

FY24 Year-End: FAQ List/Commonly Asked Questions

- Does my budget in FY24 POs roll over to FY25? (Budget and Procurement Question)

No, you need to ensure that all POs were budgeted for during budget construction since these POs will go against your FY25 budget.

- Does my budget in FY24 for construction projects roll over to FY25? (Budget, Procurement and Accounting Question)

Yes, the project itself will roll forward, however there is a caveat with the budget. The remaining unexpended budget for the FY24 project rolled forward will be established in FY25 and will obligate against your FY25 budget. For example, if you have 50k left of budget on a project that is rolling forward, the 50k is not being added to your total approved budget for FY25. It will be reducing your FY25 budget as a FY25 obligation. The instructions related to E&G and Carryforward funding SmartTags will be shared through the "financialaffairs-I" email communications at a later date.

- Who should I contact about making a Payroll Accounting Adjustment after the deadline? (Payroll Question)

Contact Tammy Kolotkin tkolotkin@fau.edu or Annie Yahinian Head ayahinia@fau.edu

- I need to make a journal entry, and the deadlines have all passed, what do I do? (Accounting Question)

The request will be reviewed on a case-by-case basis, such as accounting impact and materiality threshold. General Accounting Coordinators will complete the journal entry if necessary. Please send your request to generalaccounting@fau.edu

- How do I make sure the Spend Authorization will automatically close and fully liquidate the commitment when creating the expense report? (Procurement Question)

If no other Expense report is to be added, on the Header tab of Expense Report marked "Check" the Final Expense Report field. The expense report must be fully approved and should not have any in draft status.

- What should the traveler do after paying the University back for unused cash advance fund from Touchnet Marketplace? (Procurement Question)

Along with completing the final expense report, the traveler (or departmental delegate) should also create the cash advance repayment, indicate the Touchnet generated reference to "Payment Reference" on the spend authorization to settle it.

- International travel – what to do if you have a traveler in the blackout period and part in FY24 and part in FY25? (Procurement Question)

If the approved spend authorization in FY24 has a requested cash advance it will remain open and should be used to finalize the expense report in FY25. If no cash advance requested in FY24 approved spend authorization a new spend authorization in FY25 must be processed to complete expense report in FY25.

Except spend authorization with cash advance, all other spend authorizations will be closed because the commitment fund doesn't roll forward due to system limitation. Receipts with June date should be expense in FY24, additional charges with July receipts should be expense in FY25. Refer to FYE accrual deadline and threshold for FY24 expenditures wanted to be expense in FY24.

- I can enter a FY25 spend auth in Workday, will it be closed? (Procurement Question)

Yes - July 1, 2024 is the first day to process in the system FY25 spend authorization, it will remain open until a finalized expense report is submitted and approved.

- Links to the GC website for contracts (Procurement Question)-

<https://www.fau.edu/generalcounsel/>
<https://www.fau.edu/generalcounsel/procurement/>

- What does it mean when goods/services are received/rendered? (Procurement and Accounting Question)

Goods and/or services are completed and on property at FAU.

- When will interdepartmental journals (telecom, mailroom, background checks etc) be poste? (Accounting Question)

General Accounting will send out separate reminders and ensure interdepartmental charges are posted before journal cutoff dates. As a result, FAU Cost Center Managers will have adequate time to review their budgets and make necessary corrections.

- What do we do about late billing from outside vendors who don't know the usage until they bill later in July after the accrual end date? (Procurement and Accounting Question)

Unfortunately, we can't offer any other options. No invoice would be accrued after the cutoff dates.

- Do we need to do anything if our invoices are being amortized? (Procurement and Accounting Question)

No action is needed from the end user.

- When is the supplier invoice request cut off date? (Procurement Question)

Supplier Invoice Request (SIR) must be processed and fully approved by Friday, 6/21/24.

- When will the allowable expenditure guidelines be updated? (Financial Affairs Question)
2018 is the latest version (<https://www.fau.edu/controllers-office/documents/accounts-payable/fau-allowable-expenditures.pdf>), however, it is under a total revamp and should be rolled out by 7/1 so we start 7/1/24 FY25 with an updated version. Refer to the 2018 version for this FY24 close.
- Who should create a supplier invoice for an independent contractor? (Procurement Question)
SIR's are created by end user departments, see Workday job aid.
- Can we search for invoices in process and even if they were submitted by a terminated employee? Which reports allow this? (Procurement Question)
Yes – if the end user has access to Find Supplier Invoice and selecting invoice status – in progress. Everything will populate regardless of who submitted it.
- Travel registration paid in FY24 when the travel is for FY25? What do I do? (Procurement Question)
Should be expensed in FY24, refer to FYE accrual deadlines and thresholds.
- How can I request my p-card stay open during the blackout period? (Procurement Question)
Refer to FYE calendar, page 4 under P-card. Send request to pcard@fau.edu by Friday, June 14, 24.

FYE = Fiscal Year End

Additional FAQ Links for Procurement:

Procurement Payables FAQ can be accessed here:

Procurement Payables FAQ @ <https://www.fau.edu/procurement/files/faq-payables.pdf>

POINTS OF CONTACT

Department	Points of Contact
Procurement Services: Purchasing Accounts Payable Travel and Expense P-card Administration	For purchase orders email: purchasing@fau.edu Send all invoices to: accountspayable@fau.edu Maria Yerganian @ myerganian@fau.edu or 7-2917 Melodi Ramtallie @ mramtallie@fau.edu or 7-6650 Ailene Dionzon-Finelli @ adionzonfinelli@fau.edu or 7-3045 Gianella Diaz @ diazg2014@fau.edu or 7-3087 For travel inquiries email: Travel@fau.edu For pcard issues email: Pcard@fau.edu
Financial Accounting: General Accounting Property Management	Lien McMullen @ lmcmullen@fau.edu or 7-3767 Ilias Gyftopoulos @ gyftopou@fau.edu or 7-2927
Payroll, Timekeeping Payroll Accounting Payroll Timekeeping Payroll Accounting	Annie Yahunian Head @ ayahinia@fau.edu or 7-4273 Anely Cabrera @ cabreraa@fau.edu or 7-2862 Tammy Kolotkin @ tkolotkin@fau.edu or 7-3609
Budget:	Milena Alban @ malban@fau.edu or 7-2804
Research Accounting: ISD	Michael Simcox @ msimcox@fau.edu or 7-4993