Office of Disbursements
Fiscal Year-End Processing
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<tr>
<th>Category</th>
<th>Fiscal Year-End Procedures</th>
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<tr>
<td>Document Name:</td>
<td>Fiscal Year-End Processing – All Departments/All Spectrum Users</td>
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<td>Responsible Department:</td>
<td>Office of Disbursements</td>
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<td>Approval Authority:</td>
<td>Office of the Comptroller</td>
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<td>Original Publish Date:</td>
<td>July 1, 1999</td>
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<td>Contact:</td>
<td>Director, Disbursements</td>
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1 About this Guide

This guide is intended to highlight important procedures / processes 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 instructions for the review and management of payments that impact fiscal year activity and budgets.
2 How the Purchasing Unit Interacts with the Disbursements Unit

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).

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/.

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.

Office of Disbursements webpage is located at:
http://www2.gsu.edu/~wwwfas/FinancialOperation/index.htm

Disbursements and Purchasing work together to ensure the proper processing of expenditures.

2.1 Reasons for Contacting the Purchasing Office

Purchasing’s email: purchasing@gsu.edu

- When/How to Request a Purchase Order
- Purchase Order Encumbrance
- Purchase Order Change/Cancellation/Closure/Adjustment
- Purchase Order Dispatch
- Questions Regarding Receiving (Central Receiving)
- The Competitive Bid Process
- Contracts (Contact Legal Affairs and/or Purchasing)
- How to Set Up a Vendor
- Address Corrections for Vendors or Students
- How to Enroll a Vendor for Electronic Funds Transfer (EFT)
- Questions Relating to Leases/Rental/Service
- Questions Relating to Service Maintenance Agreements
- Requests for Vendor Direct Billing and/or Credit Applications
- Payments Using the Purchase Card (P-Card)
3 Fiscal Year-End

- Fiscal year-end (FYE) is June 30, 2013. The last business day of FY13 is Friday, June 28th, 2013.

- Disbursements must complete all payment processes for FY13 by Friday, June 28th, 2013.

- All expenditures related to Fiscal Year 2013 must be paid by June 28 or have funds encumbered by June 30th to pay the expenditure using 2013 funds, at a later date.

  IMPORTANT NOTE: In order to successfully encumber funds for FY 2013, all Purchase Orders (whether initiated in PantherMart or in Spectrum) must be recorded in Spectrum systems, with a successful budget check, by June 30th, 2013. Purchase orders completed after this date will encumber FY14 funds.

PANTHERMART

- PantherMart vouchers must be entered and approved by Friday, June 14th in order to ensure payment by Friday, June 28th, 2013. This refers to Payment Request Form entries into PantherMart which have sufficient documentation attached, and which have been fully approved through workflow no later than 5 PM on Friday, June 14th, 2013.

- PantherMart Purchase Orders must be entered and approved by Friday, June 14th in order to ensure payment by June 28th, 2013.

PantherMart POs will be paid by 06/28/2013, providing:
  - TRAVEL - A Travel Authorization (TA) has been fully approved through workflow, and a completed Travel Expense statement (TES) has been delivered to Disbursements for payment against the TA. The TES must be stamped received by Disbursements, no later than 5 PM on Friday, June 14th, 2013.
  - Other PantherMart Purchase Orders – a PantherMart PO has been fully approved through workflow, the PO has a valid budget check, the goods or services have been “received” (receiving data is complete), and the vendor's invoice has been received by Disbursements, no later than 5 PM on Friday, June 14th, 2013.
**OFFICE OF DISBURSEMENTS**

- PantherMart access will remain active, however, it's important to note that entries approved after 06/30/13 will encumber FY14 funds. (In order to successfully encumber (set aside) funds for FY 2013, a PO must have a valid budget check and be recorded in Spectrum by the end of the day on 06/30/2013).
- Expenditures related to Fiscal Year 2013 which are not entered by June 30th, should be processed early in July, 2013. Please continue to input PantherMart Payment Request Form entries and to send invoices to Disbursements after the June 14th deadline. The processing of these invoices/vouchers is critical. Any invoice dated June 30th or earlier must be documented to avoid a misstatement on the Annual Financial Report. It is critical that invoices dated June 30th or earlier are processed/entered early in July, 2013!

**SPECTRUM**

- Spectrum vouchers must be entered and approved, and the payment documents delivered to Disbursements by Friday, June 14th, at 5:00 PM. Unpaid Spectrum vouchers will be deleted from Spectrum System on Friday morning, June 28th, 2013.

