



April 19, 2021

To: Faculty and Staff
From: Melissa Hoff, ^{MSH}University Controller
Re: FY21 Year-End Deadlines

FY21 year-end is just around the corner and it is time to begin year-end preparations. Following is a guide to help ensure that all payments are processed and appropriately charged to FY21.

Important Dates

May 10, 2021 – Last day to submit Labor Redistributions to be processed with the May payroll.
June 8, 2021 – Last day to submit Labor Redistributions to be processed with the June payroll.
June 15, 2021 – Last day to submit accounts payable documents for guaranteed posting in FY21.
June 24, 2021 – Last day to submit journal vouchers for posting to FY21.
June 30, 2021 by 2:00 pm – Last day to deliver departmental deposits into the Cashier's Office for deposit to FY21.

Important Contact Information

Robin Jones, accounts payable	r_jones5@uncg.edu	Ext. 45740
Heather Snelling, fixed assets & journal vouchers	hdsnelli@uncg.edu	Ext. 45804
Mitzi Cartwright, journal vouchers	m_cartwr@uncg.edu	Ext. 45950
Stephanie Pflum, journal vouchers	s_pflum@uncg.edu	Ext. 45029
Preston Clark, cash receipts	pjclark@uncg.edu	Ext. 44295
Yolonda Crim, payroll	ylcrim@uncg.edu	Ext. 44135

Accounts Payable

Types of applicable payments:

Vendor invoices	Honoraria requests
Interdepartmental invoices	Petty cash reimbursements
Contracted services	Travel and employee reimbursement
Other non-salary payment requests	

(See Procurement Services <https://purchasing.uncg.edu/policies/#deadlines> for additional information and guidance associated with purchase orders and Pcard activity.)

Please make sure that the following events have occurred by **Tuesday, June 15, 2021** to ensure that payments are posted in FY21. This deadline applies to both state and trust funds.

- A payment request with required document has been received by AP.
- Sufficient budget has been verified in the correct budget pool.
- Item has been delivered and received in Spartan Mart or the completion of services has been performed.
- AP has received the vendor's invoice.
- A travel reimbursement form with required documentation has been received for **completed** travel and all excess travel advances have been repaid by the employee.
- Contracted Services payments have been reviewed and approved by Procurement and returned to

AP for payment.

Although AP will continue to process invoices received after June 15th; due to the volume of year-end payments, accounts payable cannot guarantee that payments will be processed and paid in FY21 if the June 15th deadline cannot be met. If you have a specific concern, please reach out to Robin Jones for assistance.

Outstanding Credit Balances with Vendors

Vendor credit balances that are not being actively worked or requested are subject to be turned over to the State if found during an annual audit. To prevent this, please take time to review any credit balances that you have with vendors and request a refund before June 30, 2021. Contact Robin Jones with all information about credit balances and for any questions.

Purchase Orders

Please be sure to check the status of purchase orders for use of FY21 budget funds. Purchase orders that are not completed or cancelled will be carried forward to the new fiscal year and will obligate FY22 budgets. For questions concerning purchase order status, contact Procurement.

Fixed Assets

The Fixed Assets staff is under a tight schedule at year end to determine which items should be barcoded and added to the Fixed Assets System. Determination of what qualifies as a fixed asset and the correct account to charge can be confusing. Because of this, we ask that during May and June, you communicate often with the Fixed Assets department. To ensure that fixed assets are properly recorded, the following events must occur by **Tuesday, June 15, 2021**:

- Physical receipt of fixed asset has occurred.
- Receipt of fixed asset has been entered in Spartan Mart (formerly eMarketplace).
- AP has received the vendor's invoice.
- Sufficient budget has been verified in the correct budget pool.

For questions regarding the appropriate account or whether an item meets the definition of a fixed asset, please contact Heather Snelling.

Journal Vouchers

To ensure that all journal vouchers are correctly recorded in FY21, please submit approved journal vouchers along with supporting documentation to finmgmt@uncg.edu by **Thursday, June 24, 2021**. For questions regarding journal vouchers, please contact Mitzi Cartwright, Heather Snelling, or Stephanie Pflum.

Cash Receipts

Departmental deposits should be delivered to the Cashier's Office by **2:00 pm on Wednesday, June 30th** to ensure deposit in the 2020-21 fiscal year. To comply with G.S. 147-77 and UNCG policies, all departmental receipts must be deposited on the day received therefore, **we cannot hold deposits for the new fiscal year**. Please direct any questions you may have to Preston Clark.

Payroll

The departmental Personnel Action Form and time entry deadlines for May and June are located on the Banner HR website at <https://banner.uncg.edu/hr/hr-dates-and-deadlines/>. Please continue to ensure that all Labor Redistribution Requests are remitted timely to Payroll. Labor Redistributions must be received in Payroll with all applicable approvals by the following dates:

To be processed in May, the **Labor Redistributions** must be received in Payroll complete, with all applicable approvals by **Monday, May 10th**.

To be processed in June, the **Labor Redistributions** must be received in Payroll complete, with all applicable approvals by **Tuesday, June 8th**.

Please direct any questions you may have to Yolonda Crim.

As we begin year-end processes, the Office of the Controller is ready to assist you with your questions or concerns. Please do not hesitate to reach out to any of the individuals listed above or directly to me.

We look forward to working with you to bring about another successful year-end!

Best regards,

Melissa Hoff
University Controller
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