



Fiscal Year-End Finance Plan

2019

Finance & Operations

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This document may be found on the Controller’s Office site: <http://www.oakland.edu/controller>

IMPORTANT DATES

Fiscal Year-End Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
3 LDRs for MONTHLY pays due to Budget Office <u>by 5 pm</u>	4	5	6 AP Payment Run 10am	7 LDRs for BI-WEEKLY pays due to Budget Office <u>by 5 pm</u> Last day to submit FY19 requisitions to Purchasing
10	11	12	13 AP Payment Run 10am	14 Last day to submit purchase order adjustment forms for FY19 to Purchasing
17 Hourly employee pay period begins (6/17 - 6/30 will be included in FY19)	18	19	20 AP Payment Run 10am	21
24 Note: Monthly payroll for June 2019 will be included in FY19	25	26	27 AP Payment Run 10am	28 Monies on hand must be deposited with the Business Office Cashier <u>by 4 pm</u>

JUNE 2019

Monday	Tuesday	Wednesday	Thursday	Friday
1 FY19 monies on hand must be deposited with the Business Office Cashier <u>by 4pm</u> Hourly pay period begins 7/1 (will be in FY20 ledgers)	2	3 AP Payment Run 10am	4 University Closed	5 University Closed
8 Submit June P-Card allocations in SDG2 <u>by 5pm</u>	9 P-Card allocations from SDG2 and Detroit Pencil charges available in Banner by end of day.	10	11 <u>ACCTG 1st CLOSE FY19</u> Journal Vouchers and Payment Vouchers Due to Accounting & Accounts Payable by <u>1pm</u>	12 <u>BUDGET 1st CLOSE</u> Departmental BJVs input by <u>12pm</u> ; <i>Budget Office approvals finalized by</i> <u>3pm Ledgers available by 5pm</u> AP Payment Run 10am Enc-Carryfwd Requests due to Division Rep by <u>5pm</u>
15 Purchase Orders available in Banner for FY20 invoice processing	16	17 <u>ACCTG & BUDGET 2nd CLOSE</u> All IJVs & BJVs submitted by <u>3pm</u>	18 <u>2nd CLOSE LEDGERS</u> available online by <u>10am</u> AP Payment Run 10am	19
22	23	24	25 AP Payment Run 10am	26

JULY 2019

Closing Schedule – Accounting & Budget

The following schedule has been established for the 6/30/19 year-end close:

April 1 Fiscal year open in Banner

ACCOUNTING

1st CLOSE

July 11th -- June journal vouchers will be accepted through 1:00 pm this date, earlier submission is encouraged.

Interdepartmental Journal Vouchers must be completed at this time.

July 11th -- June payment vouchers will be accepted through **1:00 pm** this date.

July 12th -- First close accounting ledgers will be available by 5:00 pm on-line at \\shares\budget\FRS\Financial Reports.mdb. Accounting ledger support will be available for pick-up Monday morning, July 15th in the Accounting Office.

2nd CLOSE

July 17th -- Last day for adjusting journal vouchers. All ledger adjustments must be made by this date. Adjustments must be submitted by **3:00 pm** on this date.

Inventory adjustment entries must be completed at this time.

July 18th -- 2nd close accounting ledgers will be available after 10:00 am on-line at \\shares\budget\FRS\Financial Reports.mdb. Ledger support will be mailed to departments.

BUDGET

1st CLOSE

July 12th -- Departmental budget journal vouchers reviewed and approved by the units by **12:00 pm**;

July 12th -- Encumbrance and Carryforward requests due to the division representatives by **5:00 pm**.

2nd CLOSE

July 17th -- Last day for budget adjustments. Adjustments must be entered in Banner by **3:00 pm**.