**Q: What does it mean if my voucher is deleted on June 28th?**

**A:** Vouchers deleted on June 28th cause funds to be released back into the budget at a time when the funds may not be able to be encumbered.

- Spectrum Purchase Orders must be entered and approved by Friday, June 14th, 2013 in order to ensure payment by June 28th, 2013. Payment will be processed by 06/28/2013, providing:
  - The Spectrum PO has been fully approved through workflow, has a valid budget check, the goods or services are fully recorded as “received”, and the vendor’s invoice has been submitted to Disbursements, no later than 5 PM on Friday, June 14th, 2013.
- Spectrum users will have access to inquire, run reports, and approve purchase orders and payment request form entries in Spectrum after June 14th. However, departments will be unable to enter Spectrum Express Purchase Orders or Spectrum Vouchers after 5 PM on June 14th, 2013.
- Spectrum PO entries approved after 06/30/2013 will encumber FY14 funds. The entry must be posted in Spectrum and have a valid budget check on 06/30/2013. Spectrum Access will be restored on Monday, July 1, 2013. (Contact the Spectrum Team for information, if needed.)
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 28th.

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. Also, departments need to ensure proper workflow approval in order for Disbursements to meet the year-end demand for payment processing.
Managing Expenditures at Fiscal Year-End

PantherMart, introduced in 2012, enables us to more efficiently manage year-end transactions.

- A PantherMart Payment Request Form entry will create a PO which encumbers funds. A FY13 Payment Request Form entry can be initiated until 06/28/13. (Certain limitations apply).
- Departments can create PO transactions (encumber funds) until 06/28/2013. (Certain limitations apply).

All PantherMart purchase orders encumber funds. PantherMart POs entered and approved by 06/28/13 encumber FY13 funds.

Important Note: A FY13 PO must be posted in Spectrum and have a valid budget check by 06/28/13 (technically 06/30/2013). It is possible to enter a PantherMart PO by the deadline which does not ultimately encumber FY13 funds in Spectrum. Why not? Because PantherMart does not budget check a PO. The PantherMart system merely identifies that funds are available at a certain point in time. POs are only budget checked in Spectrum. For this reason it is important to check Spectrum to ensure a specific PO is recorded there and shows a valid budget check on 06/30/13. What happens to entries approved after 06/30/13? Entries not approved on 06/30/13 will automatically encumber FY14 funds, when approved.

The deadline to ensure “payment” of your completed transactions for FY2013, is 5:00 PM on June 14, 2013. 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 28th.

IMPORTANT: Payments to Independent Contractors require that documentation be submitted to Purchasing early enough to allow sufficient time for document review and Purchase Order dispatch. Thereafter, allow 10 business days for payment processing by Disbursements.

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. Failure to Meet the Fiscal Year Submission Deadline
3. Vendor Invoicing
4. Identifying Outstanding Vouchers
5. Voucher Deletion
6. Voucher Deletion Reporting
7. Encumbering Funds for Items not Invoiced by Year-End
8. Prepaid Expenditures – General and Travel
9. Managing Purchase Orders
10. Managing Duplicate Payments
11. Request Vendor Statements for Review
12. Route Purchase Order Invoices to Disbursements for entry by Disbursement Staff
13. Do Not Hold Checks
14. Identifying Unpaid Travel Vouchers and Travel Purchase Orders
15. Prepaid Travel Expenditures – General and Travel
<table>
<thead>
<tr>
<th>Topic</th>
<th>Guideline</th>
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</thead>
<tbody>
<tr>
<td>Fiscal Year Documentation</td>
<td>PantherMart Payment Request Form transactions require supporting documentation to be scanned directly into PantherMart. Note, remove sensitive information from documents prior to scanning. Do not scan in Travel Expense Statements or Moving Expense reimbursement documents.</td>
</tr>
<tr>
<td>Submission</td>
<td>Travel Expense Statements must be hand-delivered to Disbursements no later than 5:00 PM on Friday, 06/14/2013 in order to ensure payment processing by 06/29/2013.</td>
</tr>
<tr>
<td></td>
<td>Moving Expense packets must be hand-delivered to Disbursements no later than 5:00 PM on Friday, 06/14/13 in order to ensure payment processing by 06/28/2013.</td>
</tr>
<tr>
<td></td>
<td>Disbursements cannot process payment of PantherMart PO entries until purchases are documented as received. To ensure payment processing by 06/28/2013, enter either a quantity receipt or a cost receipt (where applicable) into PantherMart.</td>
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<tr>
<td></td>
<td>Completion of Receiving is imperative</td>
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<td></td>
<td>Receiving Instructions can be found at: <a href="http://www.gsu.edu/spectrum/39793.html">http://www.gsu.edu/spectrum/39793.html</a>. Note: Goods require Quantity receipts, services require cost receipts.</td>
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<tr>
<td></td>
<td>Most PO invoices are received directly by Disbursements (exception - invoices for personal services). If a vendor sends a PO invoice directly to a department, departments should scan the invoice and email it to <a href="mailto:accountspayable@gsu.edu">accountspayable@gsu.edu</a>, no later than 5:00 PM on 06/14/2013. (Important: Disbursements won't know that PO invoices have been scanned in, unless we're notified by email to <a href="mailto:accountspayable@gsu.edu">accountspayable@gsu.edu</a>).</td>
</tr>
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</table>
| Disbursements at accounts payable@gsu.edu to advise if a vendor's invoice has been scanned into the transaction. (Important: Disbursements won't know that PO invoices have been scanned in, unless we're notified by email at accounts payable@gsu.edu).  
5) Allow sufficient time before the 06/14/2013 deadline for Purchasing to review Consultant contracts and dispatch POs.  

