

2012 Fiscal Year-End Infosheet

Fiscal Year (FY) 2012 ends at midnight on June 30, 2012. All FY2012 business must be correctly recorded in the PeopleSoft Finance System by the time of June month-end closing (around mid-July); however, not all FY2012 expenses will have been invoiced and paid by then. As a result, there are several processes that accrue these expenses to the proper month and fiscal year (June, 2012).

- Procurement Service Center (PSC) establishes deadlines for departments to submit paper forms and complete activities in procurement subsystems that feed to the Finance System (i.e., Concur Travel & Expense, CU Marketplace).
- Office of University Controller (OUC) is responsible for the creation/reversal of accrual journals and how this information appears on department financial statements.

Department Deadlines for PSC Processes

Procurement Mechanism	Type of Item	Procedure	Department Deadline
Payment Authorization (PA) forms Study Subject Payment (SSP) forms Non-Employee Reimbursement (NR) forms Vendor Invoices	Paper Form/ Document, submitted to PSC by: <i>email</i> APInvoice@cu.edu ; <i>or,</i> <i>fax 303.764.3434;</i> <i>or,</i> <i>campus mail</i> <i>Box 005 UCA</i>	<p><u>To ensure posting and payment in FY2012:</u> Submit signed, completed form (and supporting documentation) or vendor invoice to the PSC by the deadline.</p> <p><u>To ensure accrual:</u> Same steps as above...just a later deadline.</p> <p>Note: Any invoices entered by the PSC by July 5 will be assumed to be June business. Invoices in match exception status or otherwise in process will also be accrued.</p> <p><i>Do not submit forms or invoices for FY2013 business until after July 5.</i></p>	<p>5:00 p.m. on Thu, June 21</p> <p>5:00 p.m. on Mon, July 2</p>
Payment Voucher (PV) forms	PV Requisition in CU Marketplace	<p><u>To ensure posting and payment in FY2012:</u> Create PV in the Marketplace and attach supporting documentation. PV must be fully approved by all department and campus approvers and be ready for processing by the PSC by the deadline. (This means the PV will be in the AP Folder in the Marketplace, awaiting PSC review.)</p> <p><u>To ensure accrual:</u> Same steps as above...just a later deadline.</p> <p><i>Do not submit Payment Vouchers for FY2013 business until after July 5.</i></p>	<p>5:00 p.m. on Thu, June 21</p> <p>5:00 p.m. on Thu, July 5</p>

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Procurement Mechanism	Type of Item	Procedure	Department Deadline
<p>Travel Reconciliation (employee reimbursement) expense reports</p> <p><i>(includes individual corporate Travel Card and Cash Advance Card transactions)</i></p>	<p>Report in Concur Travel & Expense System</p>	<p>To ensure posting and payment in FY2012: Assign card transactions and out-of-pocket expenses to expense reports and be sure those reports are <u>submitted and fully approved</u> by all department and campus approvers by the deadline.</p> <p>To ensure accrual: Transactions on the new corporate liability Travel Card, and advance amounts drawn on the Cash Advance Card, will be accrued according to the details below. Card transactions must be available in the Concur Travel & Expense System. It typically takes several days from time of purchase for this to occur.</p> <p>SpeedType Accrual:</p> <ul style="list-style-type: none"> • For card transactions dated June 30/earlier that are assigned to an expense report and that have already been allocated to a SpeedType, accrual will be to the allocated SpeedType. • For card transactions dated June 30/earlier that are assigned to an expense report but have not yet been allocated to a SpeedType, accrual will be to the SpeedType on the report header. • For card transactions dated June 30/earlier that are not assigned to an expense report, accrual will be to a SpeedType associated with the Cardholder's Org. <p>Account Accrual:</p> <ul style="list-style-type: none"> • For card transactions dated June 30/earlier, Account accrual will be according to the designated Expense Type. If the Expense Type has not been specified, the transaction will be accrued to Account 700200 (Employee Out-of-State Travel) for Travel Card transactions or Account 070200 (Travel Advances) for Cash Advance Card transactions. <p>Out-of-pocket expenses (expenses that are not Travel Card transactions) dated June 30/earlier will be accrued if they are assigned to an expense report, according to the accrual information, above.</p> <p><i>If you have expense reports you don't intend to submit, please delete them before the accrual deadline.</i></p>	<p>5:00 p.m. on Mon, June 25</p> <p>5:00 p.m. on Mon, July 9</p>

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On Your Financial Statements

As appropriate, you will see information from several accrual processes on your financial reports. The journal IDs for the accrual journals begin with the specific characters referenced below (in capital letters), followed by numbers (represented by n) to complete the 10-character Journal ID field.

All accrual journals will be dated 6/30/12 but will run in July.

- **ACCESE**
Accrual – Expense System Employee (reimbursement)
Accrual for Concur Expense System Travel Reconciliation - unpaid expense reports, including card transactions and out-of-pocket expenses
- **ACCEST**
Accrual – Expense System Travel (card)
Accrual for Concur Expense System Travel Card (unassigned transactions)
- **ACCESA**
Accrual – Expense System Advance (cash advance amount)
Accrual for Concur Expense System Cash Advance Card (unassigned transactions)
- **ACCESP**
Accrual – Expense System Procurement (card)
Accrual for Concur Expense System Procurement Card (expense reports and unassigned transactions)
- **ACCAP21**
Accrual – Accounts Payable
Accounts Payable accrual of vendor invoices (includes Payment Authorization, Study Subject Payment, and Non-Employee Reimbursement forms, as well as PO invoices and PV requisitions in the Marketplace)
- **ACCRECEIPT**
Accrual – Receiving against Purchase Orders
Accrual of online receipts for Marketplace Purchase Orders

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The reversal journals begin ACX- (instead of ACC-), as noted below.

All reversal journals will be dated 7/1/12 but will run later in the month.

- **ACXESE**
Reverse accrual for Concur Expense System Travel Reconciliation
- **ACXEST**
Reverse accrual for Concur Expense System Travel Card
- **ACXESA**
Reverse accrual for Concur Expense System Cash Advances
- **ACXESP**
Reverse accrual for Concur Expense System Procurement Card.
- **ACXAP21**
Reverse accrual for Accounts Payable
- **ACXRECEIPT**
Reverse accrual for PO Receiving