Office of Disbursements
Fiscal Year-End Processing
Category: Fiscal Year-End Procedures

Document Name: Fiscal Year-End Processing – All Departments/All Spectrum Users

Responsible Department: Office of Disbursements

Approval Authority: Office of the Comptroller

Original Publish Date: July 1, 1999

Last Update: May 20, 2010

Contact: Director, Disbursements
## Table of Contents

1 ABOUT THIS GUIDE ........................................................................................................................................... 4  
  1.1 WHO SHOULD USE IT ........................................................................................................................................ 4  
  1.2 PURPOSE ....................................................................................................................................................... 4  

2 IMPORTANT CONSIDERATIONS WHEN CREATING AND PROCESSING EXPENDITURES........ 5  
  REASONS FOR CONTACTING THE PURCHASING OFFICE .................................................................................. 7  

3 FISCAL YEAR-END ............................................................................................................................................... 9  

4 MANAGING EXPENDITURES AT FISCAL YEAR-END .................................................................................... 11  

5 FISCAL YEAR-END CUT-OFF DATES ........................................................................................................... 23  

6 FREQUENTLY ASKED QUESTIONS? ............................................................................................................ 26  
  6.1 WHEN DOES THE FISCAL YEAR BEGIN AND END? .................................................................................... 26  
  6.2 ARE THERE SPECIAL DEADLINES FOR CERTAIN FUNDS? ........................................................................ 26  
  6.3 WHAT IS THE CUT-OFF DATE FOR SUBMITTING DOCUMENTATION TO MEET THE FISCAL YEAR-END DEADLINE? 26  
  6.5 WHAT IS THE YEAR-END PROCEDURE FOR TRAVEL THAT CROSSES FISCAL YEARS? ......... 26  
  6.6 CAN I REQUEST AN EXTENSION IF MY DEPARTMENT MISSES THE FISCAL YEAR-END DEADLINE? .... 26  
  6.7 WHAT IS THE ACCEPTED DELIVERY METHOD FOR SUBMITTING DOCUMENTATION AT FISCAL YEAR-END? 27  
  6.8 WHAT SHOULD I DO IF MY DEPARTMENT HAS UNUSED ENCUMBERED FUNDS? ................................. 27  
  6.9 HOW DO I OBTAIN A LIST OF OUTSTANDING TRAVEL VOUCHERS? ........................................... 27  
  6.10 HOW DOES A PREPAID EXPENSE DIFFER FROM OTHER EXPENSES? ........................................ 27  
  6.11 I WILL NOT COMPLETE MY TRAVEL UNTIL THE NEW FISCAL YEAR. HOW DO I STOP MY TRAVEL VOUCHER FROM BEING DELETED FROM SPECTRUM AT FISCAL YEAR-END? ................................................... 28  
  6.12 I HAVE MORE QUESTIONS. WHO DO I CONTACT? ................................................................................ 28  
  6.13 ARE THERE OTHER ACCOUNTS PAYABLE QUERIES THAT MAY BE HELPFUL TO DEPARTMENTS? .... 29  

7 IMPORTANT THINGS TO REMEMBER ....................................................................................................... 31  
  7.1 ENCUMBERING FUNDS FROM FY10? ........................................................................................................... 31  
  7.2 SPECTRUM ENTRIES .................................................................................................................................. 31  
  7.3 VENDOR PAYMENTS .................................................................................................................................. 32  
  7.4 PAYMENT DOCUMENTATION .................................................................................................................... 33  
  7.5 SPECTRUM VOUCHER ENTRY .................................................................................................................... 35
1 About this Guide

This guide is intended to highlight important functions that must occur at fiscal year-end as it relates to payments issued by the Office of Disbursements on behalf of the University.

1.1 Who Should Use It

The guide is intended for use by all University departments.

1.2 Purpose

The purpose of this guide is to provide general instruction for the review and management of payments that impact fiscal year activity and budgets.
2 Important Considerations when Creating and Processing Expenditures

The mission of the Office of Disbursements is to promote fiscal responsibility and accountability over the expenditure of university funds. The Office accomplishes this mission by providing advice to the university community on policies applicable to expenditure processing; paying the university's vendors in a timely and accurate manner; and recording and reporting vendor payments in compliance with regulatory requirements.

The mission of the Purchasing Unit is to provide advice and support to the University community in the procurement of goods and services, and to promote the efficient and effective use of financial resources in compliance with applicable laws and regulations. (The Purchasing Unit is a sub-Unit of Business Services).

Disbursements and Purchasing work together to ensure proper processing of expenditures. It is important for Departments to understand this relationship and to note the following important determinations prior to transacting business with vendors:

1. **May institutional funds be used to pay for the purchase of goods and services (either for direct payment to a vendor or for reimbursement after the purchase)?** When in doubt, contact the Unit Business Manager or College Administrative Officer to discuss the purchase and to obtain pre-approval for the purchase/transaction.

2. **Is a purchase order required?** Generally a purchase order is required when the expenditure is $5,000 or greater unless the purchase falls under an exemption provided by the Department of Administrative Services (DOAS) State Purchasing Division or Board of Regents. Visit the Purchasing Unit's Web page for more information: [http://www2.gsu.edu/~wwwpch/fordepartments.htm](http://www2.gsu.edu/~wwwpch/fordepartments.htm)

3. **Is the expenditure allowed to be charged to a particular fund code?** When in doubt, contact the Unit Business Manager or College Administrative Officer.

4. **Must the expenditure be paid through an alternate payment process (other than through the Office of Disbursements)?**
Inquiries regarding payments generated by other units should be directed to:

- **Payroll Unit** – All Payroll related payments and reporting
- **Student Accounts** – Student tuition/refunds and reporting
- **Georgia State University Foundation** – Payments made directly by GSUF

5. **If the spending is allowable has it been determined if the funds are available to cover the expenditure?** When in doubt, contact the Unit Business Manager or College Administrative Officer.

