



**Office of Disbursements
Fiscal Year-End
Processing**

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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 Disbursements Unit Interacts with the Purchasing Unit

The mission of the Office of Disbursements (commonly known as accounts payable) 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://finance.gsu.edu/financial-services/finance-accounting/#acctg>.

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 Unit of Business Services).

The Purchasing Unit 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://finance.gsu.edu/purchasing-business/>

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

Note: Vendor set-up is a function of the Purchasing Unit. Requests should be directed to:
suppliers@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)
- 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)
- How to Set Up a Vendor for payment
- Address Corrections for Vendors or Students
- How to Enroll a Vendor for Electronic Funds Transfer (EFT) – PREFERRED METHOD OF PAYMENT

IMPORTANT:

PAYMENT REQUEST FORM ENTRY

When communicating with Disbursements regarding a Payment Request Form entry, always refer to the voucher number, V0XXXXXX, rather than to the associated purchase order number (PM00XXXXXX) or Requisition number.

Do not close POs that are associated with Payment Request Form Entries (unless you also reject the associated Payment Request Form voucher).

To close a PO that is associated with a Payment Request Form Entry:

- Email [Disbursements](#). Request that the **Voucher** be closed (V0XXXXXX).
- [Disbursements](#) will reject the voucher, **and** [Disbursements](#) will email Purchasing and request that

the associated PO (PM00XXXXXX) be closed, as well.

3 Fiscal Year-End

- Fiscal year-end (FYE) is June 30, 2017. The last business day of FY17 is Friday, June 30th, 2017.
- **Disbursements must complete all payment processes for FY17 by Friday, June 30th, 2017.**
- All expenditures related to FY17 must be paid by June 30 or have funds encumbered by June 30th to pay the expenditure using FY17 funds, at a later date.
IMPORTANT NOTE: **In order to successfully encumber funds for FY17, all Purchase Orders** (whether initiated in PantherMart or in Spectrum) **must be recorded in Spectrum systems, with a successful budget check, by June 30th, 2017 (it's very important that the PO is recorded in Spectrum. Even if a PO may be entered into PantherMart, if it is not also "recorded" in Spectrum by 06/30/17, it will not encumber FY17 funds). Purchase orders completed after this date will encumber FY18 funds.**

PANTHERMART

- **TRAVEL EXPENSE STATEMENTS** must be completed and delivered to Disbursements no later than **June 9, 2017** to ensure payment processing by 06/30/17. **We encourage all departments to submit Travel Expense Statements via SharePoint.**
- PantherMart vouchers must be entered and approved by **June 9, 2017** in order to ensure payment by Friday, June 30, 2017. This refers to **Payment Request Form entries** into PantherMart which have sufficient documentation attached, and which have fully approved workflow no later than 5 PM on Friday, June 9, 2017.
- PantherMart **Purchase Orders** must be entered and approved by Friday, June 9, 2017 in order to ensure payment by June 30, 2017.

PantherMart POs will be paid by 06/30/17, 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 received by Disbursements, no later than 5 PM on **June 9, 2017**. **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 must be complete**), and the vendor’s invoice has been received by Disbursements, no later than 5 PM on Friday, **June 9, 2017**.

- Expenditures related to FY17 which are not entered by June 30th, should be processed by **July 7**, to ensure these payments are picked up as a **FY17 accrual**.
 - **CAREFULLY CHECK FOR INVOICES for goods, services, or engagements that were delivered, or that occurred in FY17, regardless of the date of the invoice. These invoices require special handling.**
IF AN INVOICE IS DATED JULY 1st or later, but the invoice is for goods, services, engagements that were delivered, or occurred in FY17, Disbursements will “adjust” the date of the invoice to 06/30/17 regardless of the actual invoice date, to ensure the payments gets picked up in the FY17 accrual.
- Continue to input PantherMart Payment Request Form entries and to submit invoices, (where applicable) to Disbursements after the June 9th 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 by July 8, 2017, to ensure payment processing by July 15th. The AP accrual process for FY17 will take place on July 15, 2017!
- PantherMart access will remain active. However, it is important to note that entries approved after 06/30/17 will encumber FY18 funds. In order to successfully encumber (set aside) funds for FY17, a PO must have a valid budget check and be recorded in Spectrum by the end of the day on 06/30/17.