"Submit Spectrum payment documentation by 5:00 PM on 06/14/2013."

(IMPORTANT: Continue to process FY13 expenditures after this deadline. All FY13 expenditures need to be entered into the system by early July, 2013, to avoid a misstatement on the Annual Financial Report!)

Important Note: Voucher entry into Spectrum is (generally) confined to:  
1) Auxiliary Services  

| OFFICE OF DISBURSEMENTS  
Consultant Purchase Orders must be entered and approved through workflow by 5 PM on 06/14/2013. Purchasing requires a complete packet for document review and PO dispatch – allow 10 business days for documentation review by Purchasing, and 10 business days for payment processing by Disbursements.

Spectrum payment documentation should be hand-delivered to the Office of Disbursements on or before 5:00 P.M. on June 14, 2013 and stamped received by the Office of Disbursements prior to the deadline. Do not place items in interoffice mail because you may risk missing the deadline.

Proof of Document Delivery  
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 delivery and the date of submission. The memo will be signed by a representative of Disbursements Customer Service.
<table>
<thead>
<tr>
<th>Failure to Meet the Fiscal Year Submission Deadline</th>
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<tr>
<td><strong>2) Athletics</strong></td>
<td><strong>3) Disbursement.</strong></td>
</tr>
<tr>
<td><strong>All PantherMart Payment Request Form entries</strong></td>
<td>create purchase orders. All purchase orders encumber funds.</td>
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<tr>
<td>PantherMart POs entered and approved by 06/28/13</td>
<td>encumber FY13 funds. FY13 funds can be used to pay a</td>
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<td>FY13 invoice received after the deadline. (In order to use</td>
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<td>FY13 funds, the PO must be posted in Spectrum (where it has a</td>
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<tr>
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<td>valid budget check using FY13 funds) no later than 06/30/13.</td>
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<tr>
<td><strong>All PantherMartPO entries</strong> which are not registered in</td>
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<td>possible to enter a PantherMart PO by the deadline which does</td>
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<td>time. POs are only budget checked in Spectrum. For this reason</td>
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<td>it is important to check Spectrum to ensure a specific PO is</td>
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<td>reported there and shows a valid budget check).</td>
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<td><strong>Spectrum vouchers</strong> must have payment documentation received by</td>
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<tr>
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<td>Friday, June 14th, 2013, at 5:00 PM. Otherwise, Spectrum vouchers</td>
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<tr>
<td>point in time. POs are only budget checked in Spectrum. For this</td>
<td>may be deleted if documentation is received after the deadline.</td>
</tr>
<tr>
<td>reason it is important to check Spectrum to ensure a specific PO</td>
<td>The</td>
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<td><strong>OFFICE OF DISBURSEMENTS</strong></td>
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<tr>
<td>documentation will be returned to the department for re-entry in the new fiscal year (July 1st, 2013 for FY14), when full access to Spectrum system is restored.</td>
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</table>

- **Spectrum POs** must be fully approved through workflow by 06/30/2013, and have a valid budget check, in order to encumber FY13 funds which can be used to make the payment, at a later date. Spectrum POs which are not approved by 06/30/2013, or which do not pass a valid budget check by 06/30/2013 will encumber FY14 funds, when approved.