6. **Has the purchase of goods and services been approved or pre-authorized through the proper approval channels?** When in doubt, contact the Unit Business Manager or College Administrative Officer.

7. **In the case of travel, has the travel been authorized or pre-approved through the proper approval channels?** Proper signature approval (Travel Authorization) is required in advance of the travel. *International Travel requires additional documentation. (See Office of International Affairs).*

8. **In the case of travel, has there been sufficient comparison of the modes of travel and related travel expenditures to ensure the most cost efficient means of travel?** The Statewide Travel Regulations require documented determination of advantageous use to ensure the most cost effective means of travel as it relates to the mode of travel and related travel expenditures.

9. **Is the purchase or service subject to the competitive bid process?**

   O.C.G.A. §50-5-69 requires competitive bidding for all goods and services anticipated to be $5,000 or more unless exempted by the State of Georgia Purchasing Statutes. Visit the [Purchasing Unit’s Website](#) for information.

10. **Is a contract required?** The need for a contract will depend on a number of factors. For example, the type of goods or services, whether an existing agreement has already been executed by the State or University System of Georgia, liability or risks involved, etc. Visit the [Purchasing Unit’s Website](#) or contact Legal Affairs for more information.

11. **Is a Sole Source (no bid) agreement required?** If the cost of the goods or services is $5,000 or more and recommended as a sole source, a sole source form must be completed. All sole source acquisitions that are not exempt will require a posting to the DOAS Procurement Registry for at least 5 business days. During this period, any vendor can file a Formal Protest for acquisitions of $100,000 and above or an Informal Compliant for acquisitions of between $5,000 and $99,999. Vendors Protest or Complaints must be answered. A part of this process may delay an order until the matter is resolved. Visit the [Purchasing Unit’s Website](#) for information.

12. **Can the purchase be made using the University Purchase Card (P-Card)?** The Purchase Card is a valuable tool for quickly and efficiently purchasing and paying for small dollar items without sacrificing control or cost. The card may be used to purchase goods and services valued at $4,999 or less,
including shipping, handling charges, insurance, etc. Some cards, however, may have single
transaction limits of less than $4,999 if requested by a Department Head. There are certain items which
may not be purchased using the Purchase Card. Visit the Purchasing Unit’s Web page for more
information: http://www2.gsu.edu/~wwwpch/faq.htm#q11.

13. Can petty cash be used to pay for:
   Parking—“No”
   Travel Expenses—“No”
   Consulting Fees—“No”
   Food—“No”
   Visit the Purchasing Unit’s Web page for additional information regarding Petty Cash:
   http://www2.gsu.edu/~wwwpch/faq.htm#q8.

14. Does the expenditure cover a period of time beyond the current fiscal year? If so, the
   expenditure may require special handling. Contact the Office of Disbursements.

15. Is there sufficient documentation available for payment processing? Disbursements will delay
   payment processing until all applicable signatures of approval, receipts, copies of contracts, memos of
   justification, etc., are satisfactorily presented.

16. Is the vendor a foreign national person/entity? If so, the payment may be subject to withholding.
   Refer to the Foreign Nationals Tax Analysis and Payments documents.

17. Is the vendor properly listed in the vendor file? If so, is the vendor’s remittance address, as
   shown on the invoice, listed on the vendor’s profile? Disbursements must mail the check to the
   address on record. Contact the Purchasing Unit regarding vendor address changes/corrections.

18. Was the vendor payment history reviewed to identify potential duplicate payments?
   Requestors should review a vendor’s payment history prior to requesting payment to avoid duplicate
   payment.

Reasons for Contacting the Purchasing Office

- When/How to Request a Purchase Order
- Purchase Order Encumbrance/Adjustment
- Purchase Order Change/Cancellation
- Purchase Order Dispatch
- Questions Regarding Receiving (Central Receiving)
The Purchasing Department is the official purchasing agent for Georgia State University. To find valuable information on procedures for State procurement, visit the Purchasing Department’s Website: http://www2.gsu.edu/~wwwpch/.
3 Fiscal Year-End

- Fiscal year-end is June 30, 2010.
- All expenditures related to Fiscal Year 2010 must be paid by June 30 or have funds encumbered by June 15 to pay the expenditure using 2010 funds, at a later date.
- Unpaid vouchers will be deleted from Spectrum System on June 30, 2010.
- **Departments will not be able to enter Express Purchase Orders and Vouchers after June 15th, 2010. Vouchers and Express Purchase Orders not approved through workflow by 5 PM on this day, become invalid.**
- Express Purchase Order and Voucher Data Entry will be temporarily suspended beginning June 15 at the close of business, through June 30. Users will have access to inquire and run reports. Access will be restored on July 1, 2010.
- Expenditures related to Fiscal Year 2010 which are not paid by June 30, should be processed early in July, 2010. The expenditure will be accrued to FY2010, by Disbursements. The accrual will record the expense in 2010. However, if the expenditure is neither paid by June 30th, nor encumbered by June 15th, **FY2011 funds will be used to pay the expenditure.**

June 30th of each year marks the end of a fiscal year at Georgia State University, and other State of Georgia institutions. The end of the fiscal year marks the official deadline for the recording and payment of expenditures, which must occur within the accounting period ending June 30th. For the Office of Disbursements to meet this deadline, all recorded expenditures must be paid on or before June 30th. **Expenditures, such as invoices or vouchers must be paid or deleted from the accounting system on June 30th.** Funds must be encumbered on an approved purchase order no later than June 15, 2010 in order to allow current fiscal year funds (FY10) to be used to pay an expenditure when the invoice arrives after June 30, 2010.