SPECTRUM

Note – a “few” departments have limited access to input Spectrum vouchers.

- Spectrum vouchers must be entered and approved, and the payment documents delivered to Disbursements by Friday, June 9, 2017, at 5:00 PM. Unpaid Spectrum vouchers will be deleted from Spectrum System on Friday morning, June 30, 2017.

Q: What does it mean if my voucher is deleted on June 30?

A: Vouchers deleted on June 30th 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 9, 2017, in order to ensure payment by June 30, 2017. **Payment will be processed by 06/30/17, 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 9, 2017.
- Spectrum users will have access to inquire, run reports, and **approve** purchase orders and payment request form entries in Spectrum after June 9th. However, departments will be unable to enter Spectrum Express Purchase Orders or Spectrum Vouchers after 5 PM on June 9, 2017.
- Spectrum PO entries **approved** after 06/30/17 will encumber **FY18 funds**. **The entry must be posted in Spectrum and have a valid budget check on 06/30/17.** Spectrum Access will be restored on July 1, 2017. (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 30, .

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.

4 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 FY17 Payment Request Form entry can be initiated until 06/30/17. (Certain limitations apply).
- Departments can create PO transactions (encumber funds) until 06/30/17. (Certain limitations apply).

All PantherMart purchase orders encumber funds. PantherMart POs entered and approved by 06/30/17 encumber FY17 funds.

Important Note: A FY17 PO must be posted in Spectrum and have a valid budget check by 06/30/17. It is possible to enter a PantherMart PO by the deadline which does not ultimately encumber FY17 funds in Spectrum. Why? 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 06/30/17. **What happens to entries approved after 06/30/17? Entries not approved on 06/30/17 will automatically encumber FY18 funds, when approved.**

The deadline to ensure “payment” of your completed transactions for FY, is 5:00 PM on June 9, 2017. 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, .

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 Citizen Trust Bank Building (CTB), 12th Floor. The operating hours for the Disbursements window are 9 A.M. until 5 P.M., Monday through Friday.

ALL inquiries regarding payments should be emailed to [Disbursements](#). Please do not call or email the accountants directly, unless responding directly to their inquiry. Emailing [Disbursements](#) will help us meet our payment demands and exercise efficiency in our service delivery. Thank you for your cooperation.

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](#)

FISCAL YEAR-END GUIDELINES

Topic	Guideline
<p>Fiscal Year Documentation Submission</p> <p>*Submit PantherMart documentation by 5:00 PM on June 9, 2017 (to ensure payment by 06/30/17).</p> <p>(IMPORTANT: Continue to process FY17 expenditures after this deadline. All FY17 expenditures need to be entered into the system by early July, 2017, to avoid a misstatement on the Annual Financial Report!)</p> <p>This includes:</p> <ol style="list-style-type: none"> 1) Scan in complete Payment Request Form documentation 2) Submit Travel Expense Statements and Moving Expense packets directly to Disbursements, by 5 PM on 06/09/17. 3) Update/complete receiving info, where applicable. 4) Email vendor's invoice for PantherMart POs, or email Disbursements at 	<p>PantherMart <i>Payment Request Form</i> 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).</p> <p>Travel Expense Statements must be delivered to Disbursements no later than 5:00 PM on 06/09/17 in order to ensure payment processing by 06/30/17. We encourage all departments to submit Travel Expense Statements via SharePoint.</p> <p>Moving Expense packets must be hand-delivered to Disbursements no later than 5:00 PM on 06/09/17 in order to ensure payment processing by 06/30/17.</p> <p>Disbursements cannot process payment of PantherMart PO entries until purchases are documented as received. To ensure payment processing by 06/30/17, enter either a quantity receipt or a cost receipt (where applicable) into PantherMart.</p> <p><u>Completion of Receiving is imperative</u></p> <p>Receiving Instructions can be found at: http://tools.finance.gsu.edu/training/panthermart-guides/</p> <p>Note: Goods require Quantity receipts, services require cost receipts.</p> <p>Departments should regularly run the following PantherMart query to identify unpaid vouchers requiring receipts:</p> <p>Path to query:</p> <ul style="list-style-type: none"> - Document Search - View Saved Searches - Shared Folder

[Disbursements](#) 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 accountspayable@gsu.edu).