**IMPORTANT NOTE:** All Expenditures related to Fiscal Year 2013 which are not paid by June 28, should be processed for payment early in July 2013. **The processing of these invoices/vouchers is critical!** Any invoice dated June 30th or earlier must be documented to avoid a misstatement on the Annual Financial Report. It is critical that invoices dated June 30th or earlier are processed/entered early in July, 2013!

<table>
<thead>
<tr>
<th><strong>Vendor Invoicing</strong></th>
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<tbody>
<tr>
<td>Submit FY2013 Invoices for Payment Processing by June 14th.</td>
</tr>
<tr>
<td>Encumber Funds by June 14 to Pay FY2013 Expenditures at a Later Date.</td>
</tr>
<tr>
<td>Departments should make every effort to request invoices from vendors prior to the fiscal year-end deadline of June 14. At peak times of the year, and especially at fiscal year-end, auditing and processing of payments may take more than 10 business days to complete.</td>
</tr>
</tbody>
</table>

Most PO invoices are received directly by Disbursements (exception - invoices for personal services). If a vendor sends a PO invoice directly to a department, departments should scan the invoice and email it to accounts payable@gsu.edu, no later than 5:00 PM on 06/14/2013. **Important:** Disbursements won't know that PO invoices have been scanned in, unless...
| Identifying Outstanding 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: 

- GSU_AP_UNPAID_VOUCHERS 
The above query provides real-time listings of all Spectrum vouchers entered against a department's budget, which remain unpaid. 

PantherMart Payment Request Forms encumber funds on a PO. Therefore, run the open PO report to identify PantherMart Payment Request Vouchers that remain unpaid. 

SPECTRUM QUERY 
GSU_PO_Open_Enc_By_Dept_Range 
Query lists all Open POs on record in the system (includes prior year POs). 

(Important Note: When running queries in Spectrum, keep in mind that PantherMart entries may not show up until paid or posted). 

Note: The Spectrum Team will provide instructions for running PantherMart queries. |
| Voucher Deletion Reporting | Spectrum Vouchers not processed for payment fiscal year-end, 06/28/13 will be deleted from Spectrum by the Office of Disbursements. Voucher deletion will begin at 9 AM on Friday, 06/28/13, the final business transaction day for fiscal year-end. 

In fiscal year 2013, unprocessed Spectrum vouchers will be deleted on June 28th. 

Payment documentation for unapproved (deleted) Spectrum vouchers will be returned to the department for re-entry in the new fiscal year (July, FY14) when access to Spectrum systems is restored. FY14 funds will be used for these payments. 

**Note:** Voucher entry into Spectrum is (generally) confined to Auxiliary Services, Athletics, and Disbursements. 

What does it mean if my voucher is deleted on June 28th? 

Vouchers deleted on June 28th cause funds to be released back into the budget at a time when the funds may not be able to be encumbered. 

A listing of deleted vouchers may be requested by sending an e-mail to accountspayable@gsu.edu. Deleted Spectrum vouchers should be re-entered in the new fiscal year (July, 2013 – FY14). 

**IMPORTANT NOTE:** All Expenditures related to Fiscal Year 2013 which are not paid by June 28, should by processed for payment early in July 2013. The processing of these invoices/vouchers is critical! Any invoice dated June 30th or earlier must be documented to avoid a misstatement on the Annual Financial Report. It is critical that invoices dated June 30th or earlier are processed/entered early in July, 2013! 

| Voucher Deletion | Spectrum Vouchers Deleted on June 28 Create Funds Availability. This situation should be monitored closely at year-end. |
Encumbering Funds for Items not Invoiced by Year-End

Enter PO by close of business 06/14/2013.

*Important Note: Voucher entry into Spectrum is (generally) confined to 1) Auxiliary Services, 2) Athletics, and 3) Disbursements.*

If a department expects to use FY13 funds to pay for a purchase (providing the purchase will be "received" in FY13), the following must occur:

**PantherMart** – Enter a PantherMart purchase order and have it (fully) approved through workflow (and ensure a valid budget check) by 06/30/2013 (the final business day for FY13 is Friday, 06/28/13).

