



**UNLV CONTROLLER'S OFFICE**

**YEAR-END TRAINING**

**MAY 7<sup>th</sup> 2008 & May 14<sup>th</sup>**



# YEAR-END PROCESS OVERVIEW

Cashier Office - Processing Cash Receipt  
Accounts Payable - Processing of Invoices  
PV's TD's ISP's etc.  
General Accounting  
*And Much More!*

TEAMWORK



# YEAR-END CLOSING CYCLE

## ■ **Closing the Books**

- Critical importance
  - established deadlines
  - recording transactions in appropriate fiscal year
- Annual cash counts & inventories
- Deficits

## ■ **Financial Statement Preparation**

- Verification of accounts receivable, prepaid expenses, advances deposits and deferred income
- Revenue & expense fluctuations
- Management discussion & analysis

## ■ **Audit**

- Internal control review
- Year-end field work

## ■ **Audit Protocol**



# BUSINESS SERVICES

## **GENERAL ACCOUNTING:**

■ John Purvis	Assist. Controller	X50981
■ Gwenn Pons	Accountant	X51166

## **CASHERING AND STUDENT ACCOUNTS:**

■ David Ellison	Assist. Controller- Cashier's Office	X53683
■ Susan Kopacz	Manager	X53577

## **ACCOUNTS PAYABLE:**

■ Yvette Walton	Assist. Controller- A/P	X51143
■ Summer Mudd	Vendor Team Supervisor	X51157
■ Alo Faleafine	Travel Team Supervisor	X51156

TEAMWORK



# CASHIERING AND STUDENT ACCOUNTS OFFICE

- **PRESENTED BY:**

- **DAVID ELLISON**

**ASST. CONTROLLER**

TEAMWORK



# Cashiering & Student Accounts



**June 30, 2007 represents the fiscal year-end for UNLV. In order to provide the University System with accurate information, all UNLV departments should be aware of the following deadlines:**



## Cashiering & Student Accounts Year End Deposit Deadlines

- ⇒ **The UNLV's Cashier's Office will accept and process departmental deposits for Fiscal year 2008 up until 3:00 p.m. on Friday, June 27, 2008.**



## Cashiering & Student Accounts Year End Deposit Deadlines

- ⇒ **UNLV departments remitting bank deposits for armored car transport must submit those deposits to the UNLV's Cashier's Office no later than 10:00 a.m. on Monday, June 30, 2008.**



## **Cashiering & Student Accounts Year End Deposit Deadlines**

**Deposits delivered by these deadlines will be included in the Fiscal Year 2008 activity. Deposits made after these deadlines will be included in Fiscal Year 2009 activity.**

**If you have any questions, please contact the UNLV Cashier Office at 895-3924 or extension 53924.**



# ACCOUNTS PAYABLE

■ Presented by:

YVETTE WALTON  
ASST. CONTROLLER

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# ACCOUNTS PAYABLE STAFF

- YVETE WALTON, ASST. CONTROLLER X51143
- SUMMER MUDD, VENDOR TEAM SUPERVISOR X51157
- MARIA TEMPLANZA, VENDOR TEAM
- RICHARD TUNSTILL, VENDOR TEAM
- BRENDA MANCILLA, VENDOR TEAM
- ALO FALEAFINE, TRAVEL TEAM SUPERVISOR X51156
- MEGAN GERKE, TRAVEL TEAM
- PATRICIA MOLONEY, TRAVEL TEAM
- MARYEVETTE TOYAMA, TRAVEL TEAM



# DEADLINE DATE JUNE 30

- Payment Vouchers (PV's)

PV's charged against FY08 state funds must be submitted for expenses incurred by June 30<sup>th</sup> for reimbursement of Petty Cash funds.

- Invoices:

Non-Travel related invoices for Purchase Orders (PO's), and Service Contracts for goods and services must be received by June 30<sup>th</sup>.



# DEADLINE DATE JUNE 30th

## ■ Travel Expenses:

Travel Documents (TD's) for any trip, in-state or out-of-state must be submitted to be recorded in FY08. For trips beginning in June and ending in July will be charged in it's entirety to the fiscal year into which the majority of the expense falls.

## ■ Travel Advances:

All travel advances must be cleared for FY08. Advances which involve a repayment of funds to the University, must be submitted before June 30<sup>th</sup> in order for the deposit to be submitted to the Cashier's office and recorded by the bank in the correct FY.



# DEADLINE DATE JUNE 27<sup>th</sup>

## ■ Independent Service Provider Contracts (ISP's)/ Independent Contractors:

Please complete the ISP form for independent contractor's payment request by June 27th for services to be completed by 6/30.

To avoid any payment delay, please make sure that the form has been completed with the contractor's tax identification number, W-9 and all other required documentation.

Specific questions should be directed to Yvette Walton at X1143. If any of these contracts involve a Non-Resident Alien (NRA – a non U.S. Citizen or not a U.S. Permanent Resident, please direct those questions to Debbie Honrath at X1243.



# DEADLINE DATE JUNE 13th

- OFFICE MAX DESK TOP ORDERS:

Account 2101 cannot be charged after June 13<sup>th</sup>. (all other fund accounts may be used).