5) Allow sufficient time before the 06/09/17 deadline for Purchasing to review Consultant contracts and dispatch POs.

Submit **Spectrum payment documentation by 5:00 PM on 06/09/2017.*

***(IMPORTANT:** Continue to process FY17 expenditures after the deadline. All FY17 expenditures need to be entered into the system by early July, 2017, to avoid a misstatement on the Annual Financial Report!)*

*Important Note: Voucher entry into **Spectrum** is (generally) confined to:*

- 1) Auxiliary Services
- 2) Athletics
- 3) Disbursement.

- Department Queries
- Fully Invoiced POs Missing Receipts

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 [Disbursements](#). (For payment by 06/30/17, invoices must be received in Disbursements by 5 PM on 06/09/2017). **(Important:** Disbursements won't know that PO invoices have been scanned into the entry, unless we're notified by email to accountspayable@gsu.edu).

Consultant Purchase Orders must be entered and approved through workflow by 5 PM on 06/09/2017. 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 9, 2017 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.

**Failure to Meet the Fiscal
Year Submission Deadline**

- All **PantherMart Payment Request Form entries** create purchase orders. All purchase orders encumber funds. PantherMart POs entered and approved by 06/30/17 encumber FY17 funds, so that FY17 funds can be used to pay a FY17 invoice received after the deadline. (In order to use FY17 funds, the PO must be posted in Spectrum (where it has a valid budget check using FY17 funds) no later than 06/30/17).

- All **PantherMartPO entries** which are not registered in Spectrum on 06/30/17 will encumber FY18 funds, when approved. **Important Note:** All POs (regardless of where they originated) must be registered in Spectrum and have a valid budget check. (Important Note: A FY17 PO must be posted in Spectrum and have a valid budget check by 06/30/17. It is possible to enter a PantherMart PO by the deadline which does not ultimately encumber FY17 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 vouchers** must have payment documentation received by Friday, June 9, 2017, at 5:00 PM. Otherwise, Spectrum vouchers may 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, 2017 for FY18), when full access to Spectrum system is restored.

IMPORTANT:

PAYMENT REQUEST FORM ENTRY

When communicating regarding a Payment Request Form entry, always refer to the voucher number, V0XXXXXX, rather than to the associated purchase order number (PM00XXXXXX) or Requisition number.

Do not close POs that are associated with Payment Request Form Entries (unless you also reject the associated Payment Request Form entry).

To close a PO that is associated with a Payment Request Form Entry:

- 1) Email [Disbursements](#). Request that the Voucher be closed (V0XXXXXX).
- 2) Disbursements will reject the voucher, and Disbursements will email Purchasing and request that the associated PO (PM00XXXXXX) be closed, as well.

Spectrum POs must be fully approved through workflow by 06/30/17, and have a valid budget check, in order to encumber FY17 funds which can be used to make the payment, at a later date. Spectrum POs which are not approved by 06/30/17, or which do not pass a valid budget check by 06/30/17 will encumber FY18 funds, when

	<p>approved.</p> <p>IMPORTANT NOTE: All Expenditures related to Fiscal Year 2017 which are not paid by June 30, should be processed for payment early in July 2017 <u>The processing of these invoices/vouchers is critical! Any invoice dated June 30 or earlier must be documented to avoid a misstatement on the Annual Financial Report. It is critical that invoices dated June 30 or earlier are processed/ entered early in July, 2017!</u></p>
<p>Vendor Invoicing</p> <p>Submit FY17 Invoices for Payment Processing by June 9th.</p> <p>Encumber Funds by June 9th to Pay FY17 Expenditures at a Later Date.</p>	<p>Departments should make every effort to request invoices from vendors prior to the fiscal year-end deadline of June 9th. At peak times of the year, and especially at fiscal year-end, auditing and <i>processing of payments may take more than 10 business days to complete.</i></p> <p>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 accountspayable@gsu.edu, no later than 5:00 PM on 06/09/2017. (Important: Disbursements won't know that PO invoices have been scanned in, unless we're notified by email to Disbursements).</p>
<p>Identifying Outstanding Vouchers</p> <p>Mark Your Calendar to Identify Unpaid Vouchers.</p>	<p>As we approach the end of the fiscal year, identify unpaid vouchers. From the PantherMart 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.</p> <p>PantherMart Voucher Query Name:</p>

