



Office of the Vice President
and Chief Financial Officer
Finance and Accounting Division
Purchasing and Disbursement Services
<http://fa.ufl.edu/uds/>

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May 1, 2009

MEMORANDUM

To: Deans, Directors and Department Heads
From: Michael V. McKee, Assistant Vice President and University Controller
Subject: Year-End Closing for Purchasing and Disbursement Services for FY08-09

It is time to begin planning for fiscal year end June 30, 2009. Departments are encouraged to begin reviewing all outstanding purchase orders (PO) and travel authorizations (TA). **Any PO not currently needed should be canceled.** This must be performed in the following manner:

PO and/or PO lines not previously vouchered against – Complete a change order to cancel the PO and forward to Purchasing. Instructions on completing change orders can be found at:

http://purchasing.ufl.edu/peoplesoft.asp#Change_Orders

The change order form can be found at:

<http://fa.ufl.edu/forms/pdf/fa-pds-pocr.pdf>

PO that has been vouchered against – Finalize the PO on the last voucher. Navigate to: **Accounts Payable>Review>Interfaces>Purchase Order Inquiry**. Key in your Purchasing Business Unit and select the PO. This will list all vouchers applied against the PO. Note the latest voucher number. Retrieve this voucher in Accounts Payable and finalize the PO by clicking on the "Finalize" icon in the top right corner. You will need to budget check by clicking the budget check icon to release the funds.

Note: A PO that has had the entire amount vouchered for payment (open amount of \$0.00) and has not been finalized will need to be finalized to close the PO.

Outstanding Encumbrance Report

The outstanding encumbrance report for open POs and TAs is available in Enterprise Reporting and can be found by navigating to the following:

Enterprise Reporting>Access Reporting>Monthly Financial Reports>Open Encumbrance Report

Departments will be required to run this report and perform the following tasks for all outstanding POs and TAs:

Purchase Orders

Appropriated Funds (101, 102, 103, 111, 112, 113, 191, 221 & 222)

The following process should be followed:

1. POs no longer needed – Cancel or finalize per the above instructions.
2. All amount only blanket POs not issued to a UF internal vendor must be canceled or finalized.
3. Any PO's that are not canceled by Purchasing or finalized by the department will be carried forward.

The following FY09 encumbrances are authorized to be carried forward:

- * Established POs to outside vendors for the purchase of goods, but not amount only blanket POs
- * An estimated amount to allow for the payment of June services for service POs

The PO Rollover process will be initiated by Purchasing and Disbursement Services to roll remaining POs to FY10. The PO number will not change from the existing FY09 number. FY09 PO distribution lines will be canceled and a new distribution line will be generated for the same amount and classified as FY10 CYFWD (101-113) or CRRNT (191, 221-222).

The FY09 budget balance equal to the total of POs not canceled or finalized will be moved to the FY10 budget (CYFWD or CRRNT as applicable) if adequate budget exists.

POs on appropriated funds for the following vendors,

CNS Telecommunications - vendor number 0000002055

CNS - vendor number 0000002056

PPD – vendor number 0000002057

HealthNet - vendor number 0000002307

ICBR Biotechnology – vendor 0000002303

Academic Technology – vendor 0000002068

Biomedical Media Services – vendor 0000003552, and

Postage - vendor number 0000002074

will be handled in the following manner:

- POs should be reduced to the estimated June bill amount by the department.
- POs will be rolled from FY09 to FY10 by PDS.
- Budget, if available, will be moved by University Budget office to FY10 to cover the POs.
- **POs will be cancelled by PDS restoring the funds back to your available FY10 CYFWD balance.**
- **The business process of recording internal service providers transactions will be changing to *unencumbered* and will be final in early FY10.**

Cash Based and the 201/209 Funds

The cumulative budget feature of these funds will allow for POs to remain open across fiscal years. Although all POs funded by cash and budget based funds will remain open, departments should use this opportunity to clean up any POs no longer needed. Cancel or finalize POs per the instructions above.

Deadlines

June 5th – Last day to submit change order to Purchasing to cancel a FY09 purchase order
June 25th – Last day for departments to finalize a purchase order that has been vouchered against.

Travel

Travel Authorizations

Cancel all TAs not needed in the Travel and Expense Module by Thursday, June 25th. The Open Encumbrance Report can be used to identify all open TAs on your budgetary cost centers. Purchasing and Disbursement Services will re- establish the TAs (TA number in FY10 will remain the same as the existing FY09 number) based on the following:

Funds (101-103, 221-222)

The FY09 budget balance equal to the total of TAs not canceled or deleted will be moved forward to FY10 CYFWD budget reference for funds 101-103 and to FY10 CRRNT for funds 221-222.