Fiscal Year-End Schedule Summary

All financial data for this year's business must be submitted according to the following schedule:

ACCOUNTING

- **JOURNAL VOUCHERS:** Journal vouchers for June should be received in the Accounting Office by July 11th. Please identify fiscal year 2019 journal vouchers by checking the JUNE fiscal year-end period on the Interdepartmental Journal Voucher Form. Identify fiscal year 2020 journal vouchers by checking the JULY fiscal year-end period on this form.
- **INTERDEPARTMENTAL CHARGES:** Charges incurred prior to July 1, 2019 must be submitted to the Accounting Office by July 11th, to be included in fiscal year 2019 business.

CASHIER

- **CASH RECEIPTS/DEPOSITS:** All monies on hand must be deposited with the Business Office Cashier by 4:00pm on June 28th. This will allow the cashiers time to process the Payment/Deposit Receipt before the system is taken down for year-end processing. All monies on hand June 29th must be deposited with the Business Office Cashier by the close of business on July 1st. Each Payment/Deposit Receipt form for monies deposited on July 1st should be marked at the top "Fiscal Year 2019" or "Fiscal Year 2020". Each Payment/Deposit Receipt form can include only receipts relating to one fiscal year.

PAYROLL

- **HOURLY PAYROLL:** Hourly Payroll for the pay period June 17, 2019 – June 30, 2019 will be included in fiscal year 2019.
- **SALARY PAYROLL:** The Salary Payroll for June will all be included in fiscal year 2019. All fiscal year 2019 payroll entries will be posted by first close.

ACCOUNTS PAYABLE

- **PAYMENT VOUCHERS:** Invoices for goods and/or services received during fiscal year 2019 (on or before June 30, 2019) must be included in fiscal year 2019 activity and should be received in the Accounts Payable Office by 1:00pm on Thursday, July 11th.
- **PURCHASING CARD:** The deadline for entry of June 2019 P-Card allocations in SDG2 is Monday, July 8 at 5:00pm. **You will not receive your June P-Card statement in the mail until around July 10th, so it is required that you utilize SDG2 to review and reclassify your June transactions by the Friday deadline.**

BUDGET

- **BUDGET ADJUSTMENTS:** All budget adjustments for FY19 should be received by the Budget Office by 12:00 p.m. on July 12th.
- **LABOR DISTRIBUTION REALLOCATIONS:** All labor distribution reallocations for FY19 monthly payroll must be submitted by 5:00 p.m. on June 3rd. All labor distribution reallocations for FY19 bi-weekly payroll must be submitted by 5 p.m. on June 7th.
- **ENCUMBRANCES & CARRYFORWARDS:** All encumbrance and carryforward requests must be submitted to your division representative by 5 p.m. on July 12th.

PURCHASING

- **FY19 REQUISITIONS:** The last day to submit any requisitions for FY19 will be June 7th. Requisitions received after this date will be reviewed for approval. If approval is not granted, the REQ will be processed in the next fiscal year.
- **PO adjustments for FY19:** The last day to submit PO adjustment forms for FY19 is June 14th. If goods or services have been purchased and received in FY19 and an increase is required for payment in FY19, please submit on or before June 14th. Any PO adjustment received after June 14th will require approval to be processed in FY19. If approval is not granted, the adjustment will be processed in the FY20 reviewed for approval. If approval is not granted, the REQ will be processed in the next fiscal year.

If you have any questions concerning this schedule, please call the Accounting (x2447), Budget (x2083), or Accounts Payable (x4395) or Purchasing (x3172) offices.

ACCOUNTING

Accounting

Inter-departmental Charges

Please ensure any journal vouchers submitted charging another department is submitted to Accounting by the 1st close, **Thursday, July 11th**. Additionally, all inter-departmental journal vouchers must be accompanied by proper supporting documentation substantiating and approving the charges.

The print shop, mailroom, and facilities charges for June will post to the ledgers by the first close, Thursday, July 11th.

Purchases Crossing Fiscal Years

You must keep records to support when goods or services are received and/or placed in service.

This is particularly important when receiving goods prior to June 30th, but paying the invoice after July 1st. An **Accrual Journal Voucher** needs to be prepared.