Unpaid Vouchers Query

Path to query:

- **Document Search**
- **View Saved Searches**
- **Shared Folder**
- **Department Queries**
- **Unpaid Vouchers**

The above query provides real-time listings of all PantherMart 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 can provide instructions for running PantherMart queries.* Spectrum_Team@gsu.edu

<p>Voucher Deletion</p> <p>Spectrum Vouchers Deleted on June 30 Create Funds Availability.</p> <p>This situation should be monitored closely at year-end.</p>	<p><u>Spectrum</u> Vouchers not processed for payment at fiscal year-end, 06/30/17, will be deleted from Spectrum by the Office of Disbursements. Voucher deletion will begin at 9 AM on 06/30/17, the final business transaction day for fiscal year-end.</p> <p>In fiscal year 2017, unprocessed Spectrum vouchers will be deleted on June 30.</p> <p>Payment documentation (if available in Disbursements) for unapproved/deleted Spectrum vouchers will be returned to the department for re-entry in the new fiscal year (July, FY18) when access to Spectrum systems is restored. FY18 funds will be used for these payments.</p> <p>Note: Voucher entry into Spectrum is (generally) confined to Auxiliary Services, Athletics, and Disbursements).</p> <p>What does it mean if my voucher is deleted on June 30?</p> <p><i>Vouchers deleted on June 30 cause funds to be released back into the budget at a time when the funds may not be able to be encumbered.</i></p>
<p>Voucher Deletion Reporting</p> <p>Send Your E-Mail early July to Request a Listing of Spectrum Deleted Vouchers</p>	<p>A listing of deleted vouchers may be requested by sending an e-mail to Disbursements . Deleted Spectrum vouchers should be re-entered in the new fiscal year (July,2017 – FY18).</p> <p>IMPORTANT NOTE: All Expenditures related to Fiscal Year 2017 which are not paid by June 30, should be processed for payment early in July 2017 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, 2017!</p>