Each department within Georgia State University has a responsibility to closely manage and monitor expenditures to ensure proper recording and payment at fiscal year-end. Bear in mind that the volume of documentation, and resulting transactions processed by the Office of Disbursements during the final days prior to fiscal year-end is tremendous. We strongly urge departments not to delay submission
of documentation, but rather to process and submit documentation daily to ensure proper workflow approval and for Disbursements to meet the year-end demand for payment processing.
4 Managing Expenditures at Fiscal Year-End

The deadline for departmental access of the Spectrum Financials System for fiscal year 2010 is 5:00 PM on June 15, 2010. Why so early? After a department has made all encumbrance and expenditure requests, the Office of Disbursements requires time to audit, process, and pay all expenditures before June 30. Submit year-end payment requests to the Office of Disbursements no later than Tuesday, June 15. Ensure electronic workflow approval of vouchers and Express Purchase Orders by 5 PM on June 15.

The Office of Disbursements is located in Suite 400A of Sparks Hall. The operating hours for the Disbursements window are 9 A.M. until 5 P.M., Monday through Friday.

Follow the guidelines below for effective departmental management of expenditures at fiscal year-end:

1. Fiscal Year Documentation Submission
2. Document / Process Deadline: June 15, 2010
3. Failure to Meet the Fiscal Year Submission Deadline
4. Approval of Funds
5. Vendor Invoicing
6. Identifying Outstanding Vouchers
7. Voucher Deletion
8. Voucher Deletion Reporting
9. Encumbering Funds for Items not Invoiced by Year-End
10. Prepaid Expenditures – General and Travel
11. Managing Purchase Orders
12. Managing Duplicate Payments
13. Request Vendor Statements for Review
14. Route Purchase Order Invoices to Disbursements for entry by Disbursement Staff
15. Do Not Hold Checks
16. Identifying Unpaid Travel Vouchers and Travel Purchase Orders
17. Prepaid Travel Expenditures – General and Travel
## FISCAL YEAR-END GUIDELINES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Documentation</td>
<td>Payment documentation should be hand-delivered to the Office of Disbursements on or before 5:00 P.M. on June 15, 2010 and stamped as received by the Office of Disbursements prior to the deadline. Do not place items in interoffice mail because you may risk missing the deadline.</td>
</tr>
<tr>
<td>Submission</td>
<td>Proof of Document Delivery</td>
</tr>
<tr>
<td></td>
<td>Occasionally, departments request that Disbursements sign for documentation received at our window. Disbursements will acknowledge receipt of documentation at the point of submission when departments submit a memo listing each voucher number included in the packet and the date of submission. The memo will be signed by a representative of Disbursements Customer Service.</td>
</tr>
<tr>
<td>Document Process</td>
<td>Submit documentation for any type of payment to the Office of Disbursements no later than 5:00 P.M. on June 15, 2010.</td>
</tr>
<tr>
<td>Deadline: June 15</td>
<td>• Delivery deadline for Invoices and payment request documentation for payment in Fiscal Year 2010. Vouchers entered by departments require workflow approval by 5 PM on 06/15/2010.</td>
</tr>
<tr>
<td></td>
<td>• Process Deadline for Consultant Purchase Orders – must be entered and approved through workflow, with signed contracts available. Workflow approval required by 5 PM on 06/15/2010 or Purchase Order becomes invalid.</td>
</tr>
<tr>
<td></td>
<td>• Process Deadline for Travel Purchase Orders – must be entered and approved through workflow, with Travel Authorizations signed and available. Workflow approval required by 5 PM on 06/15/2010 or Purchase Order becomes invalid.</td>
</tr>
</tbody>
</table>
## Failure to Meet the Fiscal Year Submission Deadline

- Unprocessed vouchers in Spectrum will be deleted if documentation is received after the deadline. The documentation will be returned to the department for re-entry in the new fiscal year (July 1st, 2010 for FY11), when access to Spectrum Plus systems is granted.

- Expenditures related to Fiscal Year 2010 which are not paid by June 30, should be processed early in July, 2010 (suggest Spectrum data entry by July 12, 2010). The expenditure will be accrued to FY2010, by Disbursements. The accrual will record the expense in FY2010. IMPORTANT NOTE: Expenditures neither paid by June 30, nor encumbered by June 15, will be charged against the FY2011 budget.

## Approval of Funds

### Deadline for Final Workflow Approval is June 15, 2010

Allowable expenditures must be properly documented and fully approved through workflow by 5 PM on 06/15/2010. Payment Request documentation must be signed by the appropriate authority and the voucher must pass a budget check.

## Vendor Invoicing

- Submit FY2010 Invoices for Payment Processing by June 15.
- Encumber Funds by June 15 to Pay FY2010 Expenditures at a Later Date.

Departments should make every effort to request invoices from vendors prior to the fiscal year-end deadline of June 15. At peak times of the year, and especially at fiscal year-end, auditing and processing of payments may take 10 business days or more to complete.

Also see [Encumbering Funds for Invoices Not Received by Year-End](#).

## Identifying Outstanding Vouchers

- Mark Your Calendar to Identify Unpaid Vouchers.

As we approach the end of the fiscal year, identify unpaid vouchers. From the Spectrum Financials System, run a query to identify outstanding vouchers. This process is best used on a regular basis, but especially as the fiscal year-end approaches.

Spectrum Voucher Query Name:
<table>
<thead>
<tr>
<th>GSU_AP_UNPAID_VOUCHERS</th>
</tr>
</thead>
</table>
The above query provides real-time listings of all vouchers entered against a department's budget, which remain unpaid.

<table>
<thead>
<tr>
<th>Voucher Deletion</th>
</tr>
</thead>
</table>
**Vouchers Deleted on** June 30 Generally Create Funds Availability.

