


FY24 Year-end

Thank you for joining! Please note:

- We ask that participants leave their video on, but keep microphones muted.
- This session will be recorded and you can request a copy of the recording by emailing accounting@brown.edu.
- Questions can be submitted via chat during the Zoom session or emailed anytime to accounting@brown.edu

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Year-end Process

Fiscal Year 2024

Nichole Curley, Controller's Office


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Agenda


- Importance of Year-end close
- Information and key dates
 - Purchasing
 - Accounts Payable
 - Payroll
 - Cashier
 - General Accounting
- Reminders & Updates

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Year-end close for Brown

- No significant change in process from prior year
- Don't wait until July!




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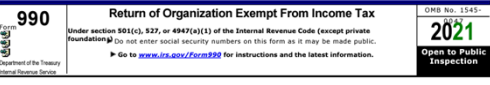
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Importance of a Close

- To prepare complete and accurate financial statements for the University for the period ending June 30, 2024 to distribute to our stakeholders (i.e. trustees, government agencies, bondholders).

Budget vs Actuals


BROWN UNIVERSITY
 Financial Statements
 June 30, 2023 and 2022
 (With Independent Auditors' Report Thereon)



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Purchasing

- 2024 Direction for Purchases
- Spend Category Reminders
- Creating New Orders
- Blanket Orders
- Receipting Goods & Services
- Closing Purchase Orders
- Tips to Avoid Delays

Jane Bonacich, SPC, Systems Operations Manager


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2024 Direction for Purchases

- Follow Purchasing policies
SPC Policies: [//www.brown.edu/about/administration/purchasing/policies](http://www.brown.edu/about/administration/purchasing/policies)
- Be sure to have an approved PO Requisition **before** purchasing goods or services; it is a violation of Financial Policy to request a Purchase Order **after** the purchase has been made
- Ensure the needed supplier is set up in Workday
- Ensure that needed documentation is available; each item must be scanned individually. Click External if it is to be sent to the Supplier.

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Spend Category Reminders

- Using the correct spend category on a requisition is critical:
 - To obtain needed financial operational approvals
 - To ensure appropriate financial reporting (including in our 990)
 - To support the University's ability to perform spend analysis
- The Spend Category document is "living" document – Do not save it to your desktop!!!
- Please see the spend category listing on the Controller's web site [General Accounting](#)

Tip: review spend category listing whenever requisitions are being created.

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Creating New Orders

Reminders:

- Create FY24 requisitions as soon as possible
- BrownBuys is the quickest way to order
 - Strategic suppliers
 - Spend categories automatically populate
 - Standard requisition type
- Non-Catalog Items requisition:
 - Any requisition Type
 - Select appropriate spend category
 - Provide required pricing documentation / executed contract

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Blanket Orders

- The use of blanket POs should be kept to a minimum
- Purchasing policy for documentation and bid thresholds apply to blanket POs
- Contact Purchasing@Brown.edu to discuss blanket orders before creating new ones for FY2025

Reminder – Departments are required to close FY 2024 purchase orders after the last invoice has been submitted

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Receipting of Goods & Services

- Orders placed in June will have expense in FY2024 if goods/services are received by June 30th
- To receive, create the PO receipt ASAP in Workday, by using Create Receipt
- To streamline the payment process, attach the invoice copy to the Workday receipt before submitting
 - Otherwise, the invoice must be emailed to Accounts Payable after the receipt is created

Tip: It is a best practice to attach the invoice copy to the Workday Receipt. Once the receipt is approved, the invoice will move directly to Accounts Payable for processing.

Note: Receipt must be received by AP, with the attached invoice by **July 17th before 11:00 a.m.** This will allow AP to create the supplier invoice and route for internal approval.

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Closing Purchase Orders

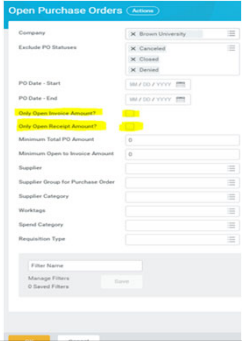
- All expired purchase orders must be closed
 - Workday will automatically close standard POs if fully receipted (approved status) balance is \$0.00 and invoices are paid
 - Workday will not automatically close a PO with any balance amount
- Departments are responsible for closing:
 - Blanket POs for FY24 once the last invoice is received
 - Standard POs not automatically closed by Workday
- SPC will close BrownBuys orders
- Leaving POs open is an audit risk

Tip: Set up a routine to close purchase orders throughout the fiscal year

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Closing Purchase Orders (continued)



To Find all open purchase orders, use the "Open Purchase orders" Workday report (includes Requisition Type).