(For a Travel Encumbrance, enter a Travel Authorization in PantherMart. **Note: In order to encumber FY13 funds, the travel engagement should begin sometime prior to June 30th (travel may end after FY13).**)

*Important Note:* All POs (regardless of where they originated) must be registered in Spectrum and have a valid budget check.

*Important Note:* A FY13 PO must be posted in Spectrum and have a valid budget check by 06/28/13 (technically 06/30/2013). It is possible to enter a PantherMart PO by the deadline which does not ultimately encumber FY13 funds in Spectrum. Why not? Because PantherMart does not budget check a PO. The PantherMart system merely identifies that funds are available at a certain point in time. POs are only budget checked in Spectrum. For this reason it is important to check Spectrum to ensure a specific PO is reported there and shows a valid budget check.

**Spectrum** – Enter an Express Purchase Order, into SPECTRUM. An Express Purchase Order will serve to encumber funds from the current budget (FY13) for payment processing after the close of FY13. Express Purchase Orders must be entered by Friday, June 14th. PO approval may take place as late as 06/30/2013, however,

- Spectrum POs must be fully approved through
### Prepaid Expenditures

#### General and Travel

Required to Pay a FY2014 Expenditure in FY2013? Code the Expenditure to a Prepaid Account.

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 by June 28, but is charged against next year's budget. FY14 Expenditures that must be paid in FY13 should be entered by June 14 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 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 (via journal entry) against the FY14 budget).

### Managing Purchase Orders

#### Run Spectrum Queries listed here - Purchase Orders generated by PantherMart will be listed on Spectrum queries

Spectrum system houses PO data for both PantherMart and Spectrum. PO queries run in

Clearing your Purchase Order inventory can be especially challenging at fiscal year-end.

**Cancel or close unused POs early enough so that the funds can be used for another purpose, prior to year-end! Caution:**

Do not cancel or close a PO that may have an “unposted” (in process) payment being applied against it!

** Cancelling a Purchase Order that is not valid, prior to year-end, is critical! (If a Purchase Order is cancelled before June 28th, this creates available funds).**
Spectrum will pick-up PO information for both PantherMart and Spectrum POs.

<table>
<thead>
<tr>
<th>Warning: POs which are cancelled on June 28th cause funds to be released back into the budget at a time when the funds may not be able to be encumbered.</th>
</tr>
</thead>
</table>

Before carrying a Purchase Order 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 be closed or adjusted. This should be done prior to 06/14, if possible. Why? A department may be able to encumber the funds for another purpose, prior to 06/28/13. An action to close/cancel/adjust a PO is handled by the Purchasing Unit. Contact the Purchasing Manager at purchasing@gsu.edu or (404) 413-3150 for assistance.

The Office of Disbursements will handle PURCHASE ORDER INVOICE related questions:

- PO payments for tangible goods and (some) services (excludes consultant/independent contractor services) via Purchase Order, are handled by:
  - Jonathan S. Williams
  - Razak Danmola
  - Amber White

They can be reached by emailing: accounts payable@gsu.edu
- PO payments for consultant or independent contractor are handled by:
  - Alvena Jefferson
  She can be reached by emailing: accounts payable@gsu.edu

- Payments for Travel Expense Statements and related Travel payments are handled by:
  - Trennye Blackburn
  - Rosalyn Jordan
  They can be reached by emailing: accounts payable@gsu.edu

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_Open_Enc_By_Dept_Range
   Query lists all Open POs on record in the system (includes prior year POs).

2. GSU_PO_ENC_AND_VCHR
   Query shows PO encumbrance by line and vouchers entered against the PO.

3. GSU_PO_PAYMENTS
   Query shows Spectrum vouchers entered against a PO.

   Voucher may be paid or pending payment. Caution: Do not cancel or close a PO that may have an "unposted" (in process) payment being applied against it!

   (Important Note: When running queries in Spectrum, keep in mind that PantherMart entries may not show up until paid or posted).

Note: The Spectrum Team can provide instructions for running PantherMart queries.
**Managing Duplicate Payments**

Has a Vendor been overpaid?  
Has the Overpayment Been Resolved?

If an overpayment has not been resolved, notify Disbursements, immediately.  
Email [accountspayable@gsu.edu](mailto:accountspayable@gsu.edu) to report the overpayment.

If a check for the overpayment is received by the department, send the Check to Disbursements by June 26th for Deposit by June 28th.

