TO: University Budget Administrators  
FROM: Christine O. Roncaglione  
Controller  
DATE: May 11, 2018  
SUBJECT: Controller’s Office Administrative matters: FY2017-2018 Close

This memo is intended to provide the University Community with guidelines and information regarding transactions relating to end of fiscal year 2017-2018.

**FY2017-2018 Closing**
Expenses for goods and services must be included in the fiscal year in which the goods or services are received or used, regardless of when the payment is made. For this reason, accounts payable and/or accounting require direct pays/expense reports to be paid out of the budget year in which the goods and services are used. Implementing this accounting rule can be complicated, please follow these guidelines and contact the accounting department if you have questions at X-3199.

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**Summary of Deadlines**

<table>
<thead>
<tr>
<th>Due Date by 5:00 PM</th>
<th>What</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17, 2018</td>
<td>End of Year Training (2:00 - 3:00 pm) - CLC Room 207</td>
</tr>
<tr>
<td>May 22, 2018</td>
<td>End of Year Training (10:00 - 11:00 am) - CLC Room 207</td>
</tr>
<tr>
<td>June 1, 2018</td>
<td>Finalize FY2017-2018 spending- ensure there will be enough funds in budget to cover all expenses which will be charged against it through the end of year</td>
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<tr>
<td>June 1, 2018</td>
<td>Review open PO's and close if orders no longer needed</td>
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<tr>
<td>June 1, 2018</td>
<td>Cutoff date for receipt of purchase requisitions for Capital Items</td>
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<tr>
<td>June 1, 2018</td>
<td>Cutoff date for receipt of purchase requisitions for departmental supplies</td>
</tr>
<tr>
<td>June 1, 2018</td>
<td>Cutoff date for Office Depot Online Orders</td>
</tr>
<tr>
<td>June 15, 2018</td>
<td>All student cash disbursements must be picked up in the Bursar's Office</td>
</tr>
<tr>
<td>June 15, 2018</td>
<td>Petty Cash fund reimbursements due</td>
</tr>
<tr>
<td>June 22, 2018</td>
<td>Direct pays/invoices/expense reimbursements relating to FY18 entered into XavierBuy</td>
</tr>
<tr>
<td>June 30, 2018</td>
<td>Request of travel advances from Controller's Office for travel through June 30</td>
</tr>
<tr>
<td>June 30, 2018</td>
<td>Interdepartmental transfers due to the Controller's Office</td>
</tr>
<tr>
<td>July 6, 2018</td>
<td>Budget Revisions due to the Budget Office</td>
</tr>
<tr>
<td>July 10, 2018</td>
<td>June P-Card Reports due for transactions through June 25</td>
</tr>
<tr>
<td>July 10, 2018</td>
<td>P-card transactions for June 26-June 30 need to be re-allocated/coded on US Bank website</td>
</tr>
</tbody>
</table>
Guidelines to Follow

1. Budget and spending items to keep in mind before the end of the year:
   b. Supplies for the FY2018-2019 school year cannot be ordered until after July 1, 2018.
   c. Ensure any required FY2017-2018 budget revisions are complete and submitted to the Budget Office before the deadline of July 6, 2018.

2. Review open purchase orders during May and close purchase orders no longer needed. Contact Purchasing if the purchase order will not be complete by June 30, 2018.

3. For direct pays / invoices / expense reimbursements incurred during the FY2017-2018 budget:
   a. Invoices must be entered in XavierBuy no later than Friday June 22, 2018.
   b. If you cannot meet the deadline, please contact the accounting department and provide copies of outstanding unpaid invoices or obligations by Friday July 1, 2018.

4. For payments of expenses (invoices and expense reimbursements) which should be charged against the FY2018-2019 budget:
   a. If requesting payment prior to July 1, 2018, submit the paperwork to Accounts Payable with the instructions “Defer to FY19” at the top of the form. Please include the FOAP to be used in FY19 on the request form. You will need to pay these expenses on a paper Request for Check Form.
   b. Examples of these expenses include airfare for future dates, prepayments for events scheduled after July 1, 2018, and software licensing costs for a contract term extending into FY19, and others.

Cutoff Dates and Purchasing Guidelines

The attached Cutoff Dates and Purchasing Deadlines are presented to help you plan. If you are not able to adhere to these guidelines, please call the Accounts Payable department at X3199. The processing of any transaction is subject to budget/funds availability.