All Other Funds

For all remaining TAs, the budget reference will be changed to FY10 CRRNT

Purchasing and Disbursement Services Year-End Information and Schedule

REQUISITIONS

Orders above \$75,000 that require competitive bidding should be submitted by May 8th to ensure that FY09 funds are encumbered. A sealed bid/solicitation requires at least 30-45 days to specify, advertise, open, evaluate, award and post, before a purchase order can be issued.

All requisitions **for FY09 must** be input into the University's accounting system by Friday, June 5th to ensure POs are encumbered against FY09 appropriated funds. For FY09 requisitions after this date, contact Purchasing to coordinate any requests to encumber funds.

After 06/05/09, departments may begin to input FY10 requisitions in the ePro module or the myUFMarket but these will need to be saved and not submitted. Departments will be notified when FY10 budget is available and FY10 requisitions may then be submitted. If a requisition is submitted instead of saved, it will be deleted in the ePro module and rejected by myUFLMarket.

Travel

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Cancel all TAs not needed in the Travel and Expense Module by Thursday, June 25th. The Open Encumbrance Report can be used to identify all open TAs on your budgetary cost centers. Purchasing and Disbursement Services will re- establish the TAs (TA number in FY10 will remain the same as the existing FY09 number) based on the following:

Funds (101-103, 221-222)

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All Other Funds

For all remaining TAs, the budget reference will be changed to FY10 CRRNT

PURCHASING CARD

Because of timing issues with vendors submitting purchasing card transactions to their bank, there is no way to determine the exact date a transaction will be sent to UF by our bank and loaded into the PCard module. The last day to approve PCard transactions on FY09 funds will be Friday, 6/26/09. You may continue to use your UF purchasing card and approve charges through the end of the fiscal year, with the following restriction in mind:

* All transactions received or approved after 6/26/09, charges will be applied against FY10 funds.

Purchasing and Disbursement Services FY09 DEADLINES

The following deadlines have been established to assist in the year-end process.

Friday, May 8th

Orders above \$75,000 that require competitive bidding should be submitted to ensure that FY08 funds are encumbered. A sealed bid usually requires 30-45 days to specify, advertise, open, evaluate, award and post, before a purchase order can be issued.

Friday, June 5th

Final day to input a requisition into PeopleSoft/myUFMarket against FY09 funds on appropriated funds. For FY09 requisitions after this date, contact Purchasing to coordinate any requests to encumber funds. Departments may begin to input FY10 requisitions but these will need to be saved and not submitted.

Deadline for submitting **ALL** Change Orders on outstanding encumbrances.

Thursday, June 25th

Revenue Refund requests should be input into PeopleSoft to ensure posting against FY09 funds.

Deadline for departments to finalize POs in PeopleSoft that have been vouchered against for FY09.

Last day to input a voucher (regular, E2E, E2R) into PeopleSoft to ensure payment from FY09 funds. **No input will be allowed in the PeopleSoft Accounts Payable module after 6/25. Reopen on Monday, July 6th.**

Travel-related cash expense refunds should be remitted to the UF Travel Office in Elmore Hall. E&G refunds against current year expenditures will be lost by the department if not input into PeopleSoft by fiscal year end.

Last day to input a travel expense report into PeopleSoft to ensure payment from FY09 funds.
**No input will be allowed in the PeopleSoft Travel and Expense module after 6/25.
Reopen on Monday, July 6th.**

Last day to upload vouchers thru the interface process into AP (IDs, Library, etc.)

All travel advances for FY09 must be settled.

Friday, June 26th

All supporting documentation **must** be received in Purchasing and Disbursement Services thru **fax imaging** for approval of vouchers.

Friday, June 26th

Last day to approve PCard transactions to ensure payment against FY09 funds.

Purchasing and Disbursement Services will approve all pending vouchers for year-end processing.

Friday, June 26th

All vouchers input into PeopleSoft must be cleared of all matching exceptions and budget errors. Purchasing and Disbursement Services will be working these errors and contacting departments for assistance.

Saturday, June 27th

The PO Rollover process will be initiated by Purchasing and Disbursement Services to roll remaining POs to FY10.

Thursday, July 2nd

The FY09 budget balance equal to the total of POs/TAs not canceled or finalized will be provided to the budget office for movement to the FY10 budget (CYFWD or CRRNT as applicable) if adequate budget exists.

Monday, July 6th

Accounts Payable and Travel modules will be opened for FY10 processing. These modules need to be closed until FY10 budgets are established and FY09 POs and TAs are closed.

This fiscal year-end schedule and information for Purchasing and Disbursement Services can also be found at the following website:

<http://fa.ufl.edu/apps/uas/yes/default.asp>

If you have any questions concerning these procedures and cutoff dates, you can contact us at: purchasing@ufl.edu or disbursements@ufl.edu or by calling:

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