

Banner
Finance FY17/18
Old Year / New Year

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You can access this Old Year/New Year documentation on-line via the USNH Financial Services Website at <http://finadmin.usnh.edu/>

Due to the nature of this material, hardware and software products are mentioned by name. In most, if not all cases, these product names are claimed as trademarks by the companies that manufacture the products. It is not our intent to claim these names or trademarks as our own.

For Assistance

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For assistance with the Old Year/New Year process, please call the following designated offices or contact persons

Topic	Campus	Contact	Tel. #	E-Mail
Purchasing	UNH, USNH	Procurement Services	862-2896	purchasing@unh.edu
	PSU	Mary Greenwood	535-2246	PSU-contracts@plymouth.edu
	KSC	Renee Harlow	358-2493	rharlow@keene.edu
	GSC	Samuel Fucile	513-1131	samuel.fucile@granite.edu
General Accounting	All Campuses	Accounting Operations	862-0571	accounting.operations@usnh.edu
Accounts Payable	UNHD, UNHL	Accounts Payable	862-1474	accounts.payable@usnh.edu
	UNHM	Lisa Hennessey	641-4165	lisa.hennessey@unh.edu
		Kathy Braun	641-4160	kathy.braun@unh.edu
	PSU	Tom Weeks	535-3298	thomasw@plymouth.edu
		Laurie Wilcox	535-3278	lrwilcox@plymouth.edu
	KSC	Liane Wiley	358-2475	wiley@keene.edu
GSC	Jennifer Yee	513-1342	jennifer.yee@granite.edu	

FY17/FY18 Highlights:

- **FY17 13th Month close/campus document approval deadline – Monday, July 17, 2017 (campus document entry deadline Friday, July 14, 2017)**
- The PO carry forward cutoff will be \$500.00¹ (See [page 10](#) for details).
- POs for non-grant/non-plant funds, which were carried forward from FY16 to FY17, will **not** be carried forward to FY18.
- Standing purchase orders which are non-grant/non-plant funds will **not** be carried forward.
- Unimarket orders will be carried forward regardless of funds and amount.
- Requisitions will **not** be carried forward.
- Internal Purchasing Documents (general encumbrances) will **not** be carried forward.
- Any PO or Standing Order that users believe should not be part of the carry-forward must be closed before June 30. (See [page 13](#) for details on closing orders).
- POs carried forward into FY18 will be referenced with the same document number used in FY17.
- All history for the PO's carried forward into FY18 will continue to be available via the FGIENCD form.
- As of July 1 all balance sheet account balances and fund balances will be properly reflected in the New Year.
- Grant and plant fund **budget** balances will be rolled forward into FY18 at close of business on July 17 (the close of 13th month). As in prior years, grant and plant related budget activity will function normally. Budget availability will calculate properly and inception-to-date reporting is unaffected by these processes.
- **Throughout this document, UNH represents UNHD, UNHM, and UNHL.**

¹ Note: All PO's for grant and plant funds will be carried forward regardless of dollar value or number of times the document has been carried forward in the past.

Deadlines for Old Year Documents

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	<u>Document</u>	<u>KSC</u>	<u>PSU</u>	<u>GSC</u>	<u>UNH</u>	<u>USNH</u>
Departmental Entry & Approval Deadlines						
Purchasing	REQ (equipment) ¹	05/19	06/02	06/09	06/09	06/09
	REQ (supplies) ¹	06/14	06/02	06/16	06/16	06/16
	Change Orders ³	06/16	06/16	06/21	06/21	06/21
	Unimarket orders	06/30	06/30	06/30	06/30	06/30
General Accounting	PCARD	06/30	06/30	06/30	06/30	06/30
	Internal Purchases ² (PBOR/PBAD)	06/16	06/16	06/16	06/16	06/16
	Internal Charges ² (IVRV/IVEX)	06/16	06/16	06/16	06/16	06/16
	JV (JE & CR)	07/14	07/14	07/14	07/14	07/14
Accounts Payable	INV (Direct Pay) ⁴	07/14	07/14	07/14	07/14	07/14
	INV (PO Ref) ⁴	07/14	07/14	07/14	07/14	07/14
Central Office Approvals						
Purchasing	Change Order ³	06/30	06/30	06/30	06/30	06/30
	PO ³	06/30	06/30	06/30	06/30	06/30
General Accounting	Internal Charges ² (IVRV/IVEX)	06/30	06/30	06/30	06/30	06/30
	JV (JE & CR)	07/17	07/17	07/17	07/17	07/17
Accounts Payable⁴	INV (Direct Pay)	07/17	07/17	07/17	07/17	07/17
	INV (Ref a PO)	07/17	07/17	07/17	07/17	07/17
<p>¹The REQ deadlines do not apply to Grant/Contract or Plant funds (funds with a grant code associated with the Fund). Grant/Contract & Plant fund requisitions can still be entered after the deadline but must be approved by 12 noon on June 30 or they will be disapproved and removed. Also, all other old year requisitions remaining in approvals or incomplete on the tables as of 12 noon on June 30 will be disapproved.</p> <p>²Internal purchase orders need to be placed by June 16 in order to be invoiced on the last feed date, also June 16. Note: UNH Computer Store, Computer Repair Services, Equipment Room, Photo Services, Web Services and Video Services are open for internal invoice and encumbrance usage through June 30 (until June 28 via batch feeds). Internal POs are not carried forward into the New Year. Therefore all Old Year IVs must be approved by June 30. If you need to charge a department for services rendered after this date please contact Accounting Services for assistance. All internal POs will be closed by June 30. Any internal PO, whether new or modified, as well as any IVs referencing an Old Year internal PO will be disapproved, if in approvals on June 30, and removed from the tables.</p> <p>³Change orders must be entered by the deadline in order to be approved before the roll on June 30. If the change order would bring the PO either under or over the carry forward limit, the change must be posted no later than 5 PM on June 30 in order to be properly managed by the carry forward process. Any PO changes made after June 30 will be New Year transactions. Any PO in approvals or incomplete after June 30, will be disapproved and/or removed. Any change order in approvals after June 30, will be disapproved. If the change order does not reference a PO that was carried forward, those change orders will also be removed from the tables.</p> <p>⁴Old Year invoices must be in the system and posted by the close of business on July 14 in order for the expenses to be properly recorded.</p>						

Deadlines for Old Year Documents

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As in prior years, departments will have full access to process FY17 activity during the first two weeks of July. Users should process invoices for FY17 activity by following the instructions for invoice processing on [page 6](#). Normal approvals processing will continue to apply.

After July 14 departments will no longer enter Old Year activity into Banner. July 17 will be available to complete approvals on all documents, clear NSF documents for the Old Year, as well as address any known Old Year issues.

Due to the broad distribution of approvals within business units, some members of each unit may be called upon to assist with approving outstanding items. Everyone should regularly review approval queues and apply necessary approvals.

All Old Year documents either incomplete or in approvals as of June 30 will be managed as described in the detail on the roll process, [page 23](#).

Copying and Removing Journal Documents

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Copying Documents

Banner allows us to copy journal entry documents that are in process or have been completed or posted. This feature can be useful when you have recurring entries, need to make correcting entries, or need to correct a document number.

In the first section of any journal entry form (FGAJVCD, FGAJVCQ or FGAJVCM) there is a box to the right of the document number that says Copy when you hover over it. By clicking this box, a new box will appear and requests the following information:

Copy From

Document Number: [enter the document number you would like to copy](#)

Copy To

Document Number: [enter the new document number](#)

Transaction Date: [enter the proper transaction date](#)

Reverse JV: [click this to reverse a JV](#)

Copy Text: [click this to copy the text from the original JV](#)

Hit OK.

