Year End Informational Session
April 2018
Agenda

Procurement Services – Rita Carlo
• PO’s for this year/Requisitions for next year
• Managing Vouchers and Expense Reports
• Vendor Processing Requirements – Including Wire Payments
• P-Card
• Important Reminders for Year End

Human Resource Service Center – Floyd Patterson
• Grad Service Stipends
• Change/Terminate Grad Service Stipends
• Grad Non-Service Stipends

Budget Office – Stephen MacPherson
• Reports/Inquiries/Queries
• Reminders – Budget Transfers
Outstanding Requisitions

Review *Manage Requisitions* for orders that have not turned into a purchase order.
Outstanding Purchase Orders

All Purchase Order’s that are still open should be reviewed

• Have the goods been received

• Have all invoices been paid

• Should this PO remain open (Grants/Capital Projects)

• Should the funds be disencumbered

• Use the Change Order Request Form to Close a PO and disencumber the funds
How to Review Open PO’s

PO Balance Report

• BC Reports >> Purchasing >> PO Balances
• Step by Step Guides can be found at www.bc.edu/financialsystem
<table>
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<th>ORG Amt</th>
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<th>Vodr Name</th>
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How to Review Due Dates on PO’s

BC_PO_BY_DEPT - Purchase Orders by Dept

From PO Date: 06/01/2017
To PO Date: 01/01/2018

View Results

Download results in: Excel Spreadsheet, CSV Text File, XML File (18437 kb)

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<thead>
<tr>
<th>PO No.</th>
<th>Name</th>
<th>PO Date</th>
<th>Due Date</th>
<th>Status</th>
<th>Budget Status</th>
<th>Buyer</th>
<th>Status</th>
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<th>Category</th>
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<td>05/31/2018</td>
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<td>Valid</td>
<td>MCCLAYCE</td>
<td>Active</td>
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<td>CLOTHING TEXTILES UNIFORMS</td>
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<td>Active</td>
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<td>SERVICES_COMPANY</td>
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<td>Additional Cleaning for Facilities at 129 Lake St.</td>
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Activity Summary

Use Activity Summary to view all Vouchers processed against a Purchase Order
Activity Summary

Business Unit: EAGLE
Purchase Order: 0000112935
PO Status: Dispatched
Vendor: FISHER SCIENTIFIC COMPANY LLC

Merchandise Amount: 237.99 USD
Merchandise Receipt: 0.00 USD
Merchandise Returned: 0.00 USD
Merchandise Invoice: 237.99 USD
Merchandise Matched: 237.99 USD

Lines

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<tr>
<th>Line</th>
<th>Item</th>
<th>UOM</th>
<th>Amount Only</th>
<th>Amt Invoked</th>
<th>Currency Code</th>
<th>Un-invoked Amount</th>
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Invoice

Unit: EAGLE
PO No.: 0000112935
Line: 2
Item ID: 00856687

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<td>123.830</td>
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Requisitions for next fiscal year

- April 16, 2018 budgets are open for FY2019

- Agreements – can not cross fiscal years

- Enter your Requisition paying careful attention to your “Due Date” and Budget Date”
  - Due Date should be 05/31/2019
  - Click “OK” to the message – “Warning Date out of range”
  - Budget Date must be 06/02/2019
Requisitions for Next Fiscal Year
Managing Outstanding Voucher’s

All voucher invoices must be ready for Accounts Payable approval, scanned or hand delivered by noon on May 31st.

Helpful Queries:

• BC_AP_VCHR_NOT_SUBMITTED
  • This query will show you any voucher you need to Submit for Approval

• BC_AP_VR_SCAN_INFO_FOR_DEPTS
  • This query will show any voucher in your area that is pending Accounts Payable approval
Processing in the Correct Fiscal Year

• Prepaid Expenses are paid in FY18 for an event or services related to FY19
  • For FY19 expenses over $4,000 use the prepaid expense account 15440
  • Example: 0xxxx-100-00000-00000-000-00000-15440
  • Cutoff date: 05/31/2018

• Accrued Expenses are expenses for an FY18 event or service paid in FY19
  • Every effort should be made to process invoices by May 31st
  • Amounts over $4,000 should be paid from the accrual account 20020
  • Example: 0xxxx-100-00000-00000-000-00000-20020
  • Cutoff date: 06/18/2018
Managing Outstanding Expense Reports

• All Expense Reports must be ready for Accounts Payable approvals by noon on May 31st.