The Journal Voucher form can be found at the following web-site:

<http://www.oakland.edu/accounting/journalentries>

Accrual Journal Voucher (JV)

If you have received goods and services prior to June 30, 2019 and will not be able to process the payment before first close on July 11th, due to the fact that you did not receive the invoice in time, a JV must be submitted to accrue for the expense.

To complete the Journal Voucher form, **debit the expense** and credit account *2011 – Y/E Accrual Accounts Payable*. Be sure to check the **JUNE** fiscal year-end period and also check the **AUTO REVERSE** box. The Accounting Office will process both the FY19 and FY20 entries from the single journal voucher submitted. Your expense will be recorded in FY19 and reversed in FY20; when the payment voucher is processed it will offset the reversal and no expense is recorded in FY20. See example on page 11.

No carryforward request is necessary because you are entering the expense in FY19 and there will be no need to carry forward budget to pay for it in FY20. However, since the payment for the purchase will actually be made in FY20, the PO must be left open to roll into the new fiscal year to allow Accounts Payable to process the payment.

These JVs are due to Accounting Office no later than **Wednesday, July 17th at 3pm**.

Prepaid Journal Voucher

If you paid for services, such as maintenance agreements or subscriptions, prior to June 30, 2019 that covers a period beginning July, a prepaid will need to be established by completing a JV.

To complete the Journal Voucher form, **credit the expense** and debit account *1681 –Prepaid Expenses*. Be sure to check the **JUNE** fiscal year-end period and also check the **AUTO REVERSE** box. The Accounting Office will process both the FY19 and FY20 entries from the single journal voucher submitted. Your prepaid will be recorded in FY19 and offset the payment voucher; no expense will appear in FY19. The AUTO REVERSE JV posted in FY20 will record the expense.

These JVs are due to Accounting Office no later than **Wednesday, July 17th at 3pm.**

Accrued Payroll

Bi-Weekly payroll #14 from June 17th to June 30th due July 1st and does not cross fiscal years this year. The expense will be automatically calculated in Banner and allocated to FY19 based on the hours were worked. This activity for FY19 will be available in the ledgers for the first close.

The Accounting Office calculates and posts JVs for “earned vacation” and “faculty payroll”. These are costs associated with, and earned in FY19 that are posted to departmental ledgers. There is no action required on your part, other than to be aware this activity. You may see this activity in your salary accounts and account *C095 – Accrued Compensation* and *2101-Accrued Payroll*.

Should you need further assistance or have questions on these items, please feel free to contact anyone in the Accounting Office at <http://www.oakland.edu/Accounting/StaffDirectory/>

ACCOUNTS PAYABLE

Accounts Payable

Deadlines

The deadline for handing in payment vouchers for FY19 is **Thursday, July 11th at 1:00pm**. To assist us in handling the workload, please hand in your completed paperwork as early as possible, in small batches daily instead of large batches at the deadline. Please also write “FY19” or “FY20” at the top of the PV, according to which year the service took place or the year in which the item was received. Please note in the “expenditure details” section of the PV if you have submitted an accrual JV or a prepaid JV to the Accounting department related to the payment.

The deadline for inputting June 2019 P-Card allocations in SDG2 is **Monday, July 8th at 5:00pm**.

Payment Dates

Due to the Fourth of July Holiday, the payment run for the first week in July will occur on Wednesday, July 3rd. Due to the timing of the 1st Close, the payment run for the second week in July will occur Friday, July 12th. Thereafter, we will continue the normal payment schedule of Thursdays at 10:00am.

W-9 & W-8s

To prevent delays in year-end voucher processing, please remember to have your new vendors complete an [IRS Form W-9](#) (or [form W-8](#) for foreign vendors) so that you can submit it with your payment paperwork. We cannot input a voucher payable to a vendor for whom we do not have a W-9 or W-8. If you want to check to see if we have a W-9/W-8 for an existing vendor, you can always check FTMVEND in the “Vendor Types” tab to see if there is a note indicating that a W-9/W-8 was received.