<p>Encumbering Funds for Items not Invoiced by Year-End</p> <p>Enter PO by close of business 06/09/2017.</p> <p><i>Important Note: Voucher entry into Spectrum is (generally) confined to 1) Auxiliary Services, 2) Athletics, and 3) Disbursements).</i></p>	<p>If a department expects to use FY17 funds to pay for a purchase (providing the purchase will be “received” in FY17), the following must occur:</p> <p>PantherMart – Enter a PantherMart purchase order and have it (fully) approved through workflow (and ensure a valid budget check) by 06/30/17 (the final business day for FY17 is 06/30/17).</p> <p>(For a Travel Encumbrance, enter a Travel Authorization in PantherMart. Note: In order to encumber FY17 funds, the travel engagement should <u>begin</u> sometime prior to June 30 (travel may end after FY18).</p> <p>Important Note: All POs (regardless of where they originated) must be registered in Spectrum and have a valid budget check.</p> <p>Important Note: A FY17 PO must be posted in Spectrum and have a valid budget check by 06/30/17. It is possible to enter a PantherMart PO by the deadline which does not ultimately encumber FY17 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.</p> <p>Spectrum - Enter an Express Purchase Order, into SPECTRUM. An Express Purchase Order will serve to encumber funds from the current budget (FY17) for payment processing after the close of FY17. Express Purchase Orders must be entered by Friday, June 10. <u>PO approval may take place as late as 06/30/17, however,</u></p> <ul style="list-style-type: none"> - Spectrum POs must be fully approved through workflow
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	<p>by 06/30/17, and have a valid budget check by 06/30/17. Otherwise, the PO will automatically encumber FY18 funds, when approved.</p> <p>NOTE: Direct all questions regarding the purchase of goods and services to Purchasing or (404) 413-3150.</p>
<p>Prepaid Expenditures</p> <p>General and Travel</p> <p>Required to Pay a FY Expenditure in FY2017? Code the Expenditure to a Prepaid Account.</p> <p>(See an example of prepaid travel on page 26).</p>	<p>A prepaid expense is an expenditure that requires payment, now (current fiscal year), for an expenditure related to the next fiscal year. IMPORTANT: Prepaid expenditures may <i>not</i> be tangible items or products. <i>Prepaid expenditures are limited to transactions such as warranties, registrations, or events that are “dated” to be paid in the current fiscal year, however the effective date is in the next fiscal year, when we receive the service. An <u>example</u> is a registration for a conference that begins on July 1, 2017, that is required to be paid no later than June 15, 2017. In this case, the payment may be processed in FY17, and coded to 132100, pre-paid.</i> The expenditure is paid by June 30, <i>but is charged against next year’s budget.</i> FY18 Expenditures that must be paid in FY17 should be entered by June 9th 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 FY18 budget).</p>
<p>Managing Purchase Orders</p> <p>Run Spectrum Queries listed</p>	<p>Clearing your Purchase Order inventory can be especially challenging at fiscal year-end.</p> <p><i>Cancel or close unused POs early enough so that the funds</i></p>

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 Spectrum will pick-up PO information for both PantherMart and Spectrum POs.

*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!***

Canceling a Purchase Order that is not valid, prior to year-end, is critical! (If a Purchase Order is cancelled before June 30, this creates available funds).

Warning: POs which are cancelled on June 30 cause funds to be released back into the budget at a time when the funds may not be able to be encumbered.

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 06/09, if possible. Why? A department may be able to encumber the funds for another purpose, prior to 06/09/17. 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:

	<p><u>To close a PO that is associated with a Payment Request Form Entry:</u></p> <p>1) Email accountspayable@gsu.edu. Request that the Voucher be closed (V0XXXXXX).</p> <p>2) Disbursements will reject the voucher, and Disbursements will email Purchasing and request that the associated PO (PM00XXXXXX) be closed, as well.</p> <p>As the fiscal year-end approaches. Use the following queries in the Spectrum Financials System to determine what action is required:</p> <ol style="list-style-type: none"> 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_PAID 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). <p>Note: The Spectrum Team can provide instructions for running PantherMart queries.</p>
<p>Managing Duplicate Payments</p> <p>Has a Vendor been overpaid? Has the Overpayment Been Resolved?</p>	<ul style="list-style-type: none"> • 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

<p>If an overpayment has not been resolved, notify Disbursements, immediately. Email Disbursements to report the overpayment.</p> <p>If a check for the overpayment is received by the department, send the Check to Disbursements by June 22nd for Deposit by June 30th.</p>	<p>information to credit the deposit.</p> <p>Checks received after June 30th may require special handling. (Deposits are submitted to the University Cashier. However, checks for <u>overpayments to vendors</u> are submitted to Disbursements, for routing to the University Cashier).</p> <ul style="list-style-type: none"> • 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
<p>Request Vendor Statements for Review</p> <p>Review Vendor Statements by June 2nd. Is there an Invoice Listed that Has Not Been Paid? Have We Applied All Credit Memos Listed on the Statement?</p>	<p>Request vendor statements for review (generally, vendors with whom we conduct frequent business). Ensure all invoices listed on the vendor's statement have been received and processed before June 9, 2017. (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 attached to a purchase order, unless we're notified by email to Disbursements).</p> <p>Note: Vendor credits <u>cannot</u> 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 following:</p> <ul style="list-style-type: none"> - Record the full chartfield information directly onto the vendor's invoice. - Scan the credit memo/credit invoice and email it to Disbursements - Disbursements will enter a voucher for the credit memo directly into Spectrum.