This will dump all the information from the original JV into the form. You can then go through to make any changes as needed or add/remove lines.

Note: if you are correcting a document number (i.e. you used a J17 number and it should be a J18 number), please make sure to remove the old JV from Banner after you've copied it (see below).

Removing Documents

Banner allows us to remove journal entry documents that are in process; they cannot be completed or posted.

If a JV is currently sitting in an approval queue, request that it be disapproved. Once brought back in the journal entry form (FGAJVCD, FGAJVCQ, or FGAJVCM), you can remove it.

Simply enter the document number in the journal entry form and click NEXT BLOCK. Then click on Record from the main menu and select Remove. Do this twice and hit OK.

Entering New Year Purchasing Documents

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Entering New Year Purchasing Documents

You may enter July (New Year) documents at any time with a current year date but, unlike previous months, you must leave them "In Process". They cannot be completed or approved until after **July opens on the afternoon of Saturday, June 24**. The early fiscal year opening is available **only for new year requisitions and purchase orders**.

If you plan to enter new year requisition documents early, you must use a June date to enter the transaction, place it "In Process" and then change the date to July once the New Year opens for processing.

Use the same document numbering convention as is used in your area. The 2nd & 3rd characters are used for the fiscal year indicator (18), the 4th character is used for the campus indicator and the 5th, 6th 7th and 8th characters would follow the coding convention as appropriate by the unit. KSC will continue to use the 'NEXT' function.

Although this becomes a two-step process, it does allow for any errors to be cleared prior to July 1.

These documents should not be updated until the New Year opens on June 24. **If the document is accidentally updated – this will create a requisition in the old year – not the new year.**

Once the New Year is open, open the document, change the transaction date to a July date, complete, approve and post as normal.

Invoice Processing

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INVOICES FOR GOODS/SERVICES RECEIVED IN FY17

The method of processing Old Year invoices will remain the same as last year's process. This will allow invoices to be processed in the New Year with FAAINVE vendor invoice dates on or before June 30 that reference an Old Year purchase order.

Regardless of the process, it remains of the utmost importance that *all* invoices for goods or services received in the Old Year be entered in Banner *no later than* July 14, *irrespective* of the fund (operating or grant related). **This includes reimbursements of travel for trips occurring in FY17.**

INVOICES FOR SERVICES RENDERED IN FY18

Occasionally an invoice will be received during FY17 that has an invoice date in the old year, but actually relates to services rendered in the New Year. Examples of this include periodical subscriptions and equipment maintenance agreements that begin their term in July. In these cases, contact Accounting Services at 862-3127 for guidance.

Invoices in Dispute

If you have an invoice in dispute, or one which you do not plan to pay at this time, *please* enter, complete and approve the document in Banner.

Then notify Accounts.Payable@usnh.edu that this invoice is to be placed on HOLD. The HOLD flag will prevent the invoice from actually being paid to the vendor. However this action will allow for accurate reflection of the outstanding liability as of June 30. Having the document in Banner will also assist you to meet budget and cutoff deadlines.

Invoice Coding

Invoices should be coded according to the guidelines described in the table on the following page.

This process is **ONLY** applicable to processing invoices.

Banner Invoice Document Numbering

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<u>Category</u>	<u>Time Period</u>	<u>Coding</u>
<u>FY18 Direct Pays</u> (for services rendered or goods received in the Old Year)	Any time	Document Number = "18" in second and third position ** Invoice Transaction Date = today's date Vendor INV Date = Invoice date on Vendor's Invoice
<u>FY18 Invoices referencing FY17 POs</u> (for services rendered or goods received in the Old Year)	Any time	Document Number = "18" in second and third position ** Documents referencing a PO that carried forward should reference the PO document number as used in Old Year. Invoice Transaction Date = today's date Vendor INV Date = Invoice date on Vendor's Invoice
<u>FY17 Direct Pays and Invoices- referencing any PO's</u> (for services rendered or goods received in the New Year)	Any time	Document Number = "18" in second and third position ** Invoice Transaction Date = today's date Vendor's INV Date = Invoice date on Vendor's Invoice*

All this activity will be reviewed by a process that will select any invoice with a vendor invoice date that is less than July 1. The amounts on these transactions will properly account for the expenditures, payables, and any other affects from any items that were rolled forward.

The rolled PO will not be closed unless directed by flagging the invoice as final.

***If vendor invoice date is 6/30 or prior, contact Accounting Services at 862-4263.**

**** KSC will continue to use the "NEXT" document numbering convention.**

Year-End PCARD Procedures

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PCARD Procedures

Between July 1 and July 17, the system will code the fiscal year of the transaction based on the feed/sweep date.

If you change the sweep date to be 6/30 for the transactions that are in your queue between July 1 and July 17, then the transaction will **automatically** post to Old Year (see Ex. 1 below).

If the feed/sweep date listed is after June 30, the transaction will post to New Year.

Transactions with a feed/sweep date after 6/30, but with an **invoice date** of 6/30 or before, belong in Old Year. There is an automated USNH process, described below, that will move these transactions back to Old Year.

The automated process will prepare journal entries each night through July 17 to move any PCard charges with an invoice date that is less than or equal to 6/30 from New Year to Old Year (see Ex. 2 below). The invoice date is the date the vendor provides to the bank indicating when the transaction actually occurred. With regard to purchasing cards, this is not a date that can be changed by the bank or the System Office.

After July 17, all PCard transactions will be processed in FY18 and will not be moved between years regardless of the invoice date (see Ex. 3 below). As with all entries made subsequent to the close of 13th month, significant transactions related to the Old Year are subject to manual accrual by Accounting Services.

Below is an example of processing consequences for three hypothetical purchase card transactions occurring around year-end:

	Ex. 1	Ex. 2	Ex. 3
Bank Post Date	7/9	7/9	7/9
Invoice Date	6/16	6/28	7/7
Feed (Sweep) Date	6/30	7/12	7/12
Pmt Due Date	7/23	7/23	7/23
Posts to FM/FY	12/17	01/18	01/18
Effect of journal entry	N/A	Move to Old year	N/A

Year-End PCARD Procedures

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Changes in default accounts on the cardholder records

Any card that references a fund-org-account-activity code that will no longer be active in the New Year requires its default account number (FOAPAL) be changed. This change should not occur prior to June 30, unless all outstanding activity has been processed and the new FOAPAL element is already active, but the change should occur as soon as possible after June 30. Until the default account is changed on the cardholder record, all transactions received for that card will be assigned the old FOAPAL and will necessitate the account/business manager alter the accounting on each transaction.²

All default accounts should reference expenditure lines within the area of the cardholder's responsibility. Grant related cards should default to their department's operating account unless the use of the card is limited to a specific grant and Sponsored Programs Administration (SPA) or your campus grant department has authorized this as the default account. No cards should have their default account reference a balance sheet.

All JZRO transactions correcting old year pcard entries must be processed in FY17 with a 6/30 date.

Note: The same process as mentioned above will hold true for Unimarket eProcurement transactions where a PCard was charged.

²As of June 30 a list of inactive FOAPALs associated with transactions not yet posted in FAAINVT will be created and sent to the attention of the responsible business manager and account manager.

