.00	Un
Report Total (of all records)			\$1,174.98	\$0.00	(\$670.98)	\$670.98	\$504.00	57.11	

Encumbrance Query – Review Query Results

11. The document codes starting with an "I" reference invoices processed against the PO. Click on the "I" document number (in blue), to view a PDF reflecting the vendor invoice number(s) and amount(s) paid.
12. Document codes starting with "01" are check numbers and will reflect a \$0 amount.
13. Document codes starting with "!0" are ACH numbers and will reflect a \$0 amount.
14. Click the "<" at the top left to return to the PO list.

Procurement & Fixed Assets - 62001		SSB9 TEST SYSTEM				
Query Results						
Document ^	Rule Class Code ⚡	Original Encumbrance ⚡	Encumbrance Adjustments ⚡	Encumbrance Liquidations ⚡	Year to Date ⚡	
!0031577 ⓘ	DNEI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I0254668 ⓘ	INEI	\$0.00	\$0.00	(\$439.23)	\$0.00	\$0.00
I0254668 ⓘ	INEI	\$0.00	\$0.00	\$0.00	\$0.00	\$439.23
P0096348 ⓘ	PORD	\$439.23	\$0.00	\$0.00	\$0.00	\$0.00

FY2024 Year End Deadlines

Please see the Finance & Administration email with additional information.

1. Purchasing will be open until approximately **September 10**. Please plan purchasing needs and review encumbrances in your budget.
2. Items RECEIVED ***after*** **September 30, 2024**, will be expensed against FY25 fiscal year. If there are items in route, but not yet received on September 30, the item will be charged to FY25.
3. **September 30 Deadlines**
 - **No POs will be rolled to the new fiscal year.** All 'E' docs – encumbrances will be closed. All completed but unapproved requisitions will be closed.
 - Cash Receipts will close at 2:00PM
 - Accounts Payable invoice must be sent by noon
 - Chrome River Travel must be completed by noon
 - ***Homecoming is September 21 this year, so plan accordingly!***
4. You will be notified when the system re-opens in FY25 – approximately October 7, 2024.

Transaction Processing

All contracts and agreements **MUST** be sent to Legal for review and signature via iContracts
contracts@jsu.edu.

NON-LABOR EXPENDITURES – FY24

For POs that have been received without an invoice:

- Please obtain the invoice from the vendor- items received in FY24 must be paid with FY24 funds. Must be sent to Account Payable on or before **October 9**.
- If no invoice is available, scan your receiving copy of the PO to AP and write “accrual” and forward to accountspayable@jsu.edu.
- Email a list of PREPAYS for items paid in FY24 for FY25 service or travel to accountspayable@jsu.edu providing the traveler’s/vendors name, amount and the FOAP.
- Grant/Contract funds should plan to ensure Period of Performance and reporting deadlines are met.
 - Non-Labor Budget & Expenditure
 - Banner Self Service – You will be notified when the system re-opens.
 - Departments will need to enter **new Requisitions** for the new fiscal year. (PO’s will not roll over except CP&F and IT for multi-year capital projects)
 - **For any Requisition > \$5,000:**
 - Obtain a disclosure statement to attach to your new FY requisitions. The notary stamp must be visible and current dated.

YEAR-END CHECKLIST – July 2024

Travel

- All expense reports must be approved by noon September 30th.
- Expire any unused preapprovals by noon September 30th.
- Any travel that overlaps fiscal years must be submitted via paper form (available on Controller's website).
- If a preapproval is needed for next fiscal year, please prepare a paper copy. When the system opens for the new fiscal year, a pre-approval in Chrome River is required.

Non- Travel

- Check open encumbrances.
- Check available balances for print shop charges, mail center charges.
- Plan purchasing card use
- Prepay and Accruals
- CLEAN UP OLD ENCUMBRANCES – DO ENCUMBRANCE QUERIES IN SELF SERVICE.
- Post September pcard using FY24

You received item by 9/30 but no invoice? THAT'S ACCRUAL

- Send signed receiving copy to AP
- You'll see* - "FY24 Accrual" 'j' doc in transaction history
- You'll see* - "Reversal" 'j' doc in October
- You'll see* - Payment in FY25 when invoice is processed
- Only effect on FY25 budget is if the invoice > PO

“ACCRUAL” – uses this year’s budget

(“Pretend “we’ve already paid it”)

➤ FY 2024 BUDGET

72010- ‘j’ doc - Accrual \$100

Total FY 2024 \$100

➤ FY 2025 BUDGET

72010- ‘j’ doc Reverse (\$100)

72010- Payment 100

Total FY 2025 \$0

Prepays – uses next year budget

(“Pretend” we will pay it in October)

FY 2024 Budget

71010 - DV/PO \$100

71010 - Prepay (100)

FY 2024 Total \$0

FY 2025 Budget

71010 – Prepay \$100

FY 2025 Total \$100

Year-End Prepay Requirements

- Conference Registrations or Memberships
- Enter your requisition and type “PREPAY” in the public comments section
- Must have **original** invoice
- Notify the Controller's Office of anything Prepaid in July, August, or September for October/November

Invoice Submission



Send

Send invoices to Accounts Payable
accountspayable@jsu.edu

Submit

Submit PDF invoices with the file labeled Vendor_PO#
(ex. Sodexo P0090340)

Add

Add the PO# to the invoice PDF if not already on the document. Also, include the PO# in the Subject Line of the email.

- Open POs (**FGIENCD or Encumbrance Query**) should be reviewed determine funding availability on the PO.
- POs and Change Orders/Amendments should be tracked through approval queues to completion.



Have A Question?

- Accounts Payable – accountspayable@jsu.edu
- Controller – controller@jsu.edu
- Procurement – purchasing@jsu.edu
- Payroll – payroll@jsu.edu
- Student Accounts – studentaccounts@jsu.edu

Additional Training

[I lvfd@hdu#Hqg#Nulqbj](#)

[Hqwhulqj#D#hz #Hqfxp_eudqfh](#)

[Hqwhulqj#hz #Jhtxlvwrqy](#)