Ensure Receiving is properly documented, and 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 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.

Do not assume Disbursements has received the invoice.

If a department has received the invoice for goods, directly, do the following:

PANTHERMART

- Ensure items have been properly documented as “received” in PantherMart.
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.
- Email the invoice to [Disbursements](#). (Important: Disbursements won’t know that PO invoices have been scanned in, unless we’re notified by email to accountspayable@gsu.edu).

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

OFFICE OF DISBURSEMENTS

	<p>“receipt data” may not be available) will require proof (or written advisement) of satisfactory delivery to the department prior to invoice processing.</p> <ul style="list-style-type: none"> - Email the Spectrum invoice to Disbursements (Important: Disbursements won’t know that PO invoices have been scanned in, unless we’re notified by email to Disbursements). <p>The Office of Disbursements must verify that goods were properly received prior to payment processing.</p> <p><i>PO Invoices must be processed by Disbursements staff, in order to properly relieve the encumbrance, and close the PO (when applicable).</i></p>
<p>Do Not Hold Checks</p> <p>Write “Void” Across the Face of the Check and Return It to Disbursements by June 22.</p>	<p>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 22, (so that either a replacement check can be issued by June 30, or the funds can be made available). It may be that a stop payment has been requested and a check already reissued. Send an e-mail to Treasury to request or inquire if a stop payment has been placed on the check.</p> <p><i>FY17 checks that are not properly voided by 06/30 create the possibility for a misstatement on the Financial Report.</i></p>
<p>Identify Unpaid Travel Purchase Orders (Travel Authorizations).</p>	<p>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:</p> <ul style="list-style-type: none"> - Records authorization of a travel engagement for an employee or student. (The travel authorization is subject

	<p>to workflow approval).</p> <ul style="list-style-type: none"> - Encumbers an estimated amount to cover travel expenses for a specific travel engagement. <p>When the traveler returns from the travel engagement, they are to submit a Travel Expense Statement (TES) to Disbursements for processing/reimbursement against the PantherMart Travel Authorization (PO). We encourage departments to upload Travel Expense Statements via SharePoint. In order for payment of FY17 travel to be processed in FY17, a TES must be received by the 06/09/2017 deadline).</p> <p>For travel that begins in FY17 and ends in FY18, FY17 funds can be used by entering a Travel Authorization in FY17, prior to 06/30/17. Note: Travel Authorization (PO) must have a valid budget check and be registered in Spectrum by 06/30/17. Payment can be made when the TES is submitted, generally after July, 2017. (Important: Travel must begin sometime in FY17 in order to use FY17 funding for the entire travel expense).</p> <p><i>The Purchasing Unit can cancel/adjust a Travel Authorization (PO) that a department determines will not be used. Email Purchasing to request a specific action.</i></p> <p>The travel engagement is complete:</p> <ul style="list-style-type: none"> - Submit a Travel Expense Statement to Disbursements by the document receipt deadline, June 10. - Submit the Travel Expense Statement as soon as possible, for payment against a Purchase Order.
<p>Prepaid Expenditures - General and Travel</p>	<p>A prepaid expense is an expenditure that requires payment, now (current fiscal year), for an expenditure related to the next fiscal year. IMPORTANT: Prepaid expenditures may not be tangible</p>

<p>Required to Pay a FY Expenditure in FY17? Code the Expenditure to a Prepaid Account.</p> <p>(See example of a <u>non</u>-travel prepaid on page 19).</p>	<p>items or products. Prepaid expenditures are limited to transactions such as warranties, registrations, or events that are dated to be paid in the current fiscal year, however the effective date is in the next fiscal year, when we receive the service. <i>An example of prepaid travel might be a travel engagement that begins on June 25, 2017 and ends on July 10, 2017. Note, this travel engagement crosses fiscal years. Because the majority of the travel occurs in FY17, it is reasonable to expense the entire travel engagement against the FY17 budget. In this case, the travel PO will be entered prior to June 10th, and coded to prepaid travel, 132110. When the traveler returns from the trip in July, FY18, they will submit a Travel Expense Statement. At that point, Disbursements will create a journal entry to charge the travel expense to FY18. 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).</i> (Technically, a travel PO would not need to be entered into Panther Mart until FY18 if the department wants to use FY18 funds to pay for the entire travel engagement. It would be fine for a department to wait until FY18 to enter the travel PO, and charge it to travel expense, either 640100 for employee travel expense, or 650100 for student travel expense, provided the department has obtained a signature approved Travel Authorization Form on file. However, A prepaid travel purchase order may need to be set-up in FY17 if airfare must be purchased in FY17).</p>
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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.