**OFFICE OF DISBURSEMENTS**

- 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 28th may require special handling. (Deposits are submitted to the University Cashier. However, checks for overpayments to vendors are submitted to Disbursements, for routing 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.

**Request Vendor Statements for Review**

Review Vendor Statements by June 3  
Is there an Invoice Listed that Has Not Been Paid?  
Have We Applied All Credit Memos Listed on the Statement?

- 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 14, 2013. (Disbursements will not process payment from a statement or from a pro forma; request a copy of the actual/official invoice from the vendor).  
  Note: Request the invoice which shows an itemized listing of the charges.  
  **Important:** Disbursements won’t know that PO invoices have been scanned in, unless we’re notified by email to [accountspayable@gsu.edu](mailto:accountspayable@gsu.edu).

  Note: Vendor credits cannot be entered into PantherMart via the Payment Request Form. To ensure a vendor credits is used and properly recorded in the accounts payable system, do the
**OFFICE OF DISBURSEMENTS**

<table>
<thead>
<tr>
<th>Ensure Receiving is properly documented, and Route Purchase Order Invoices to Disbursements for entry by Disbursements Staff</th>
<th><strong>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.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>following:</td>
<td></td>
</tr>
<tr>
<td>- Record the full chartfield information directly onto the vendor's invoice.</td>
<td></td>
</tr>
<tr>
<td>- Scan the credit memo/credit invoice and email it to Disbursements – <a href="mailto:accountspayable@gsu.edu">accountspayable@gsu.edu</a></td>
<td></td>
</tr>
<tr>
<td>- Disbursements will enter a voucher for the credit memo directly into Spectrum.</td>
<td></td>
</tr>
<tr>
<td>Vendors have been instructed to send invoices for goods ordered by Purchase Order directly to the Office of Disbursements for payment processing. Vendors occasionally misdirect Purchase Order invoices. Departments are encouraged to aid in the delivery of the invoices to Disbursements.</td>
<td></td>
</tr>
<tr>
<td>Do not assume Disbursements has received the invoice.</td>
<td></td>
</tr>
<tr>
<td>If a department has received the invoice for goods, directly, do the following:</td>
<td></td>
</tr>
<tr>
<td><strong>PANTHERMART</strong></td>
<td></td>
</tr>
<tr>
<td>- Ensure items have been properly documented as &quot;received&quot; in PantherMart.</td>
<td></td>
</tr>
<tr>
<td>For PantherMart POs, a designated departmental representative must enter either a quantity receipt or a cost receipt into PantherMart in order for Disbursements to process payment.</td>
<td></td>
</tr>
<tr>
<td>- Email the invoice to <a href="mailto:accountspayable@gsu.edu">accountspayable@gsu.edu</a>. (Important: Disbursements won't know that PO invoices have been scanned in, unless we're notified by...</td>
<td></td>
</tr>
</tbody>
</table>
SPECTRUM

- Ensure items have been logged as received by Central Receiving, into Spectrum. (Or if receiving is optional, indicate directly onto the invoice that the items have been received, and sign the invoice). Spectrum Purchase Order invoices for software (example of an item for which “receipt data” may not be available) will require proof (or written advisement) of satisfactory delivery to the department prior to invoice processing.

- Email the Spectrum invoice to accountspayable@gsu.edu (Important: Disbursements won’t know that PO invoices have been scanned in, unless we’re notified by email to accountspayable@gsu.edu).

The Office of Disbursements must verify that goods were properly received prior to payment processing.

**PO Invoices must be processed by Disbursements staff, in order to properly relieve the encumbrance, and close the PO (when applicable).**

Do Not Hold Checks

Write “Void” Across the Face of the Check and Return It to Disbursements by June 27.

If there is a Disbursement check in your office, take appropriate action to void the check and, if necessary, request a check reissue. This should be done by June 27, so that a replacement check can be issued by June 28. It may be that a stop payment has been requested and a check already reissued. Send an e-mail to JKDIXON@GSU.EDU (Jaline Dixon, Cash Manager, Accounting Services) to request or inquire if a stop payment has been placed on the check.

**FY13 checks that are not properly voided by 06/28 create the**
### Identify Unpaid Travel Purchase Orders (Travel Authorizations)

Each department is responsible for managing unpaid travel authorizations. **Funds are encumbered for travel by entering a Travel Authorization.** A Travel Authorization is a “Form” in PantherMart, used for the purpose of Authorizing Employee or Student Travel. By entering a Travel Authorization Form into PantherMart, a department:

- Records authorization of a travel engagement for an employee or student. (The travel authorization is subject to workflow approval).
- Encumbers an estimated amount to cover travel expenses for a specific travel engagement.