Carry Forwards

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Automatic Carry Forward Process

Banner has an automatic carry forward mechanism for Purchase Orders. At USNH, processing will occur as follows:

POs that **will** be carried forward:

Unimarket eProcurement transactions, regardless of funding source and amount, will be carried forward.

For Plant, Grant and Prepaid Funds all open purchase orders will be carried forward. These include:

- Standing Orders
- Independent Contractor Agreements (acct codes 7172%)
- POs carried forward from prior years (Prepaid funds are limited to one year only)
- All PO items regardless of dollar amount, including zero (\$0) dollar lines.

For all other Funds, regular POs in excess of or equal to \$500 as of 6/30 that are not specifically excluded per the below, will be carried forward.

POs/Items that **will NOT** be carried forward:

For Plant, Grant and Prepaid Funds, the following will not be carried forward:

General encumbrances regardless of amount.

Requisitions regardless of amount.

For all other Funds, the following will not be carried forward:

- Standing Orders (PO class = S)
- POs carried forward from prior years
- POs less than \$500, including zero (\$0) dollar items.
- General encumbrances
- Requisitions
- Independent Contractor Agreements (acct codes 7172%) For any exceptions to carrying forward ICA PO's please contact your campus procurement office (see [page 1](#) for listing) by June 16, 2017.

As these POs are carried forward, an equal amount of expenditure and revenue budget will be brought forward. All the history of activity, increases, decreases, original amounts and liquidations will accordingly continue to be available for review via the FGIENCD form. See Chart on [page 29](#).

Carry Forwards

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These purchase orders and budget equal to the amount carried forward will be available to expend against in FY18. The FY18 purchase order number will be the same as the Old Year document number.

If a purchase order that was carried forward is subsequently cancelled, modified, or invoiced for less than the carry forward amount, the excess budget brought forward from the Old Year may be removed from the New Year budget, at the discretion of the campus Chief Financial Officer (CFO).

An open commitments listing is available via the Webl product. **Corporate documents 6010, 6020 and 6030** can be run using a combination of fund and/or org to obtain a listing of open dollar amounts on purchase orders. Each area should review this listing and make any appropriate changes within Banner before the PO carry forward process runs on June 30, to make sure appropriate POs and budgets are carried forward.

New Year Non-Personnel Expenses to be Prepaid in Old Year

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When departments must purchase and pay for **material** New Year items (i.e. > \$5,000) before the New Year begins the item should be processed as a prepaid expense referencing the appropriate fund indicated on the next page. The following procedures should be followed to charge Requisitions/Purchase Orders and Direct Pay invoice documents to the prepaid funds:

Requisitions/Purchase Orders

1. Indicate that the document is for a prepaid expense by putting “**NOTE: FY18 EXPENSE**” in the comment section of the requisition document
2. Enter the FOAPAL to be charged in the New Year as document text

Direct Pay Invoices

1. If using a Direct Pay Invoice charge the cost directly to the Prepaid FOAPAL including the actual FOAPAL in the document text for future reference purposes
2. Redistribute the charge from the Prepaid FOAPAL to the actual FOAPAL in the New Year via journal entry (JE16 rule code)

If a purchase order is initiated in the Old Year for a prepaid expense, the Campus Purchasing Office will work with the issuing department to substitute an appropriate prepaid fund for the department's FOAPAL and add notations as indicated above. Invoices processed against this type of PO prior to June 30 will charge the expense appropriately to the prepaid fund. Purchase orders of this type that have a remaining balance greater than \$500 as of June 30 will be carried forward to FY18. At this point, the issuing department should process a change order to (1)reduce the prepaid sequence to the liquidated amount*, and (2)move the encumbered balance to a new sequence which references the appropriate FOAPAL to be charged in the New Year.

*this will be \$0 if no invoices are posted against the PO yet.

Only unrestricted E&G, internally designated, or auxiliary expenses need be accounted for with prepaids.

Non-travel PCARD transactions should NOT be charged to prepaid funds. If a PCARD transaction requires an exception to this rule, please forward email to Accounting Services providing information needed to reallocate the expense in the New Year (i.e., FY18 FOAPAL, description, PCARD, Direct Pay Invoice number, etc.) When prepaid airfare is purchased using a PCARD, the Account Manager should change the default fund to the associated prepaid fund. In addition, an email must be sent to Accounting Services (Sabrina.mckeown@usnh.edu) detailing the funds to be charged in the New Year.

Special note: any non-personnel expense that is less than \$5,000 may only be charged to a prepaid fund with approval of the campus business office.

All activity posted to the prepaid funds in the Old Year must be cleared in the New Year. As in the past individual departments are responsible for processing these entries. Special procedures are in place for clearing prepaid payroll (and associated fringe benefit) expenditures. Please consult your campus finance/administration office for assistance with these processes. All other prepaid expenditures should be cleared by processing a journal entry (JE16 or JZRO rule code) to debit the New Year FOAPAL and credit the prepaid FOAPAL. These entries must be completed between July and September of the New Year in order to ensure the integrity of our financial reports. *Contact Sabrina McKeown at USNH Financial Services at 862-3184 if you have any questions on prepaids.*

Appendix I – Preparing for Year-End

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As a matter of practice everyone should be reviewing their activity on a regular basis, however, it is particularly critical at this time of year. These procedures are a quick reference for anytime of the year. **It is imperative that all of your Old Year pending items be cleared before July 14.**

Please note: Any Old Year transaction not completed, approved and posted by July 14 will be removed on July 31.

Find documents In Process or Approvals

Documents that have been saved in an "In Process" status, status "I", are listed in the following forms (see next page for approval issues):

Journal Entries this includes incomplete IV activity and most feeds.	FGIJVCD	Any document available in this form has not yet been posted. Documents indicating an I in the status column are incomplete. Documents indicating a C in the status column need approvals and have not been posted.
Invoices this includes incomplete Student Refund Documents	FAINVL	Query for suspended will show you documents that are suspended, which would be both incomplete and unapproved. You can also select Open as the status then query on the Comp(lete) and/or the App(roved) columns. If you query for "N" in the Comp column, these will also be suspended, and by definition, would be unapproved. You could query for complete but not yet approved documents by querying for "Y" in the Comp column and "N" in the App column. Once you have these items displayed, you can then find out the approval status using the approvals queries below.
Requisitions	FPIRQST	Query "N" in completed will display all REQs that have not yet been completed. These will also not have been approved. As with Invoices, you can also query on Requisitions that are completed, but not yet fully approved. Query the Complete field as "Y" and the Approved field as "N". Once you have displayed these items you can find out what approvals have been applied and what still need to occur by querying FOAINP (see page 15).
Change orders/ Purchase Orders	FPIPOHD	Change orders are managed in Banner along with Purchase Orders. Therefore, a query on Change Orders also queries Purchase Orders by default. To find documents not yet complete, enter "N" in the Completed field; to find documents that are complete but not yet approved, enter "Y" in the Completed field and "N" in the Approved. These queries will return both Purchase Orders and Change Orders. If there is a number greater than or equal to "1" in the Change Seq field, the listing refers to a Change Order; otherwise it is a Purchase Order. Again, the status of the approvals applied or pending can be determined by querying FOAINP (see page 14).