2017 FISCAL YEAR-END CUT-OFF DATES	
Date	Action
May 29-Jun 2	<ul style="list-style-type: none"> 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 pro forma. Request an actual/official invoice). For payments to Independent Contractors – <i>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.</i> For Purchase Orders entered into PantherMart, be sure to enter a Quantity Receipt or a Cost Receipt (where applicable) to authorize payment. <u>Instruction for Receiving can be found at: http://tools.finance.gsu.edu/training/panthermart-guides/</u> Delete Unused Purchase Orders - <i>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 purchasing@gsu.edu or call 3-3150.</i>

	<p>IMPORTANT:</p> <p>To close a PO that is associated with a Payment Request Form Entry:</p> <ul style="list-style-type: none"> - Email accountspayable@gsu.edu. Request that the voucher (V0XXXXXX) be closed. - Disbursements will reject the voucher, and Disbursements will email Purchasing and request that the associated PO (PM00XXXXXX) be closed, as well. • Delete Unused Vouchers Cancelling Vouchers that are not valid, prior to year-end, is critical! If a voucher is cancelled early this creates available funds. Email your voucher deletion requests, to Disbursements, at accountspayable@gsu.edu .
<p>June 5-9</p>	<ul style="list-style-type: none"> • To aid Disbursements ability to process <u>payments</u> by June 30, submit requests for payment during the week of June 5-9. (See June 9th deadline, below). (IMPORTANT: Continue to process FY17 expenditures after this deadline. All FY17 expenditures need to be entered into the system by July 7, 2017, to avoid a misstatement on the Annual Financial Report!)
<p>June 9</p>	<ul style="list-style-type: none"> • Last day to submit Travel Expense Statements (TES) to Disbursements to ensure processing by 06/30/17. Deliver completed TES to the Office of Disbursements. • Process transactions for any type of payment no later than 5:00 P.M. on June 9, 2017. Workflow approval must be completed by Friday, June 9 (with valid budget check) to ensure payment by 06/30/17. Spectrum Vouchers must have payment documentation delivered to Disbursements by 5:00 PM on 06/09/2017. PantherMart vouchers require complete documentation to be scanned into the voucher. Spectrum vouchers require payment documents to be stamped (physically) received by Disbursements. <p>Note: Vendor credits cannot be entered into PantherMart. To ensure</p>