Queries

• BC_EX_EXPENSES_BY_OPERID
• BC_EX_AGED_EXPENSE_REPORTS

Query Statuses:

- Pending/Not Budget Checked – Must be submitted, budget checked and approved
- Submitted/Error in Budget Check – Expense Report or Budget needs to be corrected, re-budget checked and approved
- Submitted/Not Budget Checked – Must be budget checked and approved
- Submitted/Valid – Must be approved
Vendor Setup Requirements

***BC_AP_VENDOR_NAME1_2_QUERY***

This query is essential when trying to process vouchers for foreign vendors including wire payments

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<th>Address Description</th>
<th>Address Status</th>
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<th>Address 2</th>
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<th>State</th>
<th>Postal</th>
<th>Country</th>
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**P-Card**

- Be proactive by reviewing your p-card balances
  - BC_PCARD_BUDGET_LOW

- Inform cardholders in the department of the p-card balances, important dates and reminders
  - BC_PCARD_HOLDER_EMPL_W_EMAIL

- Review pending orders

- Cancel backordered items or they will be charged to FY19
P-Card

• PERMANENT transfers into the P-Card account will ensure the cards will be open for use on June 4th
  • Restricted Gifts (Fund 200’s) will not open until 06/01/2018

• Review the list of P-Card holders in BC Custom Menu to inactivate any cardholders who should no longer have access

• Inactivate any cards on expired grants or programs
Important Websites

Office of the Controller:  www.bc.edu/offices/controller
  - Year End Guidelines
Vendor Setup:  www.bc.edu/supplier
  - Tax Forms
  - Foreign Vendor Registration Form
Important Forms:  www.bc.edu/procurement
  - Change Order Request for Purchase Orders
  - Vendor/Student Request Forms
  - Stop Payments/Delete Forms
  - P-Card Support Form
You must create a new “Barcode” for the new budget year 2019

Fiscal year does not apply to projects/grants

You must have an existing budget in the new fiscal year to create this barcode

All chart of account fields are required

Projects/Grants – enter appropriate project/grant ID

Copies of barcodes are accepted
Human Resource Service Center
Floyd Patterson
HR Forms

- Grad Service Stipends
- Change Service Stipends
- Terminating Grad Students
- Grad Non-Service Stipends
Helpful Hints

• Always use the first and last day of the month for Grad Stipends

• Process stipends before the first day of a month in order to be paid for the 16th of that month

• Always check your “Approval Status” to make sure it has been processed by HRSC

• Grad Stipends need approval and if applicable funding and tax specialist approval before it can be paid
HR – Graduate Service Stipends

- BC Custom > Use > Graduate Service Stipends
  - A Student needs to work in order to receive this stipend

Click:

![Add a New Value]

Click:

![Add]
Remember to change the School Year to 2019. Multiple hires can be processed for an individual, but it is not recommended because the PS HR system cannot handle more than one change on the same day. Manual hires have to be done by HRSC.

Complete form and click:
HR – Change/Terminate Service Stipend

- STUDENT/GRAD/PTFCHANGES > USE > STU/GRAD/PTFECR CREATE

Create pay rate changes, job earning distributions and terminations all within this screen.

Enter the Name or Eagle ID of the employee as well as any available field to narrow search.
Change Criteria Search Page

From here you will be able to process an ECR action:

- Earnings Distribution and Extension
- Pay Rate Change
- Termination
For detailed instructions please visit the HR website

http://www.bc.edu/offices/hr/managers.html
HR – Grad Non-Service Stipend

• BC Custom > Use > Grad Non-Service Stipend
• You do not need to work in order to receive this stipend
• Payments are received through Accounts Payable
• Remember to change the **Current Year** to 2019
• Due to semester swap: Enter Sept through Nov or Jan through April  **Do not use Dec or May**
• The preference is one check issued at the beginning of each semester for the semester
Budget Office
Steve MacPherson
Reports

- ACR
- Setting up a new Run Control ID
- Grants

Inquiries

- Budget Overview Inquiry
- Transactional Detail Inquiry

Queries

- BC_KK_ACR_RANGE_LIM_SLRY
- BC_KK_ACTUALS_TRNS_DTL_LIM_SAL
- BC_GM_BUD_ACCTD_GRANTS
ACR Report

Provides budgeted and expended summary data with balance available.

Navigation: BC Reports > Commitment Control > ACR Report

Step 1: First time in set up a new Run Control by clicking "Add a New Value"
Step 2: Enter a Run Control ID name that contains no dashes or spaces (underscores are fine)
**Step 3:** Enter Budget Period, Accounting Period and Department

- Business Unit: EAGLE (will default)
- Budget Period: Enter Budget Year i.e. 2018
- Account Period: Enter Period i.e. 4 (September)
- Fund Code Range: Select ALL or appropriate Fund code (2xx, 6xx or 9xx)
- Salary Data will default based on your role

**Step 4:** Click Run
**Step 5: Select Report Format**

**Process Scheduler Request**

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**Process List**

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<td>Web</td>
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[OK] [Cancel]
This will open up the ACR Report. Note: Once you open the PDF, you can save it by selecting File > Save As > ....