This situation should be monitored closely at year-end.

<table>
<thead>
<tr>
<th>Voucher Deletion Reporting</th>
</tr>
</thead>
</table>
Send Your E-Mail early July to Request a Listing of Deleted Vouchers

A listing of deleted vouchers may be requested by sending an e-mail to finjmp@langate.gsu.edu. Deleted vouchers should be re-entered in the new fiscal year (July) when access to the Spectrum Plus systems is granted.

<table>
<thead>
<tr>
<th>Encumbering Funds for Items not Invoiced by Year-End</th>
</tr>
</thead>
</table>
If a department expects to pay for an purchase using current fiscal year 2010 funds, but the item will not be invoiced by June 15th, the fiscal year-end processing deadline, the department must enter an Express Purchase Order for the purchase. An Express Purchase Order will serve to encumber funds from the current budget (FY10) for payment processing after the close of FY10. Express Purchase Orders must be entered and approved through workflow prior to the deadline of June 15, 2010 at 5:00 P.M.

<table>
<thead>
<tr>
<th>Voucher Deletion</th>
</tr>
</thead>
</table>
Vouchers not processed by fiscal year-end will be deleted from Spectrum by the Office of Disbursements. Voucher deletion generally occurs at noon on the final business transaction day for fiscal year-end. In fiscal year 2010, unprocessed vouchers will be deleted on June 30.

Documentation for vouchers received after the deadline will be returned to the department for re-entry in the new fiscal year (July) when access to the Spectrum Plus systems is granted. For these vouchers, FY11 funds must be used for the payment.

**What does it mean if my voucher is deleted on June 30th?**

Vouchers deleted on June 30th cause funds to be released back into the budget at a time when the funds are unable to be encumbered.
Direct all questions regarding the purchase of goods and services using an Express Purchase Order to Purchasing at (404) 413-3150.

<table>
<thead>
<tr>
<th>Prepaid Expenditures</th>
<th>A prepaid expense is an expenditure that demands payment, now (current FY), for an activity or purchase related to the next fiscal year. The expenditure is paid before June 30, <strong>but is charged against next year’s budget</strong>. FY11 Expenditures that must be paid in FY10 should be entered in Spectrum by June 15 as prepaid, and charged to <strong>account #132100, for general expenditures</strong> (excluding travel). Pre-paid travel expenditures are coded to the “travel” pre-paid account, 132110 (requires the traveler’s Spectrum Plus vendor identification number to be entered into the open-item field). In July, the start of the new fiscal year, the Office of Disbursements will create a journal entry to expense vouchers previously setup as prepaid. (The expense will be recorded in FY11).</th>
</tr>
</thead>
<tbody>
<tr>
<td>General and Travel Required to Pay a FY2011 Expenditure in FY2010? Code the Expenditure to a Prepaid Account.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Managing Purchase Orders</th>
<th>Clearing your Purchase Order inventory can be especially challenging at fiscal year-end. <strong>Cancelling a Purchase Order that is not valid, prior to year-end, is critical!</strong> <em>(If a Purchase Order is cancelled before the June 15th deadline, this creates available funds).</em> Before carrying Purchase Orders to the new fiscal year, consider the following: 1. Is the Purchase Order old and no longer active? 2. The Purchase Order shows no activity. Is there a problem? (Perhaps a department entered a voucher for payment instead of having Disbursements enter a voucher against the Purchase Order). 3. The Purchase Order has a remaining balance. Should the Purchase Order remain open? It may be necessary for a department to request that a Purchase Order remain open.</th>
</tr>
</thead>
</table>
Order be closed or adjusted. Such requests are handled by the Purchasing Unit. Contact Catherine Luallen at fincll@langate.gsu.edu or (404) 413-3150 for assistance.

The Office of Disbursements will handle invoice related questions:

- For invoicing of **tangible goods and services (excludes consultant/independent contractor services)** via **Purchase Order**, contact Rose Jones, Accountant, at finrmj@langate.gsu.edu or (404) 413-3051, Razak Danmola, Accountant, at finrad@langate.gsu.edu or (404) 413-3052.
- For invoicing of **consultant or independent contractor services via Purchase Order**, contact Alvena Jefferson, Assistant Manager at finajo@langate.gsu.edu or (404) 413-3048.
- For **travel payments via Purchase Order**, contact Trennye Blackburn, Assistant Manager, at fintmb@langate.gsu.edu or (404) 413-3054.

Purchase Order queries should be run regularly, and especially as the fiscal year-end approaches. Use the following queries in the Spectrum Financials System to determine what action is required:

1. **GSU_PO_ENC_AND_VCHR**
   
   Query shows PO amount by line and vouchers entered against the PO.

2. **GSU_PO_PAYMENTS**
   
   Query shows vouchers entered against a PO. Voucher may be paid or pending payment.

3. **GSU_PO_STATUS_BY_USERID** or **GSU_PO_STATUS_BY_PO_ID**
   
   Review PO Status. If PO Status is Completed, the PO has
been paid/closed.

4. GSU_PO_NOT_DISPATCHED
   (Enter department ID#)
   Identify the action to be taken. Contact Purchasing with questions.

If no payment is pending, do the following:

**Goods/ Services (excluding consultant/independent contractor services):**

- Determine if the goods have been received.
- If goods have been received, Contact Rose Jones or Razak Danmola in Disbursements to inquire if the vendor’s invoice has been presented for payment. Disbursements will need the invoice to process payment. Contact the vendor and request a copy of the invoice.