Reimbursements

Claims for reimbursement which are to be charged to fiscal year 2019 cannot include expenses incurred after June 30, 2019. Each payment voucher should include only receipts relating to one fiscal year. In the case of travel that actually crosses both fiscal years, the reimbursement should be charged to the fiscal year in which the majority of the travel occurred.

Employee vs. Independent Contractor Checklists

Before you sign a contract with an individual (and **before** the individual provides services), complete the Employee vs. Independent Contractor Checklist ([OU AP&P #262](#)) and submit to Joyce Cline (lieberge@oakland.edu) for review. Joyce will determine if the person should be paid as an independent contractor, as an employee, or as honoraria.

Detroit Pencil

Detroit Pencil orders delivered to you by June 30th will be included in the June transactions and post in FY19. June Detroit Pencil charges will appear in the FY19 ledgers by Tuesday, July 9th.

Recurring Vouchers (“RPV”)

Departments may choose to prepare an RPV for payments that occur at regularly scheduled intervals and where the payee, payment amount, and accounting distribution remain constant.

RPVs may be used for both PO and non-PO payments. Examples include rent, leases, maintenance agreements, or other payments paid on a monthly basis. Once the recurring payment is established, the departments will no longer be required to submit additional vouchers for each monthly payment. Departments are responsible for annual renewal of POs to ensure funds are available to support the RPV.

Any recurring payments related to FY19 have already been input for the payments that were due through June 2019. Accounts Payable will automatically enter the entire fiscal year FY20 recurring payments as soon as the encumbrance roll occurs.

Purchasing Cards

If making a purchase via University purchasing card for FY19, please be sure to allow time for the vendor to complete the transaction (i.e., posted, as opposed to approved or pending). This means that you should try to **complete all credit card transactions at least 7 days prior to fiscal year end** so that the charge will post on your June statement. Remember, some vendors do not bill the card until the item is shipped regardless of when you place the order. All transactions posted to your credit card by June 30th will be included in the FY19 ledgers.

If a PO has been paid in full utilizing the Pcard, please complete the batch closure form found on the Purchasing web-site and request the PO be closed.

If you are using SDG2 to allocate your transactions, please be sure to have this done by **5:00pm on Monday, July 8th**. Entries not completed by that time will have to be reclassified by JV. Keep in mind that SDG2 may be utilized throughout the month as the transactions hit the P-Card so you do not have to wait until June is over to begin your allocations. Important: By using SDG2 you do not need to wait for the statement to arrive to allocate charges.

You have a very short window of time between P-Card statement receipt and first close. For this reason and more, you are strongly encouraged to utilize Smart Data Generation 2 (“SDG2”) to access your charges and reclassify them throughout June and have them completed by the deadline on July 8th. You can contact Zahira Flores-Olivo (x4394) in Accounts Payable at any time to get set up with access and instructions for SDG2. If you have not already done so, please convert from using JVs to allocate Pcard charges.

If you do not use the SDG2 system, your purchasing card charges default to account code E095 when they are loaded into Banner. Per [OU AP&P #1020](#), these charges should be reclassified to the correct expense account. At the very latest, please submit the JVs to reclassify your FY19 purchasing card transactions to the Accounting Office no later than July 11th at 1:00pm.

June purchasing card charges will be loaded into Banner the by the end of the day of Tuesday, July 9th, and be viewable in Banner.

If you need a copy of a P-Card statement, please contact Zahira Flores-Olivo at zfloresolivo@oakland.edu

Should you need further assistance or have questions on these items, please feel free to contact anyone in the Accounts Payable Office at <https://wwwp.oakland.edu/ap/top-links/directory/>.

BUDGET

Budget – Deficit Balances

Definition: A deficit is an excess of expenditures over the budget in any given account during a specific fiscal year period.

Process: The Budget Office manages the General fund balances only. Please contact the Accounting department for any questions on Non-General fund balances.