Report ID: ACR-DEPARTMENT [B055R013105]
DEPARTMENTS ACR - BUDGET/ACCOUNTED COMPARISON REPORT (WITH LIMITED SALARY ACCTS)
Dist: Budget Actual Compare Gen Univ: MAY-2016
Date: May 2016 Budget Period: 2016
Run Date 04/11/2016 Run Time 12:26:46

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<th>YTD Actuals</th>
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<td>Print Minor Printings &lt;50</td>
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<td>24,618</td>
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</table>
Grant Reports

For instructions on how to run the below reports, please go to OSP’s website:
http://www.bc.edu/research/osp/assistedoc.html


**Grant Online ACR** - Provides budgeted and expended summary data with balance available.

**Grant Online TDR** - Provides detail activity. It contains individual transactional detail for the budget transfers, requisitions, purchase orders, vouchers, expense reports, salary encumbrances, salary actuals, and journal entries for standard charges (P-Card, Pitney Bowes, BOC) and allocations (Fringe Benefits, Plant Maintenance, F&A)
Budget Overview

The purpose of this inquiry is to provide information about each transaction that makes up a total amount of budgeted, pre-encumbered, encumbered and expensed to an account.

Step by Step Guide:  https://www.bc.edu/content/bc/bcres/bcfinancials/reports.html

Navigation: Commitment Control > Review Budget Activities > Budgets Overview
Step 1: First time in set up a new search criteria by clicking
Step 2: Enter an Inquiry Name that contains no dashes or spaces (underscored are fine).
Step 3: Click
BUDGET OVERVIEW TRANSACTION INQUIRY / REPORT MAP

Max Rows
Defaults to 250. Optional: Increase and push Search to refresh with more rows.

Print BOTR
Produces a PDF transaction report for all chartstrings searched for in the Budget Overview criteria.

Print Exp Pcard Rpt
Produces a transaction report that groups Pcard spend type.

Overall Totals:
Net Transfers: 434,094.00
Budget: 434,094.00
Expense: 407,933.44
Encumbrance: 0.00

Column Order:
Column order can be rearranged by dragging column header to new location.

Drill to Transactions (and to vouchers or journals)
Shows Budget Transaction Types
Shows Budget Details

Zoomed in Budget Overview Results:

Zoom: Expands Budget Overview Results (example below)
Download to Excel
### Boston College
**Budget Overview Transaction Report**

#### Budget Chartfields:

<table>
<thead>
<tr>
<th>Account</th>
<th>Department</th>
<th>Fund Code</th>
<th>Fund Source</th>
<th>Program</th>
<th>Function</th>
<th>Property</th>
<th>PCSU</th>
<th>Project</th>
<th>Activity</th>
<th>Resource Type</th>
<th>Budget Period</th>
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<tbody>
<tr>
<td>64002</td>
<td>XXXXX</td>
<td>100</td>
<td>10000</td>
<td>00000</td>
<td>601</td>
<td>00000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2018</td>
</tr>
<tr>
<td>External Services*</td>
<td>Operating</td>
<td>General Tuition Supported</td>
<td>No Program</td>
<td>General Administrative</td>
<td>No Property</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</table>

#### Totals:

<table>
<thead>
<tr>
<th>Orig Budget</th>
<th>Budget Transactions</th>
<th>Pre-Encumbrance</th>
<th>Encumbrance</th>
<th>Expense</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>$11,552</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$290</td>
<td>$11,262</td>
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</tbody>
</table>

#### Actuals:

68300-XXXXX-100-10000-00000-601-00000——2016  Professional Independent Svcs

<table>
<thead>
<tr>
<th>Tran DT</th>
<th>Acct Date</th>
<th>Doc Type</th>
<th>Doc ID</th>
<th>Amount</th>
<th>Vendor/ Empi Name/ Header Desc</th>
<th>Line Descr</th>
<th>Ref/ Type/ Invoice #</th>
<th>Operator ID</th>
<th>Check #</th>
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</thead>
<tbody>
<tr>
<td>1/10/2018</td>
<td>1/10/2018</td>
<td>Voucher ID: 00XXXXX</td>
<td>$290.69</td>
<td>EDGEWATER TECHNOLOGY-RANZAL IN</td>
<td>Consultant Support for LRFP</td>
<td>62728-XXXXX.0</td>
<td>XXXXX</td>
<td>00000XXXXX</td>
<td></td>
</tr>
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</table>

Total: $290.69

Actuals Total: $290.69
Transaction Detail Inquiry

Navigation:  *BC Report > Commitment Control > TDI LMTD ACCTS*

**Step 1:** Enter Appropriate values
You must enter values in the following fields: Budget Period, Account (begins range) and Account (end range). You can use the %, which is a wildcard that will bring back results for all Departments and Funds.

