

The University of Alabama
Fiscal Year End Closing
September 30, 2020

The following information is to assist you during the transition from the University fiscal year ending September 30, 2020 to FY2021 beginning October 1, 2020. Accounting Standards require that expenses be recorded in the fiscal period to which they are applicable.

ACCOUNTS PAYABLE DEADLINES:

Concur Invoices – All expenses incurred through September 30 that are applicable to fiscal year 2020 must be charged to your 2020 budget. 2020 expenditures should be processed in Concur as soon as possible after the expense is incurred. Concur invoices must be submitted and completely through the approval flow to Accounts Payable **no later than 5:00 PM, October 7, 2020**.

Concur Travel, Entertainment and Reimbursement Expense Reports – Expenses for trips taken through September 30 are to be charged to your 2020 budget, submitted and completely through the approval flow to Accounts Payable as soon as possible after the completion of the trip, but **no later than 5:00 PM, October 7, 2020**. Please submit FY2020 and FY2021 transactions in separate p-card travel expense reports.

For prepaid invoice items or travel expenses (e.g., registrations, flights, hotel deposits), please charge to expense and/or reconcile the p-card charge in FY2020. If a single charge exceeds \$25,000 for UA, please contact Candace Holliday (cholliday@fa.ua.edu) for assistance in moving a charge to prepaid expense. If a single charge exceeds \$5,000 for Capstone Foundation or 1831 Foundation, please contact Starr Deas (sdeas@fa.ua.edu) or Tabitha Lee (tilee@fa.ua.edu) for assistance.

BUDGET DEADLINES:

Budget Changes – If necessary, budget change requests pertaining to fiscal year 2020 prepared in October should be made using a transaction date of 9/30/2020. FY2020 budget changes should be completed, approved, and in the Budget Office approval queue **by 5:00 PM on October 9, 2020**. Any FY2020 budget changes that are incomplete or have not reached the Budget Office approval queue by October 9th will not be processed. Budget changes should be limited to (1) those recording funding from outside your college/division, (2) release dollars for cost-share transfers, or (3) those involving contract & grant activity which are processed by Contract & Grant Accounting.

Personnel Action Forms – PA's for pay earned in fiscal year 2020 and paid on the October 15 monthly supplemental must be submitted **no later than 5:00 PM, October 2nd**.

Personnel Action Forms for redistribution of pay related to fiscal year 2020 must be in the Budget Office **no later than 5:00 PM, September 25th**.

Biweekly Payroll ending October 3rd and run on October 9th will charge to fiscal year 2020 for days worked in September and fiscal year 2021 for days worked in October.

FINANCIAL ACCOUNTING DEADLINES:

Budget Statements – A preliminary September budget statement will be provided via ePrint on **October 1st**. September will remain open and Fiscal Year 2020 processing will continue with varying deadlines as indicated in the information below. Final Period 12 September Budget Statements will be available October 16, 2020.

Interdepartmental Transfers – Interdepartmental Transfers (IDT) for expenditures made prior to September 30th are to be charged to 2020 and should be submitted through the Online IDT form using a transaction date of 9/30/2020 **no later than 5:00 PM, October 9th**.

Journal Entries/FUPLoads/Corrections – Journal entries, FUPLoads and requests for corrections to 2020 transactions should be submitted to Financial Accounting and Reporting **no later than 5:00 PM, October 9th**. Journal Entries for FY 2020 should be submitted through the Online JV form using a transaction date of 9/30/2020.

OTHER DEPARTMENT DEADLINES:

Campus Mail Service – Campus Mail Service will close out September 2020 at the **end of business on the 30th**. Any transactions occurring through 9/30/2020 will hit the 2020 budget. Transactions occurring after 9/30/2020 will hit the October 2020 budget statement.

Supply Store Purchases – All Supply Store locations will be closed 9/26-9/27 for inventory, reopening 9/28. If departments would like to purchase supplies in 2020, they can do so until **5:00 PM on September 30th**.

University Printing – Only jobs **received September 30 or before and completed** by October 2nd will be charged to your 2020 budget. Jobs received September 30 or before that are not completed by October 2nd will be charged to your 2021 budget. Funds will not be encumbered for jobs that are not completed.

PIRs - Requests to encumber funds in fiscal year 2020 via Project Initiation Request (PIR) must be submitted to Construction Administration by **September 1, 2020**. All questions regarding the PIR/PAF process should be directed to Matt Galloway at mgalloway@fa.ua.edu.

PURCHASING DEADLINES:

Receiving – Receiving should be promptly completed when items are received **on or prior to September 30, 2020**.

Purchase Orders – Fiscal year 2020 orders must be created and approved by close of business **Monday, September 21, 2020** to allow time for issuance of a purchase order in buyBAMA for the encumbrance to be brought forward to fiscal year 2021. All purchase orders created after September 30 must be charged to fiscal year 2021.

All purchase orders outstanding in fiscal year 2020 will be carried forward to your 2021 budget. A budget increase equal to these commitments will be processed to your 2021 budget to the degree that funds are available for funds 11000-11012. Departments will be responsible for budgeting encumbrances in all other funds, if appropriate.

Encumbrances will roll forward **October 16th**.

Bids – Items for bid must be requested by close of business on **Monday, August 31, 2020** to allow time for bid advertising requirements, award, and issuance of a purchase order for funds to be encumbered in fiscal year 2020.

PURCHASING CARD SERVICES DEADLINE:

P-CARD Transactions – Concur expense reports for p-card non-travel with a Purchase Date of September 30 or prior **should be reconciled and completely through the approval flow to P-Card Services no later than 5:00 PM on October 7th** and will post to FY2020. Please submit FY2020 and FY2021 transactions in separate P-Card expense reports.

STUDENT ACCOUNT SERVICES DEADLINES:

Daily Cash Transmittals, Web Deposits – Any receipts related to fiscal year 2020 should be sent to the Student Account Services Office **by September 30th, 2:00 PM**.

DEADLINES FOR YEAR END CLOSING

Date	Time	Type of Transaction
August 31	5:00 PM	Bid requests
September 1	5:00 PM	PIR/PAF against FY2020 budget
September 21	5:00 PM	Purchase Orders in BuyBama
September 25	5:00 PM	Payroll Redistributions due to Budget Office
September 30	2:00 PM	Daily Cash Transmittals and Web Deposits to Student Account Services
	5:00 PM	University Printing Requests
	5:00 PM	Campus Mail Service Transactions
	5:00 PM	Supply Store Purchases
October 1	1:00 PM	Preliminary Sept 30 budget statements available on ePrint
October 2	5:00 PM	Supplemental Pay
October 7	5:00 PM	Concur Travel, Entertainment & Reimbursement Expense Reports to Accounts Payable/P-Card Services
	5:00 PM	Concur Invoices to Accounts Payable
	5:00 PM	Concur P-Card Non-Travel to P-Card Services
October 9	5:00 PM	Departmental Transfers to Financial Accounting and Reporting
	5:00 PM	Journal Entries/FUPLOADs/ Corrections to Financial Accounting and Reporting
	5:00 PM	Budget Changes
October 16	8:00 AM	Encumbrances roll forward to FY2020
	1:00 PM	Final Period 12 September 30 budget statements available on ePrint
October 21/22	1:00 PM	September UASPEF Endowment Income recorded
October 23	1:00 PM	September 30 budget statements with endowment income/adjustments through 10/22 available on ePrint.