Each unit is expected to manage their respective General funds so that deficits do not exist. Any deficit in the total Controllable accounts is expected to be resolved immediately. The Budget Office follows up on a regular basis to ensure units are resolving any deficit situation. It is important to note that units are generally held accountable for the total available balance in their Controllable accounts (excluding encumbrances). Deficits within the Controllable accounts do not require any action unless they are in accounts 63xx and 64xx. If one of these accounts is carrying a deficit and the unit is using operating budget to cover it, please make sure the related fringes are covered with the transfer. In order to clear deficits or reallocate budgets the department needs to process a budget journal voucher (BJV):

Budget journal voucher – Please Credit any fund and account carrying a deficit balance and Debit a fund and account with an overage balance. The BJV should balance; Debits and Credits must net out. Any unbalanced BJVs will be returned to the initiator for corrections. For additional information on how to process and BJV, please refer to the [Banner Budget Journal Voucher Entry and Approval](#) manual.

Tools: The following tools are available to help clear deficits.

- [Financial Reporting System \(FRS\)](#) – Financial Reports.mdb - Line Budget Reports- Budget Status reports
- [Budget monitoring monthly reports](#)
- [Budget journal vouchers](#)
- [Internet Native Banner \(form FGJVCDD\)](#)
- [Interdepartmental journal voucher \(IJV\)](#)

Year-End deadline: Funds should not be allowed to run into a deficit at any point in time during the fiscal year. The units can clear any outstanding general fund deficits by either transferring budgets within general funds (using BJVs) or transferring in from designated funds (using IJVs, account Y079) Please submit all budget journal vouchers to budget@oakland.edu prior to **12:00 p.m. Friday, July 12th**. A second deadline is available to cover any unforeseen expenses. All budget adjustments which are to be reflected in Accounting's second close must be received by the Budget Office by **3:00 p.m. Wednesday, July 17th**.

Budget – Encumbrances & Carryforwards

Definition: Encumbrances are unpaid obligations of a specific unit covered by purchase orders or contracts. The goods and/or services purchased have not been received as of June 30 but a commitment is open between the unit and the respective vendor. Carryforward amounts on the other hand are not yet committed. However, they are designated to be used for a specific purpose.

Process: Unexpended budgets do not carry forward automatically from year to year. "Unexpended budget" refers to an excess of total budget over total expenditures in a fund's controllable accounts (63XX, 64XX, 65XX, 71XX, 72XX, 73XX, 74XX, 75XX, 81XX, 8201). Items which are reflected as open encumbrances do not count as expenditures, and carryforward of budget to pay for encumbrances is not automatic. Units who wish to carry forward budget from one year into the next must submit a formal request to do so via the Encumb-Carryfwd Request form. Requests must specifically identify the purpose for which the budget will be used. These requests are reviewed against divisional surpluses and priorities. Highest priority is generally given to the requests for items which are already encumbered through submission of a purchase requisition prior to the fiscal year ordering deadline. All requests need to be approved first by the unit leadership then by the Divisional stewards prior to reaching the Budget Office.

Please remember to accrue the expense for any services or items received in FY19 but not expensed until FY20. Things to consider when determining the accruals:

1. A request to carry forward FY19 available general fund balances to cover an FY19 encumbrance **should be** submitted in the following circumstance:

- If you have an open PO for which the goods or services are **not** received or rendered prior to June 30th

Example: You ordered a copier for \$5,000 and create a PO in FY19 for the same amount. The supplier provides a delivery date of July 9.

This is not an FY19 expense. The unit must request \$5,000 of the FY19 available budget to be carried forward into FY20.

2. A request to carry forward FY19 available general fund balances **should not be** submitted in the following circumstance:

- If you have an open PO for which the goods or services **are** received or rendered prior to June 30th
AND
- Invoice is received from the vendor after June 30th

Example: You placed a service call to have a piece of equipment fixed by an outside company and the work was completed for \$1,000 prior to June 30th. However, you received the invoice after June 30th.