	<p>vendor credits are used and properly recorded in the accounts payable system, do the following:</p> <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> • Process Deadline for Consultant Purchase Orders – must be entered and approved through workflow by 06/09/2017 at 5 PM. Ensure Workflow approval by 5 PM on 06/09/2017 for payment to be processed in FY17. • Process Deadline for Travel POs (Travel Authorizations). Travel Authorization must be entered and approved through workflow. Ensure Workflow approval by 5 PM on 06/09/2017 or the <u>payment</u> will be processed in July. <p><i>(IMPORTANT: Continue to process FY17 expenditures after this deadline. All FY17 expenditures need to be entered into the system by <u>July 7, 2017</u>, to avoid a misstatement on the Annual Financial Report!)</i></p> <p><u>Wire Transfers (WT)</u></p> <ul style="list-style-type: none"> • Purchase orders for wire transfer requests must be entered into Spectrum “if” a purchase order is required for the transaction (based on Purchasing’s guidelines). • Ensure PO has been fully approved through workflow. Contact Purchasing with a request to have the PO dispatched (required for Spectrum POs). Also, be sure to forward a copy of the documentation to Purchasing for their records. • Deliver full WT documentation to Disbursements by 5pm on Thursday, June 22nd to ensure payment is made and recorded by June 30th. <p>Request for wire transfer forms should be sent to accountspayable@gsu.edu. Disbursements will only send form to staff email accounts. Instructions for completing the wire transfer form can be found by accessing the following link: Wire Transfer Request Requirements and Instructions</p>
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June 22	<ul style="list-style-type: none"> • 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 30). • If Vendor reports not receiving a payment that was issued in FY17, or earlier, Treasury. Request a payment status on the check (provide check details in the email). Request a Stop Payment/ Re-issue, where appropriate.
June 26	<ul style="list-style-type: none"> • Run the Unpaid Voucher Query in PantherMart (refer to section, "Identify Outstanding Vouchers"). If a payment request submitted by the June 10 deadline shows unpaid (providing all documentation was submitted as required), email Disbursements to request a payment status check.
June 30	<ul style="list-style-type: none"> • (DEADLINE) Last business day to create transactions for FY17. • Last day for Disbursements to process FY17 payments. To ensure FY17 funds are available for payments, later, be sure to encumber funds by entering a FY17 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 FY17 PO must be posted in Spectrum and have a valid budget check by 06/30/17. It is possible to enter a PantherMart PO by the deadline which does not ultimately encumber FY17 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.

	<ul style="list-style-type: none"> • All deposits must be delivered to the University Cashier no later than 4 PM on 06/30/17. Please submit deposits daily during the month of June to ensure posting by fiscal year-end. • All Project Advances and Imprest Funds for fund 10XXX must be closed out by 4 PM on 06/30/17. Questions should directed to ysawyer@gsu.edu.
<p>EARLY in July 2017 - July 7, 2017</p>	<p>3) Expenditures related to Fiscal Year 2017 which were not encumbered by June 30, should be entered by July 7, 2017. IMPORTANT NOTE: Expenditures neither paid by June 30, nor encumbered by June 9, will be charged against the FY18 budget. <u>The submission of these invoices/vouchers is critical! Any invoice dated June 30 or earlier must be documented to avoid a misstatement on the Annual Financial Report. It is critical that invoices dated June 30 or earlier are processed for payment by July 15th. Invoices should be entered into PantherMart prior to July 7th, to ensure the payments gets picked up as a FY17 accrual.</u></p> <p>4) <u>IF AN INVOICE IS DATED JULY 1st or later, but the invoice is for goods, services, engagements that were delivered, or occurred in FY17, Disbursements will “adjust” the date of the invoice to 06/30/17 regardless of the actual invoice date, to ensure the payments gets picked up in the FY17 accrual.</u></p>

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 30 is the last business day of FY17.

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 06/30/17, or have funds encumbered by 06/30/17 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 requires payment, now (current fiscal year), for an expenditure related to the next fiscal year. **IMPORTANT:** Prepaid expenditures may not be tangible items or products. Prepaid expenditures are limited to transactions such as warranties, registrations, or events that are “dated” to be paid in the current fiscal year, however the effective date is in the next fiscal year, when we receive the service. An example is a registration for a conference that begins on July 1, 2017, that is required to be paid no later than June 15, 2017. In this case, the payment may be processed in FY17, and coded to 132100, pre-paid. The expenditure is paid by June 30, but is charged against next year’s

budget. FY18 Expenditures that must be paid in FY17 should be entered by June 9th 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 FY18 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 (accountspayable@gsu.edu) or call (404) 413-3040
- Purchasing (purchasing@gsu.edu) or call (404) 413-3150
- Supplier Management (suppliers@gsu.edu) or call (404) 413-3150
- Spectrum Team (spectrum_team@gsu.edu) or call (404) 413-4357
- Treasury (treasury@gsu.edu)

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

Yes. Go to:

<http://www2.gsu.edu/~wwwspc/Training/RecommendedQueries.pdf>

Link to updated Queries: Spectrum Systems webpage.

The Spectrum Team can provide additional instructions for running PantherMart queries.

Contact Spectrum Systems by email Spectrum_Team@gsu.edu.

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