Year End Forum Q&A:

1.) Who should I contact for budget construction questions?
For any budget construction related questions, please contact Karen Kalahar or Travis Webb.
Reference budgets.colostate.edu for the Budget Development Schedule.

2.) For new 53 account setups, non-construction related, is the deadline June 24th?
Per Ashley Stahle, new 53 accounts are set up on an ongoing basis during year end.

3.) Is it ok to drop off deposits to the Cashier’s Office in-person? We have been doing campus mail for our checks so far.
The morning of the 30th we will have more staff in the office for the drop off. Note this is by appointment so please email the cashier’s office for an appointment. Cutoff is 1 pm. For questions/appointments contact bfs_cashier@mail.colostate.edu.

4.) Could you please provide us a brief update on allowed travel right now? A department has some individuals that need to travel this month for check ins on CSU properties across Colorado.
Unfortunately, we do not have a lot of information at this time. Departments need to use the form that was provided from Joyce that is for essential travel only. That is the only guidance at this point and the form is something Travel is checking for. Once Grant Polzer has further information on travel, he will communicate this to campus.

5.) Is there any way to search for late June PCard receipts if they have not shown up in your Kuali list yet?
There is a WebFocus report that can be used for PCard related activity. Contact Farrah Bustamante if you have further questions or if you cannot locate the WebFocus report.

6.) Will the hourly payroll ending the 19th hit FY20?
Per Kaly McKenna (Payroll Manager) the payroll with a PPE June 19, 2020 date will post to FY20, not in FY21.

7.) The June 30th and July 7th dates for GEC’s etc. appear to conflict each other. Can you please provide a little more detail?
I think the confusion is that on June 30th documents need to finalize by 7 P.M. or the documents listed for that deadline will disapprove. Whereas, on July 7th, departments need to have documents submitted by noon, but not finalized. These are two separate deadlines so just be aware that documents need to finalize on June 30th by 7 p.m. but on July 7th documents only need to be submitted in the system by noon (do not need to be final).

8.) When will the BC worksheets and other FY21 BC documents be uploaded to the Office of Budgets Website?
Budget Construction information should be released mid-month. If you have specific questions, please feel free to reach out to Karen Kalahar or Travis Webb.
9.) **Is there a date in July you prefer the accrual vouchers to reverse after? July 15th?**
   Any time after the campus cutoff is fine. Campus Services usually recommends July 15th or later.

10.) **A question for flight accruals. For all of the cancelled flights due to COVID-19 that we received credits for, we need to accrue them all to FY21 correct?**
   If we have credits that we anticipate using next fiscal year they should be accrued to FY21. We do not need to code these for COVID19.
   If we have cancelled flights and no credits are there to use – if we reimburse for those because the trip would have happened if COVID did not occur, COVID19 Project Code. Instances like these do not need to be accrued.

11.) **Grant can you provide an example of the pre-paid object code issues you mentioned?**
   An example would be if you see a Payment Request (PREQ) document post that is using the 1740 (prepaid expense) object code. Those postings do not automatically reverse in the new fiscal year so remember to complete a General Error Correction moving the posting from object code 1740 and to the needed expense object code once you are in the fiscal year the expense relates to.

12.) **Who should we contact to see if an in-person inventory audit is required?**
   Please contact campus services at bfs_campus_services@mail.colostate.edu if you have any questions. Campus Services has been in contact with the areas that are needing a verification of their physical inventory count this fiscal year. Campus Services has also communicated to departments if they have cancelled the verification of their inventory count due to COVID19 restrictions. **Please note** that all areas that have a physical inventory, do need to perform a physical inventory count each year, regardless of whether Campus Services comes to verify the count.

13.) **Will you email us when the year-end date calendar is updated with the edits that were discussed this morning.**
   Yes. After discussions with payroll, all those dates and explanations were correct and did not need changes. The only update that was made was to a July 15th budget adjustment date (updated the fiscal year from FY21 to be FY20). The up to date calendar can also be located at busfin.colostate.edu.

14.) **For Purchase Orders that we want to cancel, should the Department or Procurement contact the vendor?**
   Either works and is the preference of the department. Some departments choose to contact based on vendor relationships. Other times a department may request Procurement to contact.
15.) If I have a 53 account and have open POs because the item(s) purchased are not being shipped until July due to being on back order do I need to do anything?
Since this just relates to a purchase order (not an actual posting) there is nothing that needs done. The purchase order will roll over to the new fiscal year to be used.

16.) When can a Disbursement Voucher for FY21 that is due on 7/6/2020 be submitted?
You can complete a Disbursement Voucher now in FY20, but just note that this will post to FY20. You will need to complete an accrual voucher to move that to a prepaid expense (object code 1740). If you want to wait for FY21, July 1st is the first day it will post to the new fiscal year.

17.) When will travel desk send out yearly directions for the travel accruals with added COVID19 information?
This should be sent out next week (June 8th-June 12th)

18.) Reminder regarding accruals.
Please keep in mind that everyone needs to be practicing accrual accounting for all accounts in all sub-funds. If you have accruals that need to be made for a 53 account, please contact your OSP Account Tech. For additional information on Accrual Accounting please review the “Accrual Accounting and Year End Tips Training” PowerPoint and Accrual Examples found on the BFS/Resources/Year End page.