Encumbrances and Carryforwards continued:

There are two ways to get this properly expensed in FY19, depending on invoice receipt:

- If the invoice **is received** prior to first close on July 11th, submit a payment voucher to Accounts Payable prior to 5 p.m. on July 11th for processing so the invoice can be included in June ledgers.
- If the invoice **is not received** by first close, prior to second close on July 17th, submit a journal voucher to Accounting accruing the expense into FY19. Expense will be against your FY19 budget and reversed in FY20 when invoice is paid against the open PO.

The Budget Office consolidates the requests into a document, which is reviewed and approved or disapproved by the appropriate parties after the University's final year-end financial position has been established. The Budget Office notifies requesting units and enters the budget adjustments, usually in August. The purpose of the Encumbrance and Carryforward request form is to assist units in providing all the information needed to permit timely review and evaluation of their requests. Instructions on how to complete the Encumbrance and Carryforward form are posted on the [Budget office website](#).

In order to expedite and streamline the process, we will only accept electronic forms.

At the beginning of each fiscal year, any approved carryforwards will be transferred to the requested funds, account code 8201. Each unit will transfer the budget out of 8201 to the appropriate budget account code based on the projects/initiatives approved during the Encumbrance and Carryforward process. The transfer should happen only after the actual expense has hit the fund. Please include an invoice number (if applicable) in the BJV description line.

Tools: [Encumbrance and Carryforward request form](#)

Year-End deadline: We strongly encourage that you meet the deadline set below. If your request is not submitted on time, we cannot guarantee it will be accommodated.

Requests for each division will be coordinated by the person listed below:

Division:	Submit Request to:	On or before:
Academic Affairs	Peggy Cooke Office of VPAA/Provost email: cooke@ (School and College units should channel their requests through the School/College Budget Officer)	Friday, July 12, 2019 (5:00 p.m.)
Finance & Administration	Patrycja Comello Office of the Vice President Finance & Administration email: comello@	Friday, July 12, 2019 (5:00 p.m.)
President	Josephine Hairston Office of the President email: hairston@	Friday, July 12, 2019 (5:00 p.m.)
Student Affairs	Lori Marsh Office of the Vice President Student Affairs email: marsh2@	Friday, July 12, 2019 (5:00 p.m.)
Development, Alumni & Community Engagement	Lauren Jeske Office of the Vice President Advancement email: lhjeske@	Friday, July 12, 2019 (5:00 p.m.)
Operations & Finance (excl. Finance & Admin)	Brelanda Pirani Budget and Financial Planning Finance & Administration email: pirani@	Friday, July 12, 2019 (5:00 p.m.)

Budget – Labor Distribution Reallocations (LDRs)

Description: Labor distribution reallocation is the process of transferring payroll expenses from one fund/org to another.

Process: All managers are strongly encouraged to review their direct reports' labor distributions and confirm that efforts are recorded appropriately. In particular, closer attention should be paid to any Grant and cost share funded positions. Keep in mind that we are not able to make any changes to closed fiscal years. If the need for a change in labor distribution is identified, the unit should submit a change of status (COS) form. Timing is of essence at any point during the fiscal year particularly at year end (*see year-end deadlines*). Please make sure the form is completed correctly and the appropriate approvals have been attained prior to reaching the Budget Office. The form will have to go back to the initiator for any changes and back through all the approvals in specific cases. After the changes indicated on the COS form have been processed by UHR /AHR, the Budget Office will transfer the labor expenses to the correct allocation.

Tools:

- Banner (NBAJOBS)
- Request to the Budget office for a report labor distributions by org/fund (email to budget@oakland.edu)
- [Change of status form](#)

Year-End deadline: Labor distribution changes cannot be made for BW 13 or MN 6 in FY19 (the last pay of the year). It is very important that the units submit all COS forms requiring LDRs, with the required approvals, to the Budget office by **5:00 p.m.** on the following days:

- Monthly pays: **Monday, June 3rd**
- Bi-weekly pays: **Friday, June 7th**

Please do not hesitate to call the [Budget office staff](#) with any questions or concerns.