Appendix I – Preparing for Year-End

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General Encumbrance	FGIENCB	<p>While it is not as simple to determine exactly what adjustments are outstanding on general encumbrances, it can be done.</p> <p>Enter a query of “E” in the Type field and “O” in the Status field. In the column labeled “*”, a “*” will be displayed if there is pending activity. Unfortunately, you cannot determine if the pending activity is complete and unapproved or not complete. The document must be queried to determine that. FGIENCD can be used to find the status of a specific general encumbrance.</p>
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Determine what approvals need to be applied

The status of any item remaining in approvals can be traced as follows;

What approvals are pending and who can perform those approvals	FOAAINP	<p>When you enter the document number and perform a NEXT-BLOCK, you will see two panels of information. The left panel displays what queues and what levels in each of those queues require approvals to be applied before the document can be updated.</p> <p>Where there is more than one line on the left, select each row and you will see the names of those who can apply the required approvals on the right.</p> <p>You can look the person up in Outlook to request assistance with approving the document.</p> <p>Access to this form is also available from the FOAUAPP form.</p>
What approvals have been applied and who applied those approvals	FOIAPPH	<p>From the FOAAINP or FOAUAPP forms, or by direct access, this form will display all the approvals that have been already applied.</p> <p>As with the FOAAINP, the block on the left displays the document being queried; and the block on the right displays who has applied these approvals. In addition, there is a block in the lower right that indicates who originated the transaction.</p>

Appendix I – Preparing for Year-End

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Clean up old documents

As you review open documents, please clean up documents that are no longer needed. If a document has been completed under another document number or should not have been entered at all, please remove it from the database. This will facilitate the entire process and minimize the unnecessary items appearing on various lists. Procedures to remove the various documents follow;

Journal Entries
this includes
incomplete IV
activity and most
feeds.

FGAJVCD

With the document open and on the header page, choose 'Record', then 'Remove' from the menus. Do this **twice** to completely remove the document. If you do not perform this twice, you will not have completely removed the document. You may continue to see it listed as an incomplete item, but you will not be able to access it. Should this occur, please report it, including the document number, to your campus Help Desk, or email to Banner.Finance.Production@usnh.edu.

If you have any questions regarding removing journal entries, please contact your campus Help Desk, or your campus contact for General Accounting listed on [page 1](#).

Invoices
this includes
incomplete
Student Refund
Documents

FAAINVE

With the document open and on the header page, choose 'Record', then 'Remove' from the menus. Do this **twice** to completely remove the document. If you do not perform this twice, you will not have completely removed the document. You may continue to see it listed as an incomplete item, but you will not be able to access it. Should this occur, please report it, including the document number, to your campus Help Desk, or email to Banner.Finance.Production@usnh.edu.

If you have any questions regarding removing invoices, please contact your campus Help Desk, or your campus Accounts Payable contact listed on [page 1](#).

Requisitions

FPAREQN

With the document open and on the header page, choose 'Record', then 'Remove' from the menus. Do this **twice** to completely remove the document. If you do not perform this twice, you will not have completely removed the document. You may continue to see it listed as an incomplete item, but you will not be able to access it. Should this occur, please report it, including the document number, to your campus Help Desk, or email to Banner.Finance.Production@usnh.edu.

If you have any questions regarding removing requisitions, please contact your campus Help Desk, or your campus Purchasing contact listed on [page 1](#).

Appendix I – Preparing for Year-End

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Closing open commitments

Other documents in the environment cannot be deleted, but should be closed. This is particularly relevant to Purchase Orders and general encumbrance commitments. At Year-End, many of our budgets and fund balances become less available than we might like. A Purchase Order or general encumbrance may well be holding up funds that are needed for other activity. In addition, there may be open Purchase Orders which will qualify for the carry forward, but you would rather they did not roll. These are all reasons why you might want or need to closeout any remaining balances on a Purchase Order or general encumbrance.

There are two ways to properly close a PO and one that should not be used.

The first/preferred method is to process the last payment as “Final” or notify your Campus Accounts Payable area to “Final” the payment. This will release any balance remaining after the payment, regardless of how much is remaining, and will close the PO.

The second method, if there are no payments outstanding, and the purchase has been completed, you will need to contact your [Campus Purchasing Office](#) to perform the close process for you. Provide the following information via email;

- ✓ PO#
- ✓ Vendor Name
- ✓ USNH ID

DO NOT attempt to close a Purchase Order by using a Change Order. While this works effectively when zeroing out the amounts related to one or more lines in the Purchase Order, it always leaves the Order open, never closed. “Closing” in this method may appear to result in the actions you wanted, however since the Order actually still remains open; it can continue to show up on reports and cause confusion.

Should you find you have closed a Purchase Order in error; the document can generally be re-opened. If you find yourself in this position, please contact your [Campus Purchasing Office](#) for assistance.

General encumbrances can also be fully liquidated and closed using a JV entered on the FGAVCD with a rule code of IVEX.

- Use \$0 as the document total
- IVEX as the rule code
- Reference the same FOAPAL on the line as is being used on the general encumbrance line you are closing
- \$0 as the amount for this line
- + as the DC indicator
- Reference the Encumbrance number and appropriate encumbrance sequence number to be closed.
- Select the option “Total” as the encumbrance action

A \$0 document referenced in this way will close that line of the general encumbrance and release any remaining funds. If you have more than one line on the PBOR, then perform the above for each line of the document you wish to close. If you wish to close the entire document, each line should be referenced in this manner. For example; if you have three lines on your general encumbrance and wish to completely close the document entirely, you will need three lines in the JV, one for each line of the general encumbrance, structured as above. When processed, this will completely liquidate any remaining encumbrance dollars and mark the general encumbrance as closed.

Closing these types of documents is activity that is not limited to Year-End. This can, and should, occur throughout the year.

Appendix II – PO Payment Shortfall Procedures

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Purchase Order Shortfall – Payment Procedures

Use the following procedures when entering invoices that pay against a purchase order with insufficient funds:

Note: Departments are encouraged to continue to increase purchase orders by processing a change order. However, the steps below are designed to provide assistance in completing invoicing when this is impractical such as during the last month or weeks of the fiscal year.

1. Use all funds remaining on all lines in the referenced purchase order. Since all remaining funds are being liquidated from the purchase order, the invoice should be marked as final so that the purchase order is closed.
2. Any additional funds, i.e. shipping charges, required to complete paying the invoice will be obtained by entering a direct pay invoice, as a separate document, citing the same FOAPAL as indicated on the purchase order. This will recover the funding directly from the departmental expense sequence. In the vendor invoice field of the direct pay document, enter the vendor invoice number as well as the original purchase order number. For consistency, the information should be entered as "vendor invoice number" a space and the "purchase order number."
3. If you receive another invoice later referencing a purchase order that has been finalized, the FOAPAL should be charged directly as noted above in #2.

If there are insufficient funds available in an accounting sequence to support the additional invoice sequence, the responsible business unit will be required to provide either an appropriate substitute FOAPAL or to request an NSF approval from their respective central campus area. At year end these requests must be dealt with especially quickly to ensure timely payment to the vendor and comply with document processing deadlines.

Remember, account code integrity continues to be important. For example, if equipment purchases are involved, you must use the equipment account codes. In addition, sufficient funds *must* be available in the account to cover any outstanding shipping charges, or an NSF request must be submitted.

Appendix III – Invoice Transaction Flow

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For example, a PO is carried forward for \$25,000. It was originally \$50,000; \$60,000 had been liquidated before year end; at some point a \$35,000 increase had been processed, leaving the remaining balance of \$25,000. Equal amounts of Revenue and Expense Budget are also brought forward.

In July, an invoice for \$20,000 is to be processed with a vendor invoice date of June 21. This is not a final payment. Just before the end of 13th month, a final invoice for \$3,000 is received with a vendor invoice date of July 2.