When the traveler returns from the travel engagement, they are to submit an original Travel Expense Statement (TES) to Disbursements for processing/reimbursement against the PantherMart Travel Authorization (PO). (Original TES is to be delivered to Disbursements, Suite 400A, Sparks Hall. In order for payment of FY13 travel to be processed in FY13, a TES must be received by the 06/14/2013 deadline).

For travel that begins in FY13 and ends in FY14, FY13 funds can be used by entering a Travel Authorization in FY13, prior to 06/30/2013. Note: Travel Authorization (PO) must have a valid budget check and be registered in Spectrum by 06/30/2013. Payment can be made when the TES is submitted, generally after July, 2013. **(Important: Travel must begin sometime in FY13 in order to use FY13 funding for the entire travel expense).**

*The Purchasing Unit can cancel/adjust a Travel Authorization (PO) that a department determines will not be used. Email purchasing@gsu.edu to request a specific action.*
The travel engagement is complete:
- Submit a Travel Expense Statement to Disbursements by the document receipt deadline, June 14.
- Submit the Travel Expense Statement as soon as possible, for payment against a Purchase Order.

<table>
<thead>
<tr>
<th>Prepaid Expenditures - General and Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required to Pay a FY2014 Expenditure in FY2013?</td>
</tr>
<tr>
<td>Code the Expenditure to a Prepaid Account.</td>
</tr>
</tbody>
</table>

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 on or before June 28th, but *is charged against next year's budget*. FY14 Expenditures that must be paid in FY13 should be entered by June 14 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 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 (via journal entry) against the in FY14 budget.)
5 Fiscal Year-End Cut-Off Dates

Bear in mind that the volume of documentation, and resulting transactions processed by both Purchasing and 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 documentation review.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 24-Jun 3</td>
<td>• Request Statements from Vendors (vendors with whom we conduct frequent 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 or from a pro forma. Request an actual/official invoice).</td>
</tr>
<tr>
<td></td>
<td>• For payments to Independent Contractors – Submit documentation packets to Purchasing early enough to allow sufficient time for document review and Purchase Order dispatch by Purchasing – Then allow 10 business days for payment processing by Disbursements.</td>
</tr>
<tr>
<td></td>
<td>• For Purchase Orders entered into PantherMart, be sure to enter a Quantity Receipt or a Cost Receipt (where applicable) to authorize payment. Instruction for Receiving can be found at: <a href="http://www.gsu.edu/spectrum/39793.html">http://www.gsu.edu/spectrum/39793.html</a></td>
</tr>
<tr>
<td></td>
<td>• Delete Unused Purchase Orders - Cancelling a Purchase Order that is not valid, prior to year-end, is critical! If a Purchase Order is cancelled early this creates available funds. Contact Purchasing with your PO cancellation/adjustment request - email <a href="mailto:purchasing@gsu.edu">purchasing@gsu.edu</a> or call 3-3150.</td>
</tr>
<tr>
<td></td>
<td>• Delete Unused Vouchers Cancelling Vouchers that are not valid, prior to year-end, is critical! If a voucher is cancelled early this creates available</td>
</tr>
</tbody>
</table>

[http://www.gsu.edu/spectrum/39793.html](http://www.gsu.edu/spectrum/39793.html)
<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3-7</td>
<td>To aid Disbursements ability to process payments by June 28th, submit “final” requests for payment during the week of June 3-7. (IMPORTANT: Continue to process FY13 expenditures after this deadline. All FY13 expenditures need to be entered into the system by early July, 2013, to avoid a misstatement on the Annual Financial Report!)</td>
</tr>
</tbody>
</table>
| June 14 | Process transactions for any type of payment no later than 5:00 P.M. on June 14, 2013. Workflow approval must be completed by Friday, June 14th (with valid budget check) to ensure payment by 06/28/2013. Spectrum Vouchers must have payment documentation delivered to Disbursements by 5:00 PM on 06/14/2013. Documents must be stamped received by Disbursements. Note: Vendor credits cannot be entered into PantherMart. To ensure vendor credits are used and properly recorded in the accounts payable system, do the following:  
- Record the full chartfield information directly onto the vendor's invoice.  
- Scan the credit memo/credit invoice and email it to Disbursements – accountspayable@gsu.edu  
- Disbursements will enter a voucher for the credit memo directly into Spectrum.  
- Process Deadline for Consultant Purchase Orders – must be entered and approved through workflow by 06/14/2013 at 5 PM. Ensure Workflow approval by 5 PM on 06/14/2013 for payment to be processed in FY13.  
- Process Deadline for Travel POs (Travel Authorizations). Travel Authorization must be entered and approved through workflow. Ensure Workflow approval by 5 PM on 06/14/2013 or payment to be
**OFFICE OF DISBURSEMENTS**