Keep both dates blank – (PO Date - Start & PO Date)

Uncheck these highlighted boxes (De-select "Only Open Invoice Amount" and "Only Open Receipt Amount")

Enter applicable Worktags, such as Cost Center, Grant, etc.

Tip: To easily see zero (0.00) and low dollar balance POs in the report, click in column header "Open to Invoice (New)" and select ascending order to sort by remaining balance.

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Tips to Avoid Delays

Top reasons that Purchasing will send back a Requisition:


- Documentation is missing
- Spend category is incorrect
- Signature on contract is not authorized, or there is no signature
- Requisition includes supplier terms and conditions that have not been reviewed

Contract Review needed for a supplier's quote:

- If there are terms and conditions included in a supplier's quote, including hyperlinks to terms and conditions, be sure to have them reviewed by submitting a contract review request in BCM before creating a purchase requisition

Use Strategic suppliers when possible

- Click on the Strategic Suppliers menu option
- Go to [SPC Home Page](#)



For questions, contact Purchasing@Brown.edu

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Accounts Payable and Payroll

- Supplier Invoices, Miscellaneous Payment Requests, Expense Reports & PCard– Closing Dates
- Manual Accruals & Prepaid expenses
- FY24 Salary Expense & Payroll Accounting Adjustments

Nichole Curley, Controller's Office


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Supplier Invoices & Miscellaneous Payments – Closing Date


- Accounts Payable transactions in Workday will close at 4:00 pm on **July 17th** for FY24
- All supplier invoices and miscellaneous payments dated June 30th or prior and for goods or services received or performed in FY24 that have **fully completed** the business process will be automatically accrued in Workday (i.e. the expense will be recorded to FY24).

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Expense Reports – Closing Date

- Expense reports will close in Workday at 4:00 pm on **July 17th** for FY24.
- If the expense report is for travel or other reimbursable items incurred in FY24, you will need to change the expense report date to June 30, 2024 (to record in FY24)




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Expense Report Reminders

- Dinners / Lunches – list attendees and break out alcohol...use spend category exclusions (3950)
- Business Purpose – **Who, What, Where, & Why**...Be descriptive.
- Be mindful that there are separate spend categories for domestic vs. international travel expenses.
- An online or virtual course does **not** represent an international expense.

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Miscellaneous Payment Requests

- A miscellaneous payee is an individual requiring payment from Brown University who does not meet the requirements to become a supplier.
- See Supplier Management / Miscellaneous Payments information and FAQ's on our website: www.brown.edu/about/administration/controller/supplier-managementmiscellaneous-payments
- Visitor Travel (3940)– Non-University personnel travel expenses... Do not use air, hotel, meals etc. spend categories.


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Pcard Verification and Approvals

- Pcard verifications must be completed by **July 12th** at 4:00 pm. When verifying a FY24 Pcard transaction in July, change the document date to 6/30/24 or prior to record to FY24.
- Pcard verifications with a document date in FY24 need to be fully approved through the Workday business process by **July 17th** at 4:00 pm.
- Any FY24 Pcard transactions that have not been fully approved through the business process by 4:00 pm on July 17 will be advanced forward by Central AP and recorded to FY24 on **July 17th**.
- Accounting can be reviewed and journal entries submitted to correct worktags/spend categories as needed through **July 22th** at 4:00 pm.

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Pcard Reminders

- A business purpose is required in the memo field on the Pcard verification
- If it is blank you will get a “Red hard stop” warning

Don't forget to attach receipts!