### BC_KK_ACR_RANGE_LIM_SLRY - Bud & Acctd for Range

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Department(%)</td>
<td>125%</td>
</tr>
<tr>
<td>Budget Period (year)</td>
<td>2013</td>
</tr>
<tr>
<td>Account (begin range)</td>
<td>60000</td>
</tr>
<tr>
<td>Account (end range)</td>
<td>79999</td>
</tr>
<tr>
<td>Fund (%)</td>
<td>355</td>
</tr>
</tbody>
</table>

**Download results in:** Excel Spreadsheet, CSV Text File, XML File (2 kb)

<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2013</td>
<td>SVP</td>
<td>025321</td>
<td>Grad Housing</td>
<td>355</td>
<td>10000</td>
<td>00000</td>
<td>No Program</td>
<td>00000</td>
<td>501</td>
<td>63060</td>
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<td>0</td>
<td>368251</td>
<td>341190.72</td>
<td>0.00</td>
<td>27060</td>
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</tbody>
</table>
Navigation: Reporting Tools > Query > Query Viewer > BC_KK_ACTUALS_TRNS_DTL_LIM_SAL

You must enter values in the Budget Period. You can use the %, which is a wildcard that will bring back results for any other field.

| Tran ID | Tran Date | Accounting Period | Dept | Descr | Fund | Fund Source | Program | Function | Property | Parent Node | Account | Descr | Sum Amount | Document | Descr Ln1 | Descr Ln2 | Descr Ln3 | Descr Ln4 | Descr Ln5 | Descr Ln6 | Description |
|---------|-----------|-------------------|------|-------|------|-------------|---------|----------|----------|------------|----------|-------|------------|----------|----------|----------|----------|----------|----------|-------------|
| 1       | 0001345446| 07/16/2012       | 2    | Grad Housing | 355  | 10000000   | 000000  | 000000   | 000000   | 00000000   | 000000   | 00000000 | 00000000   | 00000000 | 00000000 | 00000000 | 00000000 | 00000000 | 00000000 | Facility, Property, Leases |
| 2       | 0001345446| 07/16/2012       | 2    | Grad Housing | 355  | 10000000   | 000000  | 000000   | 000000   | 00000000   | 000000   | 00000000 | 00000000   | 00000000 | 00000000 | 00000000 | 00000000 | 00000000 | 00000000 | Facility, Property, Leases |
| 3       | 0001345446| 07/16/2012       | 2    | Grad Housing | 355  | 10000000   | 000000  | 000000   | 000000   | 00000000   | 000000   | 00000000 | 00000000   | 00000000 | 00000000 | 00000000 | 00000000 | 00000000 | 00000000 | Facility, Property, Leases |
| 4       | 0001348491| 07/25/2012       | 2    | Grad Housing | 355  | 10000000   | 000000  | 000000   | 000000   | 00000000   | 000000   | 00000000 | 00000000   | 00000000 | 00000000 | 00000000 | 00000000 | 00000000 | 00000000 | Facility, Property, Leases |
You must enter values in the following fields: Department, Fund Code, Fund Source, Program Code, Function, Property, Account and Project/Grant. You can use the % which is a wildcard for all fields and just enter the Project ID.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Project/Grant</th>
<th>Parent Node</th>
<th>Account</th>
<th>Date</th>
<th>Function</th>
<th>Original Budget</th>
<th>TEMP PRM</th>
<th>PERM Segmented Budget</th>
<th>Actual</th>
<th>Pre-Increment</th>
<th>Encumbered</th>
<th>Available</th>
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</table>
Reminders

• Budget Transfers
  - Personalize Budget Lines
  - New Fiscal Year – Change Journal Date to first day of the Fiscal Year

• Queries and Reports
  - Keep your search criteria simple
  - Inquires are timing out – Report this to FMS (fms@bc.edu)
Helpful Hints

• To save your query click *Add to Favorites* located in the far right in the search results.

• To do additional research without losing your results click on *New Window* located in the top right corner below worklist.

• To save your chartstring information to avoid entering each time, click *Save Search Criteria*.
Important Dates to Remember

- Vouchers/Expenses – Must be pending AP approval by 12:00pm on May 31
  - Special Fund Approvals – 10:00am on May 31
- Apple orders – placed by April 30
- Dell orders – placed by May 11
- Ricoh – placed by May 4
- Temporary Payroll Budget Transfers – May 11
- P-Card budget transfers – May 24 by 3:00pm
- Delivery of goods – by May 31
- Shut Down – May 31 – 12:00pm
Thank You