**Consultant / Independent Contractor Services:**

1. Determine if service has been successfully performed and ensure PO has been dispatched (by Purchasing).

2. If service has been successfully performed send the following to Alvena Jefferson in Disbursements, for payment processing:
   - Copy of the signed Consultant Contract
   - Copy of the Contract Routing Form
   - CPA Form (Consultant Payment Authorization Form). Form provides approval for payment of the invoice.
   - Invoice
   - Signed WCRQ Form or CIPC Form

**Travel:**
- Determine if the travel engagement has been completed.
  - Travel Completed? If the travel will be completed in FY10 (current year), submit a Travel Expense Statement by June 15th.
  - Travel engagement crosses fiscal years? If the travel engagement spans fiscal years, departments may choose to pay the expenditure against the FY10 PO, or cancel the FY10 PO by the June 15th deadline, and enter a FY11 PO for the expenditure.

<table>
<thead>
<tr>
<th>Managing Duplicate Payments</th>
<th>• Check financial reporting to ensure duplicate payments have not been processed (monthly financial review process). If duplicate payments have been processed, contact the vendor immediately to request a check for the overpayment. Submit the check to Disbursements for deposit processing along with sufficient information to credit the deposit. Checks received after June 25th may require special handling. (Deposits are submitted to the University Cashier. However, checks for overpayments to vendors are submitted to Disbursements, then routed to the University Cashier). • If Disbursements has e-mailed your department regarding a duplicate payment, ensure a satisfactory response and resolution. Disbursements must have resolution details on file for audit purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a Vendor been overpaid? Has the Overpayment Been Resolved? If not, Contact the Vendor Immediately to Request Repayment by Check. Send the Check to Disbursements for Deposit by June 25th.</td>
<td>Request vendor statements for review (generally, vendors with whom we conduct frequent business). Ensure that all invoices listed on the vendor’s statement have been received and processed before June 15, 2010. (We cannot process payment from a statement; request a copy of the invoice from</td>
</tr>
</tbody>
</table>
| **Route Purchase Order Invoices to Disbursements for entry by Disbursements Staff** | **Purchase order related invoices should not be entered by the department, but delivered promptly to the Office of Disbursements for entry and processing against the Purchase Order.**

Vendors should be instructed to send invoices for goods ordered by Purchase Order directly to the Office of Disbursements for payment processing. The Office of Disbursements must verify that goods were properly received prior to payment processing. The invoice is held until it can be matched with receiving data from the Central Receiving Department, where applicable.

**Note:** Vendors occasionally misdirect Purchase Order invoices. Departments are encouraged to aid in the delivery of the invoices to Disbursements.

Purchase Order invoices for software (example of an item for which “receipt data” may not be available) will require proof of satisfactory delivery to the department prior to invoice processing. An e-mail from the appropriate departmental representative is acceptable to acknowledge satisfactory receipt of the purchase. |
| **Do Not Hold Checks** | **If there are Disbursements checks in your office, take appropriate action to void the check and, if necessary, request a check reissue. This must be done by June 15, 2010. It may be that a stop payment has been requested and a check already reissued. Send an e-mail to busjkd@langate.gsu.edu (Cash Manager in Accounting Services) to inquire if a stop payment has been placed on the check.**

Write “Void” Across the Face of the Check and Return It to Disbursements by June 15. |
### Identify Unpaid Travel Vouchers and Travel Purchase Orders

Each department is responsible for managing unpaid travel vouchers and travel purchase orders.

A department may have authorized travel, which has since been cancelled. One of two steps must be taken:

1. If a Travel Voucher was entered, Contact Bobb Johns at djohns@gsu.edu to request the voucher(s) to be deleted from Spectrum.
2. If a Travel Purchase Order was entered, Contact Larry McCalop in Purchasing at finljm@langate.gsu.edu or (404) 413-3150 to request the Travel PO to be cancelled.

The travel engagement is complete:

- Submit a Travel Expense Statement to Disbursements by the document receipt deadline, June 15.
- Submit the Travel Expense Statement as soon as possible, for payment against the current Purchase Order.

The travel engagement is not complete:

5. If a travel voucher was entered, Contact Bobb Johns at djohns@gsu.edu to request the voucher(s) to be deleted from Spectrum. Enter an Express Purchase Order to encumber funds for the travel (replaces the voucher). Enter the Express PO by June 15. Ensure the PO is approved through workflow by 5 PM on June 15.

### Prepaid Expenditures - General and Travel

<table>
<thead>
<tr>
<th>Required to Pay a FY2011 Expenditure in FY2010?</th>
<th>A prepaid expense is an expenditure that demands payment, now (current FY), for an activity or purchase related to the next fiscal year. The expenditure is paid before June 30, <strong>but is charged against next year's budget</strong>. FY11 Expenditures that must be paid in FY10 should be entered in Spectrum by June 15 as prepaid, and charged to <strong>account #132100, for general</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Code the Expenditure to a</td>
<td></td>
</tr>
</tbody>
</table>

