

# MEMORANDUM

TO: All Faculty/Staff

FROM: Ron Sanders, Associate Controller - Accounting/Disbursements

DATE: April 17, 2017

SUBJ: Disbursement Cutoff Dates for Fiscal Year 2016-17

The chart below details the FTR, Direct Pay Request, Purchase Order payment, and Travel cut-off dates to be included in this fiscal year. Expenses incurred after the dates noted will be charged to FY2017-2018.

Other year-end reminders:

## **Receiving Goods/Services:**

In order for goods and/or services to be paid in FY 2016/17, the invoice must be received on or before the cutoff dates indicated below. As for the goods and/or services, you have until the last check writer of the fiscal year to enter in Receiving. However, please note if receiving is not entered, the invoice will not process a payment in this fiscal year. It is an audit exception to charge an expense to an account if the goods/services are not received by the deadline date. Under no circumstances should a department pre-date the receiving of goods for a purchase order payment in order to effect payment in the current fiscal year.

## **Receiving Purchase Order (PO) Payments:**

For PO payments, departments must post receiving of goods as they occur. Banner and 49er Mart require a three way-match (the purchase order, invoice and receiving) to produce a payment. Therefore, if Accounts Payable enters an invoice for a particular PO on June 19<sup>th</sup>, and the department does not enter receiving until July 6<sup>th</sup>, the system will not produce a payment until July 6<sup>th</sup>, and the charge will be applied against next fiscal year's budget.

## **P-Card Payments:**

All purchasing card payments must be posted in the Bank of America Works system by June 7th to be included in FY 2016/17. P-card purchases with a posted date of June 8th or after will be included in FY2017/18.

## **Payment Exceptions:**

Accounts Payable can provide you with the best possible service at year end if you help by keeping payment exceptions to a minimum. If you plan to order early and receive early, we can better ensure that the payments will be charged appropriately to your FY16/17 budget. If you have questions or need assistance in this regard, please contact Jerri Painter, Invoice Processing Supervisor by emailing [jpainter@uncc.edu](mailto:jpainter@uncc.edu) or Julie Hughes, Travel and Complex Payments by emailing [jrhughes@uncc.edu](mailto:jrhughes@uncc.edu).

<b>FTR's New Financial Transaction Request</b>	<b>Expenses Incurred Prior to:</b>	<b>Will show on your Monthly Budget Report</b>	<b>If Received by:</b>
FTR's (Journal Entries / Interdepartmental Invoices)	06/19/17	June 2017	06/19/17
Postage	06/19/17	June 2017	06/19/17
Telecommunications	05/31/17	June 2017	06/19/17
State Car Charges	05/31/17	June 2017	06/19/17

<b>Invoice Type</b>	<b>Will show on your Monthly Budget Report</b>	<b>If Received in Accounts Payable by:</b>
<b>Direct Pay Request</b> honorariums, food, department/employee reimbursements, petty cash	June 2017	06/19/17
<b>Purchase Order Payments/E-Check Requests</b> checks will produce and show on June 2017 Budget Report only if receiving is posted by Noon on June 30 <sup>th</sup> .	June 2017	06/19/17
<b>Travel Prepayments and Reimbursements</b>	June 2017	06/19/17

**PLEASE NOTE:**

Budget Revisions: General fund budget revisions should be submitted to the Budget Office by Friday, June 16<sup>th</sup>, 2017.

While cleaning up deficits in non-general funds and you are using general funds, please use actual expenses rather than using transfer codes. These should be submitted by the FTR date above.

All invoices must be submitted to Accounts Payable/Travel and Complex Payments before 5:00 pm on the dates indicated above. The last check writer will be at Noon on June 30<sup>th</sup> unless the State cuts funding before then.

All receiving for goods and or services on purchase orders must be entered by Noon on June 30<sup>th</sup>. Charges made after the established cutoff date(s) and will be applied to FY 2017-2018 budget funds.

This notice can also be found at the following web address:  
<http://www.finance.uncc.edu/>