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Manual accruals

- There are generally **NO** manual accruals*

**Accruals may be allowed in certain circumstances if material and must be booked directly by the Controller's Office by Monday July 22nd.*

Please contact us at accounting@brown.edu


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Prepaid Expenses

- Expenses \$10,000 or greater for FY25 requiring payment prior to July 1st can be processed by Accounts Payable if clearly marked "PREPAID FY25" in the memo field.
- For example: PREPAID FY25 subscriptions (the invoice from the supplier should clearly note is for a service after June 30)
- The Controller's Office will review and record a manual journal entry by July 18th to record the FY25 expense.

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Salaries, Wage & Fringe Benefit Expenses

- Workday will record salary expense to FY24 through the following payroll period end dates:

Salary frequency	Pay period end date
Monthly	June 30, 2024
Biweekly	June 29, 2024
Weekly	June 29, 2024

**Weekly payroll period ending July 6th and biweekly payroll period ending July 13th will be recorded in FY25*

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Payroll Accounting Adjustments

- FY24 payroll accounting adjustments (PAAs) that are approved and completed through the entire Workday business process by the end of the day on July 17th will be posted in FY24.
- After July 17th any PAA's that do not involve sponsored grants (FD500) will be denied.

[Create Payroll Accounting Adjustments](#)


Employee

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Payroll Accounting Adjustments

- Continually review the **In Progress Payroll Actuals** and **Payroll Actuals** reports in Workday.
- Once a worker terminates (including students!!), a PAA can no longer be submitted to adjust the worktags charged for their pay, so please submit PAAs on a timely basis! Please contact accounting@brown.edu for assistance, especially if a grant is involved.




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Financial Services

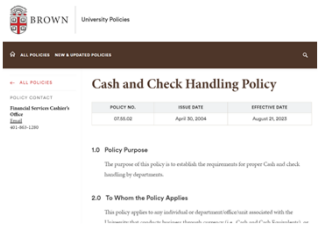
- Financial Operations & Cashier Office Updates
- Deposits
- Credit Card Receipts
- Customer Accounts

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Financial Services Operations & Cashier Updates & Reminders

- Updated Cash & Check Handling Policy Released
<https://policy.brown.edu/policy/cash-and-check-handling>




Cash and Check Handling Policy

1.0 Policy Purpose
 The purpose of this policy is to establish the requirements for proper cash and check handling by departments.

2.0 To Whom the Policy Applies
 This policy applies to any individual or departmental official not associated with the University that conducts business through issuance of a Check and Cash Receipts.

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Deposits

- Submit deposits by **12:00 noon on Friday, June 28th** to ensure processing for FY24
The Cashier Office will process deposits through closing on June 28th at 4:00; guarantee the FY24 deposits by getting your deposit in by June 28th at noon!

Hours of Operation		
Monday	6/24/24	Closed
Tuesday	6/25/24	9:00 AM to 3:00 PM
Wednesday	6/26/24	9:00 AM to 3:00 PM
Thursday	6/27/24	9:00 AM to 3:00 PM
Friday	6/28/24	9:00 AM to 3:00 PM

- Closing – done ONCE on Sunday June 30th
- No accruals/backdating on any deposits!


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Credit Card Receipts

- Credit Card receipts will be processed by the bank receipt date.
- Keep in mind the timing of receipt of funds – approximately 1-4 days after transaction.


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Customer Accounts

- All University departments that provide goods and/or services to customers and invoice for goods/services, are required to utilize the central system Workday. This process, *Customer Accounts Receivable*, ensures that all receivables are appropriately recorded to the University general ledger.
- If you need training, or a training refresher, contact Financial Services at customeraccounts@brown.edu


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Customer Accounts

- All customer invoices for FY24 must be created/submitted by June 30, 2024
- For FY25 -- beginning June 14, 2024, you may submit customer invoices with a date of July 1, 2024; this will reflect the revenue in FY25
- July 1, 2024, DO NOT backdate any customer invoices (normal policy)
- Accounts with balances over 180 days past will be reviewed with departments individually for potential write off in FY25

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General Accounting

- Journal Entries
- Deficit Balances
- Workday Allocations

Sarah Abbott, Associate Director of Accounting


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Journals - integrations

- All integrations / internal service journal entries will be recorded by July 17th
- These include the following internal charges:
 - Planon
 - Bookstore
 - Graphics
 - Pinnacle (CIS Wireless/Telephone)
 - Dining
 - etc.