Insufficient Funds Notices

If you receive notification that a request can’t be submitted or completed due to insufficient funds, please review your budget and resolve the problem as soon as possible. You may need to complete a budget transfer or discuss options with your divisional leadership. The Budget Revision Guidelines are also attached for you reference. The Budget office can assist you with questions, but requests for additional funds must come from your Divisional Vice President/Lead Executive. NSF notices do not extend the deadlines set forth in the memo. Please review your budgets in May and plan your spending so that transactions (including P-Card transactions) occurring in June will not result in insufficient funds.

Thank you in advance for your time and assistance,

Christine O. Roncaglione
Controller
EXTERNAL PURCHASES:

**Purchase Requisitions/Purchase Orders:**

1) **Equipment-Capital Items**  
Cutoff date for receipt of purchase requisitions for ALL furniture, equipment and other capital items including computer equipment  
**June 1, 2018**

2) **Operational Supplies**  
Cutoff date for receipt of purchase requisitions for departmental supplies  
**June 1, 2018**

3) **Office Depot Online Orders**  
Cutoff date for FY17/18 online ordering  
**June 1, 2018**

Online ordering will close June 1, 2018 and re-open on July 1, 2018 for purchases in the FY2018-2019 budget year.

**Direct Pays/Independent Contractor Payments** - Cutoff date for receipt of invoices from external vendors for goods and services incurred in the 2017-2018 budget year into XavierBuy. Invoices to be paid from the 2017-2018 budget received after this date will be subject to review by the Controller.  
**June 22, 2018**

**FY2017-2018 Open Purchase Orders**  
Purchasing will continue sending a list of open purchase orders. Please review and determine if purchase orders should be closed or remain open.

- Open P.O.s to be paid with FY18 Funds: Contact the vendor and have them send the invoice to accounts payable and assure all receiving is complete.
- P.O.s which should be closed: Send an e-mail to Purchasing (Monica Human or Danielle Reisman) instructing them to close it.
- Open P.O.s to be paid with FY19 Funds: E-mail Purchasing and let them know that you want the purchase order to remain open. NOTE: If being paid against an Operating Fund or ORG, FY2018-2019 funds will be encumbered for remaining balance of purchase order.

Requests for new PO’s received that pertain to the 2018-2019 fiscal year will be held and will not be processed until July 1, 2018.
Travel Charges
The charges for AAA Travel will be posted to the indicated budget based on the date of the travel and the date of the hotel stay.

MARKETING & COMMUNICATIONS PRINTING STORE FRONT
Orders from the Printing Store Front must be placed by June 1, 2018 to be paid from the FY2017-2018 budget. Orders must be received and used by June 30, 2018.

INTERNAL CHARGES:
The following cutoff dates will apply for internal charges up to including June 30, 2018.

- Internal charges fed to Banner Finance by another Xavier Department July 6, 2018
- Bookstore/Food Service Charges Posted by Accounting based on transaction date
- Cintas and Schiff Event Charges Posted by Accounting based on transaction date
- Postage Charges Posted by Accounting based on transaction date
- Travel Advance - issued for any travel through June 30, 2018. June 30, 2018
  Please note: you do not have 30 days to settle travel advances issued for any travel in the last half of June.
- Interdepartmental Transfers June 30, 2018
- Budget Revisions July 6, 2018

ACCRUALS AND/OR DEFERRALS OF REVENUES AND EXPENSES:
All information concerning accruals and deferrals of revenues and expenses for the 2017-2018 fiscal year must be received by the Controller’s Office, with appropriate documentation, by July 6, 2018.

DEPARTMENTAL PETTY CASH ACCOUNTS:
Departments maintaining a petty cash fund must turn in receipts to reimburse their petty cash fund by June 15, 2018.

P-CARDS:
P-card transactions cut off on June 25, 2018, and have a reporting deadline of July 10. P-Card transactions that occur from June 26-June 30 must also be coded/re-allocated to the correct FOAP on the US Bank website by July 10 in order to have them properly charged in FY18.

If you have any questions, please do not hesitate to call the Purchasing Department (x3676 or x1987), Budget Office (x3447 or x3723), Accounts Payable (x3199) or Accounting Office (x3434) as appropriate. Thank you in advance for your cooperation.