

YEAR-END CLOSE MEETING

May 9, 2022



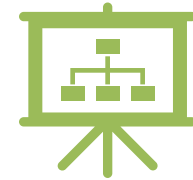
Agenda



Introduce
Presenters



PSC
Presentation



UCCS
Presentation

Presenters

Sophia Lueth – PSC, Director of Payment Services

Ben Davies – UCCS, Senior Budget Analyst

Nick Martinez – UCCS, Deputy Controller

Procurement Service Center (PSC)

Sophia Lueth

PSC, Director of Payment Services



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Recent Items



CU Efficiency Awards

Top 10 in May, video, expo in Fall 22



FY23 Endowment Distribution

July 1st as planned



Thanks for your continued support!

Calendars/Websites

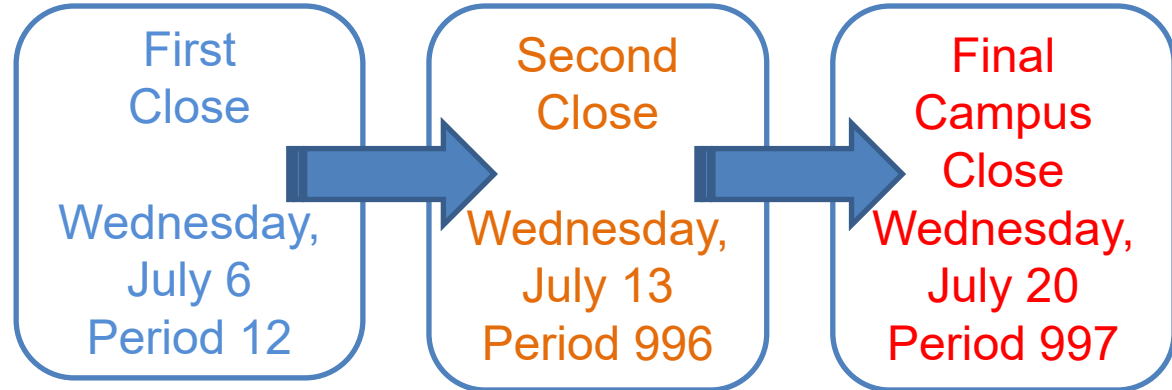
OUC FYE page with FY22 INFO.

- <https://www.cu.edu/controller/fy-2022-year-end-processing-and-deadlines>
- Accrual Information (Deadlines, How to, and Examples)
- Original YE Calendar

UCCS Controller's Office page

- <https://www.uccs.edu/rmd/uccs-controllers-office/year-end-information>
- YE Calendar
- PPT slides

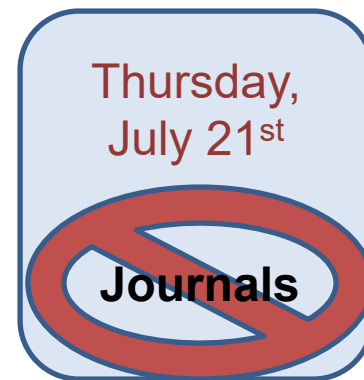
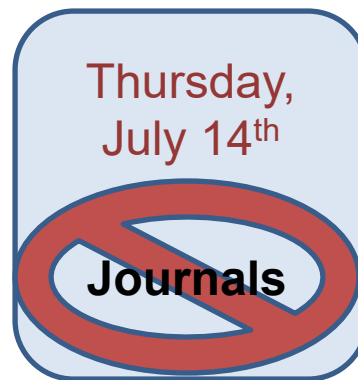
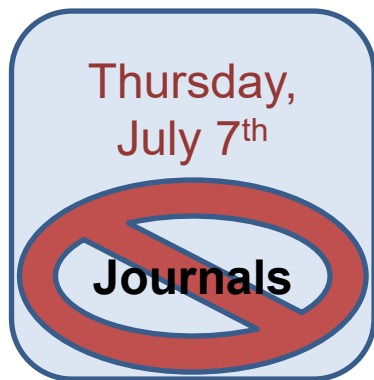
FY22 Year-End Close Dates



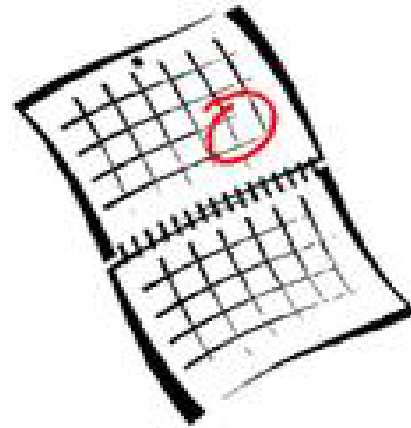
Note: Monday, July 4, 2022, campus closed in observance of Independence Day.