Here is what will occur:

- A** As part of the general ledger roll, the balance remaining in payables for all open invoices for which checks have not yet been cut, will be reflected in the new year as a beginning balance. In this example, we are presuming the \$60,000 already invoiced has not yet been paid.
- B** As part of the encumbrance roll, the remaining balance for this PO of \$25,000 will be encumbered in the New Year and an equal amount of budget and revenue will be processed into the New Year. There is no impact on the old year.
- C** The \$20,000 invoice is processed with a transaction date of July and the vendor invoice date of June 21.

In the New Year, this creates a payable amount, liquidates the related amount of the PO and expenses the amount of the invoice. The purchase order remains open for further invoice activity.

- D** A process will note this transaction in the New Year because the vendor invoice date is in the old year. The process will perform the following:

In the New Year:

- Reverse the expense and liability
- Reduce the revenue and expense budgets brought forward to the amount of the invoice or the amount brought forward, whichever is less. In this case, the amount of the invoice is reduced.

In the Old Year:

- Increase the expense and the liability

As a result of posting this transaction, Banner will also adjust the beginning balances for the change in the old year activity. The payables liability account and the beginning fund balance are both adjusted to reflect this activity in the New Year.

The end result is to properly reflect the transaction in the old year and leave the purchase order open for further processing

- E** The final invoice has a transaction date of July and the vendor invoice date of July 2 and is marked as final. This liquidates the PO completely and marks the PO as closed. The invoice amount is expensed and the liability established in the New Year.

Since the vendor invoice date is not equal to or less than June 30 there will be no further processing required. The expense is properly reflected in the appropriate year. The PO is closed and not available for further processing.

Appendix III – Invoice Transaction Flow

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	Db	Cr
A Occurred via the G/L roll:		
210000 Balance forward		60,000
Fund Bal Balance forward	60,000	
B Occurred via the Enc roll:		
Encumbrance to New Year		
Original	50,000	
Adjust	35,000	
Liquid		60,000
OPAL Enc amount (Net)	25,000	
Revenue Budget		25,000
Expense Budget	25,000	
C New Year – Invoice processed		
210000 payable		20,000
Expense	20,000	
OPAL Enc		20,000
D IFIX Journal voucher processing		
Old Year:		
Increase Exp	20,000	
Increase 210000 Payable		20,000
Reduce Enc Balance		20,000
New Year:		
Decrease Exp		20,000
Reduce 210000 Payable	20,000	
Reduce Revenue Budget	20,000	
Reduce Expense Budget		20,000
Increase 210000 BegBal		20,000
Decrease FundBal BegBal	20,000	
E New Year – Invoice processing		
210000 payable		3,000
Expense	3,000	
OPAL Enc		10,000
<i>Note: No further processing required and the PO is closed.</i>		

Appendix IV – Invoice Processing Examples

24-May-2017 8:45 AM

Situation	Trans Date	Vendor Invoice Date	PO reference ⁽¹⁾	Comments
1 Invoice received on 7/8 against a rolled Old Year PO , for services rendered in the Old Year. The vendor invoice date is 6/17 .	7/8/2017	6/17/2017	Rolled PO #	Will be adjusted by an automated process
2 Invoice received on 7/8 against a rolled Old Year PO for services rendered in the New Year. The vendor invoice date is 7/1 .	7/8/2017	7/1/2017	Rolled PO #	No adjustment necessary
3 Invoice received on 7/8 against an Old Year PO that was not rolled for services rendered in the Old Year. The vendor invoice date is 6/1 .	7/8/2017	6/1/2017	Process as a direct pay, PO reference in the vendor invoice number field	Will be adjusted by an automated process
4 Invoice received on 7/8 against a New Year PO for services rendered in the New Year. The vendor invoice date is 7/1 .	7/8/2017	7/1/2017	New Year PO #	No adjustment necessary
5 Invoice received on 7/8 with no PO reference for services rendered in the Old Year. The vendor invoice date is 6/1 .	7/8/2017	6/1/2017	No PO ref – process as a direct pay	Will be adjusted by an automated process
6 Invoice received on 7/8 with no PO reference for services you know were rendered in the Old Year. There is no vendor invoice date .	7/8/2017	6/30/2017	No PO ref – process as a direct pay	Will be adjusted by an automated process
7 Invoice received on 7/8 with NO PO reference for services rendered in the New Year. The vendor invoice date is 6/30 .	7/8/2017	Contact Accounting Services 862-3127	No PO ref – process as a direct pay	Contact Accounting Services 862-3127
8 Invoice received on 7/8 against a rolled Old Year PO for services rendered in the New Year. The vendor invoice date is 6/30 .	7/8/2017	Contact Accounting Services 862-3127	Rolled PO #	Contact Accounting Services 862-3127

⁽¹⁾Vendor invoice number must always be referenced in vendor invoice field. When necessary, list both vendor invoice number and PO number.

Note: Please [contact Accounting Services](#) at 862-3127 for assistance on a case-by-case basis with coding requirements regarding any other invoices that don't fall into the categories listed above prior to entering the Banner invoice document.

Appendix V – Roll Processes

24-May-2017 8:45 AM

General Ledger Roll

The General Ledger roll occurs on the last day of the fiscal year, June 30. This prepares the system for New Year processing to occur and begins Banner's dual-year processes.

New Year beginning balances for all balance sheet activity is established with the balances that exist as of the time the process is run. Fund balances for each fund are calculated and processed as the beginning balance for the fund in the New Year.

Dual-year processing will support updating the balances as old year activity occurs. For example; if an expense is processed in July against the Old Year, this has an effect on that fund's fund balance for the Old Year. It also impacts the beginning fund balance in the New Year. Banner's dual-year processing will automatically adjust for this activity once the general ledger roll has occurred.

Encumbrance Roll

The purpose of the Encumbrance roll is to provide an "automatic carry forward" of items that have been ordered, but not yet received. These orders represent a commitment or expectation to purchase certain goods or services at a specified price. USNH having a year-end occur does not eliminate that commitment.

In addition, the department budgeted for this event in the old fiscal year, not in the new fiscal year. To accommodate that and not invade the New Year budget, equal amounts of revenue and expenditure budget are also brought forward. The process generates transactions as displayed below.

Transaction activity during Old Year	Activity	Enc Bal Avail
Original Encumbrance	25,000	25,000
Pay 2 Invoices for \$6,000 ea	(12,000)	13,000
Increase Encumbrance by \$7,000	7,000	20,000
Pay Invoice for \$15,000	(15,000)	5,000
Amount to be carried forward		5,000

Activity in the Financial and Encumbrance ledgers will look like:

	Old Year	New Year
Encumber full details in new year		
Original Encumbrance		25,000
Encumbrance Adjustments		7,000
Liquidations		(27,000)
Net Encumbrance Carried Forward		5,000
Revenue Budget Carried Forward		5,000
Expense Budget Carried Forward		5,000
Net change to new year BBA		0

The end result is that the open encumbrance will still display as open and the budget available in each year is not impacted by this activity.

What occurs when an inactive FOAPAL element is encountered

If the Encumbrance roll encounters an inactive FOAPAL element during the process, the element will be reactivated in order for the roll to complete. This generally occurs with Activity codes. When you inactivate an Activity code in your area, please make certain there is no outstanding activity.

If the Budget roll encounters an inactive Activity code, the Activity code will be removed from the FOAPAL in order for the roll to complete.