---
| Prepaid Account. | Prepaid travel expenditures are coded to the "travel" pre-paid account, 132110 (requires the traveler’s Spectrum Plus vendor identification number to be entered into the open-item field). In July, the start of the new fiscal year, the Office of Disbursements will create a journal entry to expense vouchers previously setup as prepaid. (The expense will be recorded in FY11). |
## 2010 Fiscal Year-End Cut-Off Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>- Request Statements from Vendors (vendors with whom we conduct <em>frequent</em> business). Ensure that outstanding invoices have been processed for payment, and outstanding credits recorded and applied against payments. Resolve issues with vendors. Request copies of invoices, where needed. (We cannot process payment from a vendor’s statement).</td>
</tr>
<tr>
<td>June 7 - 11</td>
<td>- To aid Disbursements ability to process payments by June 30th, please submit requests for payment during the week of June 7 – 11.</td>
</tr>
<tr>
<td>June 15</td>
<td>Submit documentation for any type of payment to the Office of Disbursements no later than 5:00 P.M. on June 15, 2010.</td>
</tr>
<tr>
<td></td>
<td>1. Delivery deadline for Invoices and payment request documentation for payment in Fiscal Year 2010. <em>Vouchers entered by departments require workflow approval by 5 PM on 06/15/2010.</em></td>
</tr>
<tr>
<td></td>
<td>2. Process Deadline for Consultant Purchase Orders – must be entered and approved through workflow. Send the following to Alvena Jefferson in Disbursements by 06/15/2010 at 5 PM:</td>
</tr>
<tr>
<td></td>
<td>- Copy of the signed Consultant Contract</td>
</tr>
<tr>
<td></td>
<td>- Original signed Contract Routing Form</td>
</tr>
<tr>
<td></td>
<td>- Copy of signed WCRQ Form or CIPC Form</td>
</tr>
<tr>
<td></td>
<td><em>Workflow approval required by 5 PM on 06/15/2010 or Purchase Order becomes invalid.</em></td>
</tr>
<tr>
<td></td>
<td>3. Process Deadline for Travel Purchase Orders – must be entered and approved through workflow, with Travel Authorizations signed and available. <em>Workflow approval required by 5 PM on 06/15/2010 or Purchase Order becomes invalid.</em></td>
</tr>
</tbody>
</table>
Express Purchase Order and Voucher Data Entry will be temporarily suspended beginning June 15 at the close of business, through June 30. Users will have access to inquire and run reports. Access will be restored on July 1, 2010.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25</td>
<td>Checks received from vendors to clear overpayments must be delivered to Disbursements for processing (Disbursements will prepare the deposit).</td>
</tr>
<tr>
<td>June 29</td>
<td>Run the <code>GSU_AP_UNPAID_VOUCHERS</code> query. If a payment request submitted by the June 15th deadline shows unpaid (provided the voucher was approved through workflow and had a valid budget check), email <a href="mailto:finjmp@langate.gsu.edu">finjmp@langate.gsu.edu</a> to request a payment status check. (Note, payment processing may take 10 business days or more, after payment documentation is stamped as received by Disbursements).</td>
</tr>
<tr>
<td>June 30</td>
<td><strong>Journal entries</strong> must be entered and submitted for approval. <strong>Journal entries</strong> must be approved by final department approver. <strong>All deposits</strong> must be delivered to the University Cashier no later than 4 PM on 06/30/2010. (Please submit deposits daily during the month of June to ensure posting by fiscal year-end).</td>
</tr>
<tr>
<td>July 12, 2010 (FY11)</td>
<td>Expenditures related to Fiscal Year 2010 which are not paid by June 30, should be processed early in July, 2010. The expense will be accrued to FY2010, by Disbursements. The accrual will record the expense in 2010. <strong>IMPORTANT NOTE:</strong> <em>Expenditures neither paid by June 30th, nor encumbered by June 15th, will be charged against the FY11 budget.</em></td>
</tr>
</tbody>
</table>
JUNE 2010

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review /Reconcile Vendor Statements</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday to Friday: Deliver Payment Documents To Disbursement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5PM Document Receipt Deadline</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Overpayments Must be Repaid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Run Query GSU_AP_UNPAID_VOUCHERS</td>
<td>Fiscal Year-End</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6 Frequently Asked Questions?

6.1 When does the fiscal year begin and end?

The fiscal year begins July 1 and ends June 30 of the following year.

6.2 Are there special deadlines for certain funds?

No, all funds, including grant related funds which may not expire on June 30, must meet the same fiscal year-end processing deadline.

6.3 What is the cut-off date for submitting documentation to meet the fiscal year-end deadline?

Documentation should be hand delivered on or before 5:00 PM on June 15, and stamped as received by the Office of Disbursements prior to the deadline. Do not place items in interoffice mail because you may risk missing the deadline. Please submit documentation to Disbursements on the earliest possible date.

6.4 What course of action will follow if my department fails to meet the deadline to settle encumbrances and expenditures by the end of the fiscal year?

Unprocessed vouchers and unsettled travel vouchers in Spectrum will be deleted if documentation is received after the deadline. The documentation will be returned to the department for re-entry in the new fiscal year (July), when access to the new Spectrum Plus systems is granted.

6.5 What is the year-end procedure for travel that crosses fiscal years?
Departments should consult their budget authority or business manager to determine the best way to record the expenditure.

### 6.6 Can I request an extension if my department misses the fiscal year-end deadline?

No. All documentation must be submitted before the end of the fiscal year. If you miss the deadline, you must re-enter a payment voucher in the new fiscal year.

### 6.7 What is the accepted delivery method for submitting documentation at fiscal year-end?

All documents must be stamped as received by the Office of Disbursements prior to the deadline. Do not place items in interoffice mail because you may risk missing the deadline.

### 6.8 What should I do if my department has unused encumbered funds?

At fiscal year-end, purchase orders with unused encumbered funds will be carried forward to the next fiscal year. Purchase orders must have a valid reason to be carried forward. Review the guidelines for managing purchase orders for more information.

### 6.9 How do I obtain a list of outstanding travel vouchers?

From the Spectrum system, use the following query:

`GSU_AP_UNPAID_VOUCHERS`

### 6.10 How does a prepaid expense differ from other expenses?

A prepaid expense is an expenditure that demands payment, now (current FY), for an activity or purchase related to the next fiscal year. The expenditure is paid before June 30, **but is charged against next year's budget**. FY11 Expenditures that must be paid in FY10 should be entered in Spectrum by June 15 as prepaid, and charged to account #132100, for general expenditures (excluding travel). Pre-paid
travel expenditures are coded to the “travel” pre-paid account, 132110 (requires the traveler’s Spectrum Plus vendor identification number to be entered into the open-item field). In July, the start of the new fiscal year, the Office of Disbursements will create a journal entry to expense vouchers previously setup as prepaid. (The expense will be recorded in FY11).