User Alert

- **No journals (FY22) approved or manually posted (New fiscal year exemption)**



Upcoming Dates



- **Monday, May 30th**
 - Memorial Day Holiday
- **Tuesday, May 31st**
 - Bad Debt adjustment as of 05/31, JE expected early June
- **Wednesday, June 1st**
 - Spring Semester ePERs are generated
- **Friday, June 10th**
 - Moratorium on new Chartfield requests
- **Thursday, June 30th**
 - Goods and services must be physically received by this date in order to be accounted for in FY22
 - Bursar would like your cash/check drop off by 3:00 pm
 - The cash window will close at 4:00 pm

Fiscal Certification Dates

- ~~**Friday, April 22nd**~~
 - ~~Updated Fiscal Cert sent to campus Controller (second round, final)~~
- **Tuesday, May 24th**
 - Fiscal Cert review due back to OUC
- **Wednesday, June 1st**
 - Set due dates
- **Thursday, June 30th**
 - Fiscal Cert close for due dates
- **Friday, July 1st**
 - Fiscal Cert commences



Budget and Planning Office

Ben Davies

UCCS, Senior
Budget Analyst



HR Dates for June

- **Thursday, June 16th**
 - 5 pm deadline to approve Position Data, Funding, and Job Data
- **Friday, June 17th**
 - 5 pm deadline to upload and approve time for BW PPE 6/11
- **Thursday, June 23rd**
 - HR Encumbrances disappear from General Fund
 - Run Payroll Register Report - MON PPE 6/30 (check summer funding distributions)
- **Wednesday, June 29th**
 - Position Funding rollover



HR Dates for July-FY22

- **Thursday, June 30th**
 - 5pm approval deadline for Position Data, Funding, and Job Data
 - 5pm deadline to upload and approve time for BW PPE 6/25
- **Friday, July 1st**
 - OUC to book payroll accrual and reversal for BW PPE 6/25 (will post in period 996)
- **Wednesday, July 13th**
 - PETs for FY22 must be entered/approved by 6pm (beware if in GF this will impact your budgets and budget ledger is closed)

Items to clean up

- **Company Card Personal Charges**
 - Account 013109
 - *Run m-Fin Account Number Report by your Orgs*
- **Company Card Unallowable Expenses**
 - Account 553201
 - *Run m-Fin Account Number Report by your Orgs*
- **Payroll Suspense**
- **Deficits**
- **Clearing Speedtypes - should be cleared**
- **Reconcile your ST's**



To Do List...

- ✓ Ensure all the asset accounts (except allowance for doubtful accounts) in the general fund, auxiliary, gift fund, and the renewal and replacement plant funds have a normal debit (positive) balance.
- ✓ Ensure all the liability accounts in the general, auxiliary, gift fund, and renewal and replacement plant funds have a normal credit (negative) balance.
- ✓ Reconcile your SpeedTypes to ensure all expected transactions have posted. Review for completeness and accurately. Resolve any existing or anticipated deficits.
- ✓ Review all transactions within the SpeedType ensuring they belong to that program or project, pay close attention to expenses.
- ✓ Ensure each transaction has appropriate back-up documentation.
- ✓ Review all SpeedTypes for cash or budget deficits. When identified, do you anticipate a deficit by the end of the fiscal year? If so, how will the deficit be remedied?

Things to Do Closer to June

- ✓ 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.
- ✓ Submit Payment Authorization to reimburse petty cash funds and record all petty cash purchases made in FY22 in the Finance System.
- ✓ Review funding distributions on both monthly and biweekly employees to be sure that pay information is correct so that payroll suspense will be avoided.

Upcoming Trainings

- **Boulder Campus Controller's Office**
 - CU-Data Statement Reading Training
 - May 10th , 9 am to noon (online)
- **Instructor Lead Training via Teams**
 - Finance Inquiry – June 10th, 9 am
 - General Ledger – June 10th, 1 pm

Any Questions?





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