How unapproved documents as of June 30 will be managed

After the encumbrance roll occurs and before the Accrual period is opened (the end of 13th month) some documents will behave differently if processed after the encumbrance roll. Others will behave quite normally until the 13th month is closed.

No encumbering type document can be processed to the old year and no documents can be processed that reference closed items such as closed general encumbrance docs. To maintain processing consistency, when the encumbrance roll occurs, this is what will happen with each document type.

Appendix V – Roll Processes

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Invoicing on FY17/18 Encumbrances

All Purchase Orders that meet the roll criteria (see page 18) will be rolled into the New Year. An equal amount of revenue and expenditure budget will be rolled in the New Year with the encumbrance amounts.

After June 30, subsequent to the encumbrance roll, all **invoices** should be processed the same way as any other time of the year.

- FAAINVE transaction date = Today's date
- FAAINVE vendor invoice date = the vendor's invoice date (important)
- FAAINVE payment due date = the date the payment should be provided to the vendor (i.e. 30 days from vendor invoice date, 10 days if discount provided, etc.)

If the invoice is referencing a PO that was rolled, continue to reference the rolled PO. If it does not reference the new PO, you will reference the new PO. If it does not reference any PO – process as a direct pay.

How does this work?

The vendor's invoice date must be entered accurately on the Banner invoice documents. The vendor invoice date determines if the invoice is to be reported as an Old Year expense or as a New Year expense. Because this is the pivot point – it is important that;

1. A vendor invoice date always be supplied
2. The vendor invoice date is reasonably accurate
 - a. The vendor invoice date reflect a date of \leq June 30 if the invoice is related to goods or services received in the Old Year.
 - b. The vendor invoice date reflect a date of \geq July 1 if the invoice is related to goods or services received in the New Year.

A process runs against all posted invoices (including Pcard activity) and generates journal entries to properly classify the expense amounts for reporting purposes. For Old Year invoice dates, the process records the expense and related liability to the Old Year – and reverses the encumbrance carry forward, to the amount of the invoices – but never more than the original carry forward amount.

The entry will:

- In the New Year:
 - i) Reverse the expense in the current year
 - ii) Reverse the Accounts/Payable in the current year
 - iii) If this is a reference to a rolled PO
 - 1) Reverse the Revenue and Expense Budgets in the amount of the invoice – but no more than was carried forward
 - 2) Adjust certain control accounts in the fund balance.
- In the Old Year:
 - i) Increase the expense amount
 - ii) Record the amount in Accounts/Payable
 - iii) If this is a reference to a rolled PO
 - 1) Adjust certain control accounts in the fund balance.

Appendix V – Roll Processes

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Document Type	Action
Requisitions	Old year requisitions will be disapproved and removed. New year requisitions will be unaffected.
Purchase Orders	Old year purchase orders will be disapproved and removed. New year purchase orders will be unaffected.
Change Orders	Any change order that references a purchase order that is not being rolled, and therefore has been closed, will be disapproved and removed. Changes orders against rolled purchase orders with old year dates will stay in approvals and have their transaction date updated to 7/1 by the document roll process. New year change orders will be unaffected.
General Encumbrances	Old year general encumbrances will be disapproved and removed. New year general encumbrances will be unaffected.
IVs	Appropriate old year IV documents can be processed against departmental funds manually if required. These IVs will not be removed, but will be disapproved. The user will have to alter the document to use a JE16 rule code and the reference to the general encumbrance number should be removed from the ENC reference – but included in the description field for documentation. This includes any feed documents that are incomplete as of 6/30.
Journal Vouchers	This does not include IV documents they are referenced above. Journal Vouchers will be excluded by the document roll process run the night of 6/30. Old year journal vouchers will stay in approvals until the end of 13 th month. If the entry is not appropriate for the old year – the user should re-enter it with a new year document number and date (use the copy function for ease) and then disapprove and remove the old document.
Invoices	Invoices referencing purchase orders that are not being rolled will be disapproved and removed. All other invoices will stay in approvals and have their transaction date updated to 7/1 by the document roll process.

Appendix V – Roll Processes

24-May-2017 8:45 AM

Budget Roll

The budget roll impacts only fund types P1, P2, X and N. These are the groups of funds for which we support inception to date reporting.

Banner does not support budgets on the BDST or the BAVL forms that cross multiple years. What this means is that budget funds must be available for the transaction in the year the document is processing. A document processed for FY18 must have sufficient budget in that fiscal year's budget. Funds remaining in the FY17 budget have no impact on the availability of funds for the transaction. For most activities, such as activity from operating accounts, this is not an issue; this is how the system is expected to function. For activity that crosses fiscal years this behavior becomes an issue at year end.

To support the activities that are inception to date based, Banner has a process that is run each year end to "bring forward" any remaining open budget to the new year for purposes of budget checking while maintaining the overall budget balance for inception to date reporting. This is the budget roll process.

When the process runs it creates entries to enable the appropriate balances for transaction processing. These entries are marked in a manner that shows them posting in the ledgers, you can see them in the detail transaction listing and their impact is displayed on BDST and BAVL. However, they are not reflected in the inception to date reporting. The grant ledger and the grant inception to date budget tables are not impacted by these transactions.

The result of this processing provides for the budget availability checking that is required for appropriate document processing and still retains a single overall budget for reporting purposes.

Due to the number of transactions that take place during the 13th month, the budget roll process is not scheduled until the 13th month is closed. This helps prevent the need for constant changes when old year activity continues to process.

Even though the process itself is performed several weeks into the new fiscal year – budget checking continues to be supported via another Banner mechanism. This feature checks for budget in both the current year and one year prior until the Budget Roll process has been performed.

For FY17–18 the budget roll process is scheduled to occur on July 17. Until that time when a New Year document is processed in one of these funds, the budget balance will be checked in both FY17 and FY18. Once the process is successfully completed on July 17, this will no longer be required and budget availability will continue as normal.

Appendix VI – TADs, Seeding and Feed Entries

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The following is a schedule for FY17 Internal Purchases (PBOR) seeding and turnaround documents:

<u>Campus</u>	<u>Area</u>	<u>TADs Mailed</u>	<u>TADs Returned</u>	<u>Internal Order's Seeded</u>
UNH, UNHM, USNH	Telecommunications*	06/05	06/16	07/05
UNH, USNH	Mail Services	05/15	06/16	07/05
KSC	All			07/06
PSU	Mail Services			07/05

*UNH Telecommunications TADs will be online.

Appendix VI – TADs, Seeding and Feed Entries

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Student AR Subsystems

The last FY17 feed from Banner Student to Banner Finance will be posted on July 4 for UNH, UNHM and GSC. This will be for activity in the Student system that occurred on or before June 30.

The last FY17 feed from Banner Student to Banner Finance for PSU will be posted on June 30. This will be for activity in this Student system that occurred on or before June 30.

The last FY17 feed from Colleague (KSC) to Banner Finance will be posted on July 3. This will be for activity in this Student system that occurred on or before June 30.

Alumni Subsystems

All UNH/KSC gifts received by departments must be received by UNH/KSC Advancement Offices prior to June 30 in order to be counted for FY17. Any gifts received after June 30 will be counted as FY18 gifts.

The last FY17 feed from the UNH/KSC Advancement/Student system to Banner Finance will be posted on June 30 for activity that occurred on or before June 30.

All FY17 PSU/GSC gifts received by departments must be recorded manually by July 14.

IVs eVents

IV feeds for FY17 will not be accepted after June 28.

The eVents system activity processed through June 30 will feed to Banner Finance on July 3.