6.11 I will not complete my travel until the new fiscal year. How do I stop my travel voucher from being deleted from Spectrum at fiscal year-end?

Unsettled travel vouchers will be deleted from Spectrum on June 30. Therefore, at fiscal year-end, it is necessary to create an Express Purchase Order, to encumber funds to pay the expenditure when the Travel Expense Statement is submitted. Important Note: The Express PO must be approved through workflow by 5 PM on 06/15/2010.

6.12 I have more questions. Who do I contact?

If you have any questions or need assistance, send an e-mail to finjmp@langate.gsu.edu or call (404) 413-3044. Specific questions can be directed to the following individuals:

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Trennye Blackburn</td>
<td><a href="mailto:FINTMB@LANGATE.GSU.EDU">FINTMB@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td></td>
<td>Rosalyn Jordan</td>
<td><a href="mailto:FINRJJ@LANGATE.GSU.EDU">FINRJJ@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td></td>
<td>Travel / Registrations</td>
<td></td>
</tr>
<tr>
<td>Consultant Contracts</td>
<td>Alvena Jefferson</td>
<td><a href="mailto:FINAJO@LANGATE.GSU.EDU">FINAJO@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>Purchase Orders for Goods/Services</td>
<td>Rose Jones</td>
<td><a href="mailto:FINRMJ@LANGATE.GSU.EDU">FINRMJ@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>(excluding consultant services)</td>
<td>Razak Danmola</td>
<td><a href="mailto:FINRAD@LANGATE.GSU.EDU">FINRAD@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>Vouchers (Misc Employee Reimbursements, General Vendor)</td>
<td>Karima Alexander</td>
<td><a href="mailto:FINKEA@LANGATE.GSU.EDU">FINKEA@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>Payments)</td>
<td>Vouchers (Misc Non-Employee payments (not on PO), 3rd party payments related to non-employees, agency account transactions).</td>
<td>Jean Pearson</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Food Payment/Policy</td>
<td>Sum Mei Ho</td>
<td><a href="mailto:BUSSMH@LANGATE.GSU.EDU">BUSSMH@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>Voucher Maintenance or Deletion</td>
<td>Bobb Johns</td>
<td><a href="mailto:FINDRJ@LANGATE.GSU.EDU">FINDRJ@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>General Inquiry</td>
<td>Libby Roessler</td>
<td><a href="mailto:FINLXRX@LANGATE.GSU.EDU">FINLXRX@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td></td>
<td>Jonathan Williams</td>
<td><a href="mailto:FINJSW@LANGATE.GSU.EDU">FINJSW@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>Foreign National Taxation</td>
<td>Ivan Ivanov</td>
<td><a href="mailto:FINISI@LANGATE.GSU.EDU">FINISI@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>Workflow Approval Spectrum Office</td>
<td>Mary Franklin</td>
<td><a href="mailto:FINMKF@LANGATE.GSU.EDU">FINMKF@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>Check Stop Payments Accounting Services</td>
<td>Jaline Dixon</td>
<td><a href="mailto:BUSJKD@LANGATE.GSU.EDU">BUSJKD@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td>Purchase Orders Dispatch/Inquiry</td>
<td>Catherine Luallen</td>
<td><a href="mailto:FINCLL@LANGATE.GSU.EDU">FINCLL@LANGATE.GSU.EDU</a></td>
</tr>
<tr>
<td></td>
<td>Larry McCalop</td>
<td><a href="mailto:FINLJM@LANGATE.GSU.EDU">FINLJM@LANGATE.GSU.EDU</a></td>
</tr>
</tbody>
</table>

---

**6.13 Are there other Accounts Payable Queries that may be helpful to departments?**

http://www2.gsu.edu/~wwwspc/Training/RecommendedQueries.pdf
(Link to updated Queries: Spectrum Systems webpage. Contact: Mary Franklin, Manager, Spectrum Systems).
7 Important Things to Remember

7.1 ENCUMBERING FUNDS FROM FY10?

- Enter an Express Purchase Order by 06/15/2010
- Have the Express Purchase Order approved through workflow by 5 PM on 06/15/2010.
- Departments will lose access to Spectrum Plus at 5 PM on 06/15/2010. Unapproved Purchase Orders become invalid if not approved through workflow by 06/15/2010 at 5 PM.

7.2 SPECTRUM ENTRIES

- Manage Spectrum Vouchers. Spectrum Vouchers expense funds. If a voucher will not be paid by June 30th, the voucher will be deleted on June 30th.

Run the query: GSU_AP_UNPAID_VOUCHERS. The query will identify unpaid vouchers.

  o Has payment documentation been submitted to Disbursements to pay this voucher by the June 15th deadline?
  o If the voucher is for “travel” will the trip be completed by June 15th (deadline for submitting a Travel Expense Statement)? If not, enter an express Purchase Order for the travel. Why? Because the voucher will be deleted on June 30th. Therefore, if the intention is to use FY10 funds to pay for the travel (later), the funds must be encumbered by Purchase Order, prior to June 15th.

- Manage Purchase Orders by Running the following queries:

  GSU_PO_ENC_AND_VCHR
  (Query shows PO amount by line and vouchers entered against the PO)

  GSU_PO_PAYMENTS
  (Query shows vouchers entered against a PO. Voucher may be paid or pending payment).

  GSU_PO_STATUS_BY_PO_ID or GSU_PO_STATUS_BY_USERID
  Review PO Status. If PO Status is completed, the PO has been paid/closed.