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**processed in FY13.**

(IMPORTANT: Continue to process FY13 expenditures after this
deadline. All FY13 expenditures need to be entered into the system by
early July, 2013, to avoid a misstatement on the Annual Financial
Report!)

| June 26 | • Notify Disbursements of overpayments issued to vendors.  
• Checks received from vendors to clear overpayments must be delivered to Disbursements for processing (Disbursements will prepare the deposit by June 28).  
• If Vendor reports not receiving a payment that was issued in FY13, or earlier, email Jaline Dixon, Cash Manager – Accounting Services – jkdixon@gsu.edu. Request a payment status on the check (provide check details in the email), and request a Stop Payment/Re-issue, where appropriate. |
| June 27 | • Run the GSU_AP_UNPAID_VOUCHERS query. If a payment request submitted by the June 14th deadline shows unpaid (provided the voucher was approved through workflow and had a valid budget check), email accounts payable@gsu.edu to request a payment status check. (The Spectrum Team will provide query instruction for running PantherMart queries). |
| June 28 | • (DEADLINE) Last business day to create transactions for FY13.  
• Last day for Disbursements to process FY13 payments. To ensure FY13 funds are available for payments, later, be sure to encumber funds by entering a FY13 PO. **Important Note:** Important Note: All POs (regardless of where they originated) must be registered in Spectrum and have a valid budget check. **Important Note:** A FY13 PO must be posted in Spectrum and have a valid budget check by 06/28/13 (technically 06/30/2013). It is possible to enter a PantherMart PO by the deadline which does not ultimately encumber FY13 funds in Spectrum. Why not? Because PantherMart does not budget check a PO. The PantherMart system merely identifies that funds are available at a certain point in time. POs are only budget
checked in Spectrum. For this reason it is important to check Spectrum to ensure a specific PO is recorded there and shows a valid budget check.

- **Journal entries** must be entered and submitted for approval.
- **Journal entries** must be approved by final department approver.
- All **deposits** must be delivered to the University Cashier no later than 4 PM on 06/28/2013. Transact deposits for Petty Cash/Project/Imprest Replenishments and Closures with the University Cashier, by 4:00 PM. (Please submit deposits daily during the month of June to ensure posting by fiscal year-end).

**EARLY in July 2013 (FY14)**

- Expenditures related to Fiscal Year 2013 which are not paid by June 28, should be processed early in July, 2013. **IMPORTANT NOTE:** Expenditures **neither paid by June 28th, nor encumbered by June 14th, will be charged against the FY14 budget. The submission of these invoices/vouchers is critical!** Any invoice dated June 30th or earlier must be documented to avoid a misstatement on the Annual Financial Report. It is critical that invoices dated June 30th or earlier are processed early in July, 2013!
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. June 28th is the last business day of FY13.

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

No. All financial obligations must be paid by 06/28/13, or have funds encumbered by 06/30/2013 to process the payment at a later date.

6.4 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.

6.5 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 28, but is charged against next year's budget. FY14 Expenditures that must be paid in FY13 should be entered by June 14 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 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 set up as prepaid. (The expense will be recorded (via journal entry) against the FY14 budget).

6.6 I have more questions. Who do I contact?

If you have any questions or need assistance, send an e-mail to

- Disbursements, at accounts_payable@gsu.edu or call (404) 413-3040.

- Purchasing at purchasing@gsu.edu or call (404) 413-3150

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

Yes. Go to:
http://www2.gsu.edu/~wwscpc/Training/RecommendedQueries.pdf

Link to updated Queries: Spectrum Systems webpage.

The Spectrum Team will provide instruction for running PantherMart queries.

Contact: Mary Franklin, Assistant Director, Spectrum Systems by email Spectrum_Team@GSU.EDU.