Appendix VI – TADs, Seeding and Feed Entries

24-May-2017 8:45 AM

UNH Telecommunications

June 5

Turnaround documents available online to be updated by BSC primary contacts. FY18 telecommunication encumbrances for all Banner accounts will be generated electronically from the information you provide online.

REMINDERS

- **Do not enter an Internal Order Encumbrance Document** for your account. This will be done for you, using an Encumbrance Document number assigned by Telecommunications. After the initial seeding process, you can request an encumbrance number for a new Banner account from Telecom. You are responsible for entering and modifying encumbrances in Banner after the seeding process.
- **If you are setting up a new Banner FOAPAL**, add your request to the turnaround document and specify the requested encumbrance amount.
- **The Telecommunications Account Code** *must* exist in your FOAPAL line for all Telecommunications expenses (718000). With the exception of purchases of equipment over \$5,000, all Telecommunication expenses will be set up with account code 718000.
- **Ensure there are adequate funds in your support pool** when you make your encumbrance request on the turnaround document.
- **Estimate and include additional funds for installations** or projected increases on your turnaround document. We have *not* taken non-recurring charges into consideration when projecting your encumbrance amount.

June 16

Completed online turnaround documents.

July 5

Your encumbrance numbers will be seeded into Banner.

July 12

Your first invoice of the fiscal year with a bill date of July 1 will hit Banner. These charges will be for June activity. These charges will reference all of your new FY18 encumbrance numbers.

Questions can be directed to Cathy Annese at 862-3547.

Appendix VI – TADs, Seeding and Feed Entries

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UNH Facilities

The cutoff for the Facilities labor, materials, supplies and utilities billing for the June billing cycle will be June 20. Billing reports will be sent to general campus on June 21 for review. The feed to Banner Finance will be finalized on June 23 posting to Banner on June 26. Because of the quick turnaround from the cutoff on June 20 to the feed on June 23, Facilities will be providing pre-billing reports to the general campus on or about June 5, June 12 and June 19 to allow for any billing questions to be addressed and to aid with the yearend process.

Departments should increase their encumbrance documents no later than June 23 in order to make sure the encumbrance will have adequate funds in place prior to the feed to Banner Finance.

The Facilities Warehouse, Automotive Garage and Lockshop will be closed for physical inventory observation on June 29 and June 30 and will reopen on July 1. No inventory orders at the Facilities Warehouse or the Automotive Garage will be taken during the physical inventory observation.

Please address any questions you have to the Facilities Customer Support Center by calling 862-1437.

UNH Computer Store – The funding of UNH Computer Store purchases is determined by the store's invoice date. Purchases must be invoiced on or before June 30 to be charged to the Old Year.

In stock items may be purchased until close of business at 4:00 PM on June 30 using Old Year encumbrances.

Items which are not in stock must be received from the vendor and invoiced by the computer store on June 30 to be charged to the Old Year. The UNH Computer Store will make every effort to fill Old Year orders placed using a general encumbrance by June 30. Ordering early will increase the chances a purchase can be invoiced in the Old Year.

The store will be closed Monday, July 3 for physical inventory count and other fiscal year-end procedures. The UNH Computer Store re-opens at 8:00 AM on Wednesday, July 5 for the New Year.

All open orders not invoiced by the UNH Computer Store by June 30 will require a New Year encumbrance document, as all general encumbrances are closed by USNH Financial Services on June 30. Your BSC will require a copy of the Special Order document provided by the store in order to do a manual carry-forward of Old Year funds as the purchase will be expensed in the New Year.

Computer Repair Services, Equipment Room, Web Services & Training – Encumbrances can be used until June 30. After June 30, Old Year invoices will be invoices to FOA (fund, orgn, acct) until the cut-off date as long as the services were completed by June 30.

Appendix VII – Automatic Carry Forward Process

24-May-2017 8:45 AM

Document	Carry forward?
Unimarket eProcurement transactions	Yes
General Encumbrances	No
Requisitions	No
Plant / Grant / Prepaid Funding-All open POs	Yes
All Other Open POs—see below	
POs < \$500 including (\$0) dollar lines	No
POs >= \$500 as of 6/30 –except the following (*):	Yes*
*Standing Order POs (PO class = S)	No
*Independent Contractor Agreement POs (Acct code = 7172%) For any exceptions to carrying forward ICA PO's please contact your campus procurement office (see listing on page 1) by June 17, 2016.	No
*POs carried forward from prior years	No

Appendix VIII – Reconciliations vs Roll-forwards

24-May-2017 8:45 AM

Auditors require reconciliations that provide data for them to test accuracy. When completing your yearend work papers please make sure to submit reconciliations, as opposed to roll-forwards. The below shows the difference between the two.

Reconciliations show WHAT makes up a balance:

Misc Accounts Receivable		
9U0000-112000		
6/30/YY		
Customer	Invoice Date	Amount
Customer A	3/15/YY	500.00
Customer B	5/30/YY	1,000.00
Customer C	6/15/YY	500.00
		<u>2,000.00</u>

Roll-forwards show the activity during a period of time:

Misc Accounts Receivable	
9U0000-112000	
6/30/YY	
6/30/PY Balance	1,000.00
Invoices Issued	10,000.00
Payments Received	(9,000.00)
6/30/CY Balance	<u>2,000.00</u>

Appendix IX – Work papers SharePoint Site

24-May-2017 8:45 AM

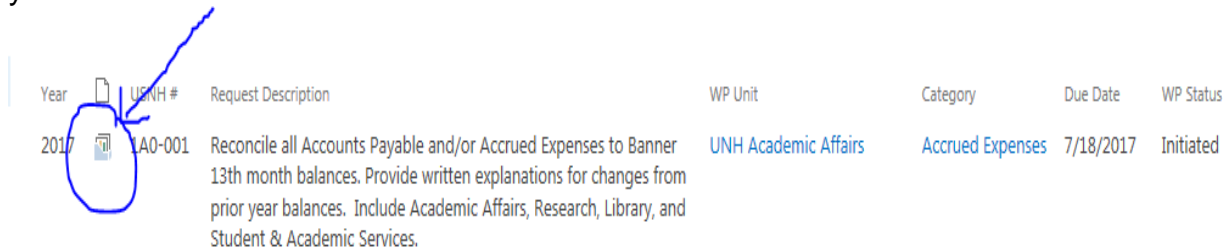
Overview

The SharePoint site wps.usnh.edu was designed to collect and share work papers required for year-end audits.

Notification emails are sent to specific areas notifying the area's assigned leader of tasks that are due. The process allows re-assignment of the task to another person, up-loading and editing of documents and an approval process to indicate review of the documents and acceptance by the USNH Accounting Services Staff.

