# FY15 Year End Information Session
# May 28, 2015

May 2015

University of Massachusetts Lowell

# Welcome

On behalf of Financial Services welcome to the FY15 End of Year Information Session

- We will be recording today's session
- We will take breaks in the session to facilitate questions
- Questions can be submitted using the chat tool at any time

# The End of the Fiscal Year

# FY15 in Review

Purchase Orders in BuyWays
16,887 FYTD
Up 414 year over year

Invoices in BuyWays
26,778 FYTD
Up 3,071 year over year

Expense Reimbursements
4,218 FYTD
Up 113 year over year

# Important Dates

- Requisitions (all funding sources) Monday, June 26

- Invoices
  - FY14 Proper                  Monday, June 22
  - FY14 Accrued             Through July 31

- Expense Reimbursement       Monday, June 22

- Purchase Orders Closeout      Thursday, June 25

- ProCard Feed                  Friday, June 30

- FY15 BuyWays Requisition
  Entry Begins                   Never Stops

# Rolling Expenses Back

- FY15 Operating Budget (Fund 51161) invoices received after June 22$^{nd}$ but before July 31$^{st}$ will be reviewed and paid against your FY15 budgets (if funds available) if appropriate:
  - Applicable FY15 invoices will initially be charged to FY16 budgets and then credited to FY16 and debited back to your FY15 budget, if sufficient funds are available
  - Goods or services must be received in FY15
  - After July 1$^{st}$, all invoices will be processed against FY16 Budget with no carry forward

# ProCard

- Charges on your ProCard will hit the fiscal year in which the file from CitiBank is loaded into PeopleSoft:
  - The last file from CitiBank to PeopleSoft will be on Tuesday, June 30th
  - Caution, allow time for suppliers to submit their charges to CitiBank, not all suppliers close out their credit card machines on a daily basis.
  - After the June 30th, all ProCard charges will hit FY16
  - Procard Expenses CANNOT be rolled back

# Emergency Purchasing Needs

- Very Small Window
- Clearly state reason/justification for emergency request
- Must have funds available
- Procurement Services will review emergency requests on a case-by-case basis and recommend a solution

# SUMMIT

**How will this impact what I see in SUMMIT?**

- In July, prior to the close of the FY15 fiscal year, users may not see all of their Fiscal Year Fund Balance type funds (like PI Overhead & Department Discretionary) in SUMMIT.

- If the fund has not had any activity in FY16, the fund will not be listed on the summary page in SUMMIT.

- If a user's fund has had activity in July, the fund will be listed on the summary page in SUMMIT, but the beginning fund balance will be 0.00 until the initial close of FY15 is done on Friday, July 17th.

# SUMMIT

**When Will I see it in SUMMIT?**

- Once the initial close of FY15 is done on Friday, July 17th, the FY15 ending balances will be carried forward as the FY16 beginning fund balances and users will see all of their Fiscal Year Fund Balance type funds in SUMMIT.

**How can I see my Balance if I need to?**

- If the user changes the "Through Fiscal Period" back to 2015-12 (Jun, 2015), the user will see all of their Fiscal Year Fund Balance type funds and the ending balance at June 30, 2015.

# What is New for Next Fiscal Year

# Aramark Orders

**What is Changing about Aramark Orders?**

- PO's will not be required for Aramark catering and ICC orders under $2,500.
- A valid speed type must be provided at the time of order, and the associated department will be charged at the time the services are rendered.
- Aramark orders over $2,500 must be accompanied by a PO.
- Blanket orders will no longer be accepted

**Why are we changing?**

- The change will make will make placing orders faster
- The change will reduce the amount of "paperwork" end users need to complete for most orders

# Aramark Orders

## When are we changing?

- PO's will not be required for Aramark catering and ICC orders under $2,500 starting **July 1st**
- Aramark is already accepting Speedtypes if you would like to transition sooner
- Aramark orders over $2,500 must be accompanied by a PO.

## What if there is a problem?

- Aramark will work with you if there is a change or an issue with your order
- Credits will be issued and will reflect in SUMMIT on the next billing cycle (every two weeks)

# Travel Authorizations

**What is Changing about Travel Authorizations?**

- Moving from a paper process to an electronic process
- All other UMass Campuses have adopted the electronic system
- Automatically routes to the correct approver

**What to I need to know?**

- Impacts Overnight and Out of State Travel (including foreign travel)
- Live training sessions will be offered monthly starting in June (a schedule will be provided)
- On-line training videos and documentation will be made available to users and approvers in June
- The Change will allow departments to better budget travel by encumbering funds

# Travel Authorizations

**When are we changing?**

- The transition from a paper process to an electronic process will start in July 2015
- The transition will be timed with a pay period to reduce system down time
- Travel after August 31st will require an electronic form

**Why are we changing?**

- The change will increase response time, allowing end users to see "where" there Travel Authorization is at all times
- The change will Facilitates electronic records management
- The change reduces the need to send paper documents across campus for approvals
- The change will allow departments to better budget travel by encumbering funds

# Business Expenses

**What is Changing about Business Expense Reimbursements?**

- Completing move from a paper process to an electronic process (Over 60% of all users currently use electronic submittal)
- Adding Approval Workflow allowing Expense reports to automatically route to the correct approver

**What to I need to know?**

- All other UMass Campuses have adopted the electronic system
- Impacts travel and expense reimbursements for Employees only
- Live training sessions will be offered monthly starting in June (a schedule will be provided)
- On-line training videos and documentation will be made available to users and approvers in June
- The Change will allow departments to better budget travel by encumbering funds

# Business Expenses

**When are we changing?**

- The transition from a paper process to an electronic process will start in July 2015
- The transition will be timed with a pay period to reduce system down time
- Travel and expense reimbursements after August 31st will require an electronic form

**Why are we changing?**

- The change will increase response time, allowing end users to see "where" there Reimbursement is at all times
- The change will Facilitates electronic records management
- The change reduces the need to send paper documents across campus for approvals
- The change will make entering Expense Reimbursements easier by populating expenses directly form your Travel Authorization

# Helpful Contact Information

- Purchasing Help – purchasing@uml.edu

- PO Closeout Requests – purchasing@uml.edu
    - Please request closeout of as many PO's as possible prior to June 25th

- Accounts Payable Help – ask_AP@uml.edu

- Invoices can be sent to – invoices@uml.edu

- Budget Office Help – budget_office@uml.edu

# QUESTIONS

# COMMENTS

# DISCUSSION

## Please enter questions and comments into chat window