Any returns crediting 2101 funds for FY08 dated or received after the close of FY08 are lost to the department. These funds will be returned to the state.



# THINGS TO REMEMBER

- FY08 Hard Money **can not** be used to prepay FY09 Travel, Conferences, Etc.
- FY08 hard money cannot be transferred to soft money accounts.
  - Do not submit PV's to prepay conferences
  - Do not prepay airfare with Travel Agents
  - Do not request an advance for 09 travel



# THINGS TO REMEMBER

- FY09 hard money can not be used to reimburse FY08 travel, conferences etc.
  - Do not process travel document using FY09 funds to pay FY08 travel
  - Do not process PV's to prepay conferences
  - Do not pay Diners with FY09 money for FY08 travel



# IMPORTANT DATES TO REMEMBER

- April 18<sup>th</sup> was the last day to submit requisitions to purchasing over \$50,000
- May 16<sup>th</sup> was the last day to submit requisitions to purchasing under \$50,000
- June 13<sup>th</sup> is the last day for Pcard transactions using 21XX money
- June 16<sup>th</sup> is the first day that departments can enter FY09 requisitions



# IMPORTANT DATES TO REMEMBER

- June 27<sup>th</sup> is the last day to submit Independent Service Provider contract to Accounts Payable for processing in FY08 using 21XX money.
- June 27<sup>th</sup> is the last day to submit travel documents with advances. All advances must be cleared by June 30<sup>th</sup>.
- June 30<sup>th</sup> is the deadline to submit Payment Vouchers, Reimbursement for Petty Cash, Invoices to Accounts Payable for processing charging 21XX money.
- June 30<sup>th</sup> is the deadline for submitting travel related documents to Accounts Payable for processing in FY08 using 21XX money.



# ADDITIONAL TRAINING

- PLEASE CHECK WITH THE HUMAN RESOURCES STAFF DEVELOPMENT LISTING FOR FUTURE TRAINING ON A/P ISSUES.
- *"IT'S ALL ABOUT THE DOCUMENTS"* WILL HELP YOU DETERMINE WHICH DOCUMENTS TO USE FOR PAYMENTS. (e.g. Requisition vs. P-Card vs. Payment Vouchers vs. Service Contracts)
- *"HOW TO GET YOUR BUCKS BACK"* – A THOROUGH REVIEW OF THE TRAVEL POLICIES AND PROCEDURES.



# GENERAL ACCOUNTING

- **PRESENTER:**
- **GWENN PONS**  
**ACCOUNTANT**

TEAMWORK



# MONTH END REPORTS

## ■ Monthly Reports

**Balance & Activity (Detail)**

**Organization Summary (Sub-object level)**

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# MONTH END REPORTS

- Report Availability On-line
- Report Retrieval from Business Information and Decision Support System (BIDSS) and XNET after close monthly
- Training/Instructions Available



# MONTH END CLOSE DATES

- June 2008 close                      Monday                      06-30-08
- Close of FY08                              Friday                              07-25-08
- July 2008 (FY09)                      Tuesday                      08-05-08
- August 2008 (FY09)                      Thursday                      09-04-08



# Report Training/Contact Information

- Data Warehouse (BIDDS) training available on-line at the Controller's website
- Classes available thru Human Resources Staff Development program
- Contact x50777 to update security profile in order to obtain access to account(s)



# MONTH END QUESTIONS

## ■ WHO TO CALL

- Contact Weiling Zhao x53430 for directions in accessing the Month End Reports

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# IDR Year End Processing

- March 7th Fiscal Year Cutoff Memo
- IDR Cutoff Dates

**Monday July 7<sup>th</sup>** – All FY08 IDRs with a state appropriated account to be on-line (Advantage) or into the General Accounting office by end of the business day

**Wednesday July 9<sup>th</sup>** – All other FY08 IDRs to be on-line or in the General Accounting office by end of the business day



# IDR Year End Processing Definitions and Reminders

- The **Transfer Voucher**, or **TV**, is used to make transfers of money from one account to another. Only certain non-state accounts can use a TV. Normally there is no actual exchange of goods or services for a TV; money is merely being transferred so that another organization will have the funds to pay for them. A TV must use VT for the account being credited and VT-00 for the account being charged. In some cases, MT (mandatory transfer) has been authorized.



# IDR Year End Processing Definitions and Reminders

The **Expense Transfer** Voucher, or **IX**, is now the most commonly used IDR and is similar to the II except that it records a reduction of a selling department's expense rather than an increase to sales. An IX would normally be used when goods and services from a sales service provider are charged to another area. A typical example of an IX would be the monthly charges a department receives for long distance phone charges.



# IDR Year End Processing Important Reminder

- All account managers must evaluate their state appropriated account outstanding charges for sufficient funds to complete processing. If there will not be sufficient funds available those departments must contact the sales/service provider(s) they have outstanding charges.

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# **IDR Annual Memo**

- The annual IDR memo to sales/service includes cutoff dates for FY08 processing
- Distribution by General Accounting no later than mid June



## Desperate IDRS; who to call

- Contact Gwenn Pons at x53957 with IDR questions

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QUESTIONS????????????????



THANK YOU FOR YOUR TIME