  GSU_PO_NOT_DISPATCHED
  Enter Department ID#. Identify action to be taken. Contact Purchasing with questions.
7.3 VENDOR PAYMENTS

NON-PO (If less than $5,000)

- **Request an invoice from the vendor by June 7th.** Enter a voucher into Spectrum and ensure it is approved through electronic workflow by 5 PM on 06/15. Deliver the Payment Document to Disbursements no later than 5 PM on Tuesday, June 15th.

- **If the vendor’s invoice will be received after June 15th, “consider” entering an Express Purchase Order to encumber the funds from your FY10 budget to pay the invoice when received (later).** Note: Purchase Order invoices are “only” entered by Disbursements.

- **If a vendor’s invoice demands payment in FY10 for an expenditure related to FY11, code the expense to pre-paid-132100 (general expenditure) or 132110 (travel expenditure).**

- **If the vendor’s invoice will be received after June 15th, and you have not entered an Express PO to encumber the funds,** enter the invoice against your FY11 budget, ideally by Monday, July 12th. Purchases made late in FY10 and paid early in FY11 must be “accrued” by Disbursements.

PO ($5,000 or more – PO Required for purchases of $5,000 or more)

- **Request an invoice from the vendor no later than June 7th.** (Important Note: Vouchers to be paid against an Express Purchase Order are entered only by Disbursements).
  - **Payments to CONSULTANT / INDEPENDENT CONTRACTOR SERVICES:** By June 15th. Submit the following:
    - If service has been successfully performed send the following to Alvena Jefferson in Disbursements, for payment processing:
      - Copy of the Consultant Contract
      - Original Contract Routing Form
      - CPA Form (Consultant Payment Authorization Form). Form provides approval for payment of the invoice.
      - Invoice
      - Copy of WCRQ Form or CIPC Form

  - **Determine if payments have been entered against the Purchase Order, run the query:** GSU_PO_PAYMENTS.
Before requesting a payment against the Purchase Order, ensure the Purchase Order is Dispatched. Run the query: GSU_PO_NOT_DISPATCHED. Contact Purchasing, 3-3150 regarding PO Dispatch. Contact Alvena Jefferson, Disbursements, with payment inquiry.

- **Payments for GOODS/SERVICES (Excluding Consultant/Independent Contractor Services):**
  By June 15th, Ensure the vendor's invoice has been received by Disbursements. To determine payments entered against the Purchase Order, run the query: GSU_PO_PAYMENTS

  Contact Rose Jones or Razak Danmola, Disbursements, with inquiries.

- **Payments for TRAVEL:** By June 15th, Submit the Travel Expense Statement to Disbursements. To determine payments entered against the Purchase Order, run the query: GSU_PO_PAYMENTS

  Contact Trennye Blackburn, Disbursements, with inquiries.

### 7.4 PAYMENT DOCUMENTATION

**Payment Request Form** – Complete the form. All questions should be answered. Disbursements needs to see the speetype and account code charged listed on the Payment Request Form (form used in the distribution of documentation to specific staff). Complete the purpose/reason for the payment in the Purpose/Reason section of the form or attach a memo to explain the expenditure.

**Proof of Payment** – Proof of payment is always required for reimbursement. Absent proof of payment, departments may submit a memo, signed by appropriate management, confirming the source of payment.

**Food** – Provide sufficient detail. When paying for food, be sure to include: Itemized Receipt showing Method of Payment, Names of individuals who participated in the meal and their
relationship to GSU (or name the “group” when appropriate), agenda for the event and purpose for the meal. (reference: BOR Food Policy (Sections 19.7, 19.8)


Mileage Reimbursement – Provide beginning and ending mileage for the trip, or a MapQuest print-out showing one-way mileage for the travel route.

Payment to an Individual – Submit a Payment Request Form, along with the vendor’s invoice or memo signed by management, and other necessary documentation. (Ideally, the vendor will sign the Payment Request Form).

Payment for Services - Submit a Payment Request Form, along with either the signed CIPC or WCRQ Form (approved by Disbursements), vendor’s invoice, or memo signed by management.

CIPC Form:

WCRQ Form:
http://www2.gsu.edu/~wwwfas/FinancialOperation/PaymenttoContractors/WorkerClassificationReviewQuestionnaire.pdf

Payment to a 3rd Party on behalf of a non-employee – provide the name of the non-employee, their relationship to GSU/purpose for the expense.

Expense Reimbursement with Multiple Receipts – provide a recap of expenditures by receipt. The recap should tie to the reimbursement amount as requested.

Payment Documentation submitted more than 30 days past the invoice date or return from travel date – Submit a written explanation as to why the request for payment is being submitted more than 30 days past the invoice date (prompt payment requirement).

Reimbursement Request Exceeds Per Diem Allowance – Submit a written justification, signed by appropriate management, to document justification for exceeding per diem.
Taxes Charges when operating in the State of Georgia – The University is exempt from all taxation when operating in and doing business within the State of Georgia, and when paying a vendor directly.

Late Charges and Finance Charges – Except where accepted by signed contract (must be signed by GSU Legal Affairs) the University cannot use State funds to pay late charges or finance charges.

7.5 SPECTRUM VOUCHER ENTRY

Invoice Number and Invoice Date – Enter the invoice number and invoice date provided on the vendor’s invoice (when applicable). Do not create an invoice number in situations where the vendor has provided an invoice number. Do not add additional numbers or letters to the invoice number provided by the vendor. We do not pay by statement. An acceptable invoice will list itemized charges.

Invoice Entry – Enter one voucher for each invoice.

Description: Always enter a description for the expenditure when entering vouchers into Spectrum. If payment is to a 3rd party on behalf of an individual, include the name of the individual in the description.

Comments Link – Use the Comments link to further identify expenditures.