PURCHASING

Purchasing

Deadlines

Please submit all FY19 requisitions by June 7, 2019. Any requisitions received after this date will require approval to be processed in FY19. If approval is not granted, the REQ will be processed in the next fiscal year.

It is important for Purchasing to receive Blanket Requisitions as soon as possible. If comparative pricing is not received with a REQ that has a total greater than \$2,500, (Purchases of \$10,000 or less, the requesting department must obtain two quotes) Purchasing will require time to request pricing.

Please submit all PO adjustment forms for FY19 by June 14, 2019. If goods or services have been purchased and received in FY19 and an increase is required for payment in FY19, please submit on or before June 14th. PO adjustment forms received after June 14th will require approval to be processed in FY19. If approval is not granted, the adjustment will be processed in FY20.

New Year REQs

Each spring Accounting will open the new fiscal year in Banner for REQs to be created, committed and/or encumbered in the new fiscal year. As of today, FY20 has been opened. Requisitioners creating REQs for POs to be encumbered in FY20 must change the order date and transaction date from the default date to July 1, 2019. The delivery date should be set for July as well. We would like to capture an expected delivery date from the departments, please set the date based on delivery date from quote, RFP, etc. Shown in the image below:

The screenshot shows the 'Requisition Entry: Requestor/Delivery Information' window in Banner. The title bar indicates 'FPAREQN 8.6.0.3 (PROD)'. The form contains the following fields and values:

Requisition:	NEXT	Transaction Date:	01-JUL-2018	<input type="checkbox"/> In Suspense
Order Date:	01-JUL-2018	Comments:		<input type="checkbox"/> Document Text
Delivery Date:	11-JUL-2018	Accounting Total:	0.00	<input checked="" type="checkbox"/> Document Level Accounting
Commodity Total:	0.00			

- If the date change is missed and the REQ is completed and encumbers in FY19, the Purchasing Department will work with the Requisitioner to recreate a new REQ, cancel the incorrectly encumbered REQ and issue the PO in the correct Fiscal Year.
 - The original REQ approval signatures will be utilized and attached to the new REQ using the Banner Document Management System.

Please note that completing a REQ in FY19 does not guarantee that actual funds are moving forward to the FY20. Departments must complete a Carryforward request, [see page 16-17](#).

Record remove in process REQs or request the Purchasing Department to cancel any REQs that have not been sent for processing and will not require a PO before June 30, 2019.

Purchase Order (PO) Encumbrance Closures and Cancellations

If a department has 1 or 2 POs that have encumbrances remaining, that need to be released, and has verified that there aren't any invoices on hold or in process for payment, or an Adjustment in process that could potentially keep the PO from closing, please complete a [Purchase Order Adjustment Form](#) with a detailed explanation as to the reason for closure or cancellation. Please include if a copy of the closure should be sent to the supplier.

If a department has a large list of POs that need to be closed, and all of the above has been verified, please have the authorized department representative or Business Manager fill out the [Batch Closure Form](#) and send it directly to purchasing@oakland.edu. Once the batch closure is processed, an email will be sent confirming closure and/or requesting further research on POs that did not close.

Purchase Order cancellations are required when goods or services have not been received and are no longer required. Please be sure to submit all cancellations by June 14, 2019.

Please contact the Purchasing Department with any questions and/or concerns. Contact and other information can be found on the [Purchasing website](#), direct contact information is below:

Paula Reyes 248-370-4423 or preyes@oakland.edu

Marisa Jurczak 248-370-4199 or mjurczak@oakland.edu

Kevin Walter 248-370-4428 or kevinwalter@oakland.edu

Maria Wing 248-370-4422 or mwing@oakland.edu

Phyllis Kendrick-Wright 248-370-4421 pkendrickwright@oakland.edu