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Journal Entries – Year-end timing

Backdate!!
(6/30/2024)

- FY24 journals will be accepted by the Controller’s Office until 4:00 pm on Monday July 22nd
- Be careful with dates on journal entries and include the appropriate fiscal year in the header and memo fields to expedite posting entries!
- Salesforce reminder (need to manually populate the date, please backdate if appropriate).
- To expedite posting JE’s submitted in July, please clearly indicate the fiscal year in the memo:

FY24 Entries:


- Backdate to **6/30/24**
- Add **“FY24 entry”** in Salesforce header and memo field

FY25 Entries:

- Date **7/1/24 or later**
- Add **“FY25 entry”** in Salesforce header and memo field


- The Controller’s Office will complete its review and approval by Tuesday July 23rd (all operating fund activity should be complete).

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Deficit Balances

- Endowments, spendable gifts and agency funds in deficit must be covered by another funding source.
- Please contact Maureen Moran, Director of Gifts and Endowments at maureen_moran@brown.edu for assistance with identifying alternative funding sources or for questions regarding gift or endowment terms.
- Helpful Workday reports:
 - Endowment Income Report
 - Spendable Gift Report
 - Agency Account Report




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Other Helpful Reports

- Manager Activity Report – Actuals
- Manager Activity (Excl. Sponsored Activities)
- Select Balance Sheet for Managers
- Sponsored Award Budget to Actuals
- Sponsored Award(s) Activity – Actuals
- Payroll Actuals by Cost Center (With Worktags)
- In Progress Payroll Actuals by Cost Center (All Organizations)

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Designated Funds Transfers (DFTs)

- DFTs are only applicable to specific departments that need to close out funds (you know who you are)
- When submitting DFTs in Salesforce, remember to use the drop down menu to select the journal source "Designated Funds Transfer" and use spend category 9310

Journal Source:

- DFTs route first to Budget office for approval and then to general accounting
- FY24 designated fund transfers reserve journal entries (FD130 – reserves) will be accepted by the Budget / Controller's Office until 4:00 pm on July 25th
- Units will be contacted by the Budget / Controller's office if any additional adjustments need to be made

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Workday Allocations

- Facilities and sold service related allocations will be run by the Controller's Office by Tuesday July 23rd
- Reserves – Allocations to close out cost centers to reserves (FD130) will also be run by the Controller's office by Tuesday July 23rd

Note: Workday will be unavailable Saturday July 20th from 2 am to 1 pm for scheduled maintenance.


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Summary of Key Dates	
Through June 30, 2024	1. Memo noting FY25 payments now through June 30, 2024, should state: "PREPAID FY25" 2. Departments must close completed Purchase Orders 3. Create receipt ASAP on goods received by June 30 th
June 28	Deposits must be made by 12:00 pm
July 12	Peard transactions must be verified in Workday by 4:00 pm
July 17	Peard transactions must be fully approved through the business process by 4:00 pm
July 17	Last day FY24 operational activity including internal services, PAA's, supplier invoices, miscellaneous payments & expense reimbursements recorded in Workday. Any Peard transactions that have not been approved will be approved by Central AP. <i>* Must complete entire business process</i>
July 22	Manual FY24 journals accepted until 4:00 pm (please remember to backdate to 6/30/24 and include FY24 in description!)
July 23	All facility allocations / sold services are run
July 23	All operating fund activity is complete, and reserves allocations are run
July 25	FY24 designated fund transfers reserve journal entries (FD130 – reserves) will be accepted by Budget / Controller's Office until 4:00 pm (<i>* Designated Fund Transfer journal source should be used</i>)

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Payroll Commitment Accounting – Coming Soon!	
Beginning in July, Brown will enable Payroll Commitment Accounting to proactively forecast expected payroll costs for the fiscal year based on real time position information for staff, faculty, postdocs and supported graduate students.	
Payroll obligations and commitments will be generated for filled positions and unfilled positions respectively based on the position and costing information in Workday and will be viewable in financial reports.	
Costing allocations should be reviewed for accuracy and updated to ensure projected accounting is accuracy in preparation for the change. Cost Center Managers will receive additional information on managing accounting about impacted reports. Additional details on this change can be found on the Controller's website.	

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Thank you, and happy year-end!	
	

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