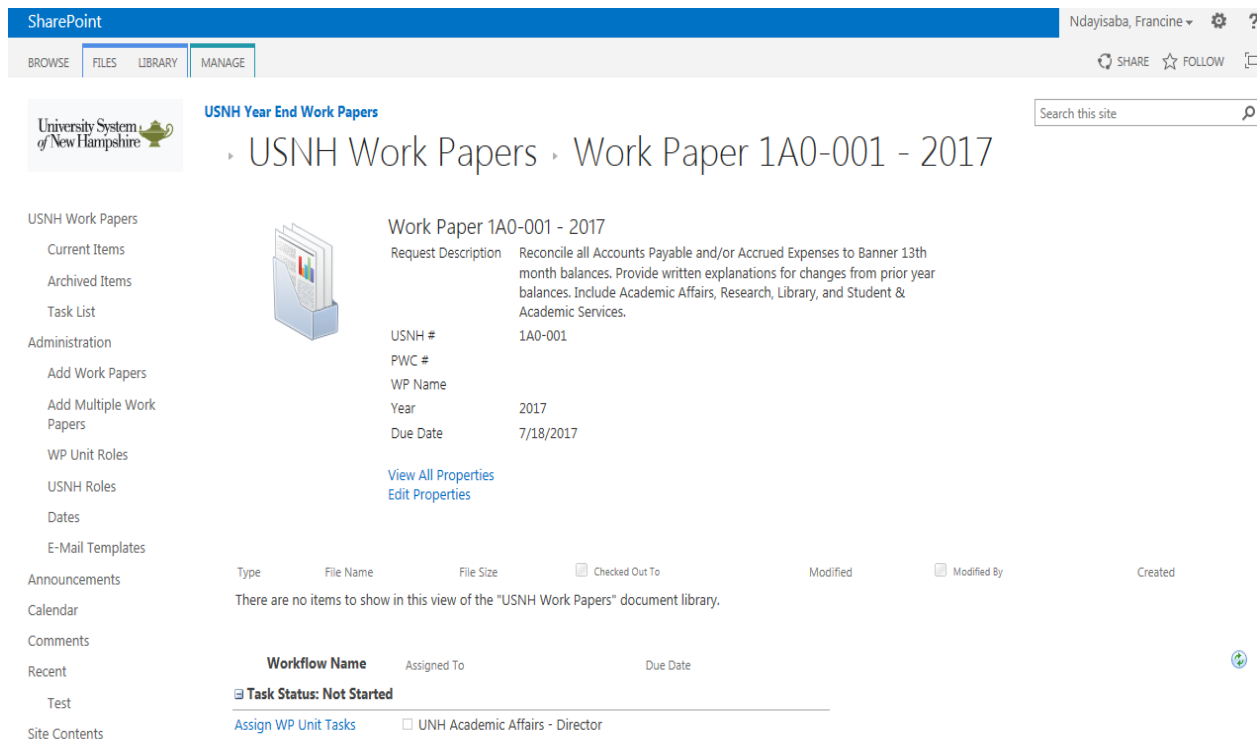
Accessing your assigned task(s)

You will receive an e-mail with a listing of your assigned task(s). A click on the link(s) provided takes you to your task(s). You can also access all your assigned tasks by directly logging to wps.usnh.edu, clicking on "Current Items" on the left menu, and when you have located the item you want – click on the folder icon in the 2nd column



Year	USNH #	Request Description	WP Unit	Category	Due Date	WP Status
2017	1A0-001	Reconcile all Accounts Payable and/or Accrued Expenses to Banner 13th month balances. Provide written explanations for changes from prior year balances. Include Academic Affairs, Research, Library, and Student & Academic Services.	UNH Academic Affairs	Accrued Expenses	7/18/2017	Initiated

and the detail page below will open. You can either assign the task to someone else or upload requested document(s) and submit.



SharePoint | Ndayisaba, Francine | BROWSE | FILES | LIBRARY | MANAGE | SEARCH | SHARE | FOLLOW

University System of New Hampshire | USNH Year End Work Papers | Search this site

USNH Work Papers > USNH Work Papers > Work Paper 1A0-001 - 2017

USNH Work Papers
Current Items
Archived Items
Task List
Administration
Add Work Papers
Add Multiple Work Papers
WP Unit Roles
USNH Roles
Dates
E-Mail Templates
Announcements
Calendar
Comments
Recent
Test
Site Contents

Work Paper 1A0-001 - 2017

Request Description: Reconcile all Accounts Payable and/or Accrued Expenses to Banner 13th month balances. Provide written explanations for changes from prior year balances. Include Academic Affairs, Research, Library, and Student & Academic Services.

USNH #: 1A0-001
PWC #
WP Name
Year: 2017
Due Date: 7/18/2017

[View All Properties](#)
[Edit Properties](#)

Type | File Name | File Size | Checked Out To | Modified | Modified By | Created

There are no items to show in this view of the "USNH Work Papers" document library.

Workflow Name | Assigned To | Due Date

Task Status: Not Started

[Assign WP Unit Tasks](#) | UNH Academic Affairs - Director

Appendix IX – Workpapers SharePoint Site

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Re-assigning a task

To assign your task to another person, while on the [detail page](#) opened above, click on “Assign WP Unit Tasks” and the window below will open.

Workflow Task ×

✕ Delete Item

☑ This workflow task applies to [Work Paper 1A0-001 - 2017](#).

Status	Not Started
Requested By	Hobbs, Eric
Consolidated Comments	Assign Task started by Eric Hobbs on 2/15/2017 3:20 PM Comment: These are the comments of the requestor and all previous participants.
Due Date	<input type="text"/>
Comments	<input type="text"/> This message will be included in your response.


There, select “Reassign Task” and a new window will open.

Workflow Task ☐ ×

✕ Delete Item

☑ This workflow task applies to [Work Paper 900-001 - 2011](#).

Select from the address book.

Reassign Task To 

Enter the name of the person to reassign this task to. If this field is left blank, the task will be reassigned to the person who started the workflow.

New Request

This message will be included with your request.

Verify the username if manually typed.

New Duration

The amount of time until the task is due. To keep the existing due date, leave this field blank. To remove the due date, type the number '0'. Choose the units by using the New Duration Units.

New Duration Units

Define the units of time used by the New Duration.

Appendix IX – Work papers SharePoint Site

24-May-2017 8:45 AM

Select or type the username or email address of who you would like to reassign this task to. The person must be a member of USNH community. It is best to use the Address book to find the person you want to assign the task to. You may add a message or a duration, when you are done, select 'Send' and the work paper will be assigned to the new user selected and that user will receive an email indicating the assignment.

Uploading a document

Click on the task link in the notification e-mail you received or log on to wps.usnh.edu.

On the left side menu, click on "Current items", and find your work paper. Click on the [folder icon](#) in the 2nd column right of year to open the [detail page](#).

The system is enabled to support multiple types of documents including any of the applications in Microsoft Office, Text files, pdfs etc.

The middle section of the work paper detail screen is where any related documents will be listed. If there are no files listed, none have been associated with this work paper as yet.

When on the details page, click the "Files" button on the top bar which will give you additional menu options. Select the "Upload document" option, and use the browse button to add your file.

Add a document

Choose a file

Upload files using Windows Explorer instead

Add as a new version to existing files

Destination Folder

Version Comments

OK Cancel

When ready, select the "OK" button. A new window will open.

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USNH Work Papers - duplicate_invoices.txt

Edit

Check In Cancel Paste Copy Delete Item

Commit Clipboard Actions

Very Important Message about check-in/check-out

i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

File Name * duplicate_invoices.txt

Title

Version: 1.0
Created at 11/30/2011 11:10 AM by Samuel, Alice
Last modified at 11/30/2011 11:10 AM by Samuel, Alice

Save Cancel

When the information is complete, click save and select the “Check-In” button.

The document now will appear in the documents section of the work paper detail page.

Submitting a completed task

Accounting Services Staff will not know when a task is completed until the task is submitted for review. To do so, open your task and while on the [detail page](#), click on “Assign WP Unit Tasks”. There, select “Ready for Review”.

Please contact Francine Ndayisaba @ 862-3217 if you need help using the Yearend SharePoint site wps.usnh.edu.