Year-End Information

- All FY12 e-docs must be in final status by 9:00pm on June 30th (Saturday). The e-docs have to be through all levels of approval, including sponsored.

- Any of the following open period e-docs will be cancelled and will have to be initiated again in the new fiscal year. Internal Billing, Budget Adjustments, General Error Corrections, Transfer of Funds, Salary Transfers, and Budget Transfers.

- The following e-docs will close and re-open automatically. Purchase Orders, Disbursement Vouchers, and Payment Requests.

- Period 13 will have a special limited set of e-docs mainly for corrections and fund transfers. Name and type coming soon and will be available until 7/15/12.

- FY13 business e-docs can be processed beginning 7/1/12.

- Two year end info sessions will be offered in G10 BioTech: One is May 22nd 1:30 - 3:30 and the other is May 24th from 9am - 11am.

- Check the status of Purchase Orders you think should be closed. Central closed over 60K, but there is still over 10K that are open.

- Central can load procurement card purchases through June 28th, but it will be difficult for the units to get the receipts, scan, attach and allow the ASC time to release the transactions by Friday, June 29th. If you need something to hit FY12, we encourage you to have your cardholders make that purchase by June 22nd, to allow time for processing.

- To start preparing for year-end, you should receive any payments that are waiting to be received. We handed out instructions on how to look up invoices needing receiving at the last AFAR meeting.

- All Recurring PO’s will need to be closed out by year-end. They do not roll over to new year.

- Spend Viz is a useful tool to see what Recurring PO’s are still open. If you need help doing this search, please contact your ASC Rep or Team Lead and they will be happy to help you.
Year-End Information - CONTINUED

- Year-end related documents can be found by going to my.cornell.edu under the Admin Tab and by clicking on KFS Application. Then, you want to make sure you are on the Main Menu tab and they are on the lower right hand side.

Account Reversion

- The KFS system was set up for the entire ORG to close to another ORG. This is not going to work for us. The University is working on a system, where an account will close to another account. So, all account closings will close at the same time. The University will run this process until all accounts with close to accounts are zeroed out.

- Only GNAPPR and GNDEPT accounts are allowed in the Account Reversion. GNAPPR accounts are required to close to another account and they need to be at zero by year-end. If a new account is established after this Account Reversion process is complete and it needs a close account, an e-doc will need to be processed.

*****Volunteer's Needed to help with the Account Reversion dress rehearsal scheduled later this month.*****

Payment Reason Code: P

- The Payment Reason Code: P Travel Payment for Prepaid Travel can now be used for paying a vendor directly for travel expenses, after the travel has taken place. For Example: Paying the Hilton Garden Inn for an invoice for a visitor’s lodging, after they have stayed there. Using this payment reason code, instead of the Payment Reason Code: E Compensation for Services, will allow the travel object code to be used.

Finding a Supplier

You can search for suppliers in Spend Viz that have already provided goods and services to Cornell. Here’s how:

- Go to [http://spendviz.dfa.cornell.edu/kfs/VendorSearch.aspx](http://spendviz.dfa.cornell.edu/kfs/VendorSearch.aspx)
- From the Find A Supplier tab, type the keyword(s) that describes the product or service required and hit the Enter key. Be specific: try "colored copy paper" or enter a commodity code.
- Two grids will display in search results.
- Click “Select” for more information on the supplier or a previous transaction.
- Then select Vendor Detail to view supplier contact information or Transaction Detail to view the line item descriptions for the good or service.
BSC Working Group Update - SHERI VANDEUSEN IS ON COMMITTEE

- **ENTERTAINMENT CONTRACTS:** The current procedures on entertainment contracts will not change within the Department, but we wanted everyone to be aware of the change that will be required once the ASC receives a request involving an entertainment contract.

  - $0 to $10K entertainment contracts will need to be signed by Maureen. Anything over $10K will need to be signed by Debi Benson. Again, the ASC will be responsible for getting the correct person to sign the contract. I would suggest sending the contract to the ASC unsigned. The reason for this is because proper forms aren’t being filled out, until *after the fact*. They would like to see them filled out 30 days before the event, but nothing is in writing yet.

- **Insurance for Vendors:** When someone is hired for Web Design, unless they are a preferred supplier or can provide insurance certification we cannot use them. The reason for this is because they are in Cornell Systems working and if they mess things up, they will be held liable for fixing it. Alternative would be to hire them as a Temp Employee to pay them.

- **e-SHOP** – In FY13, Mike Winters will be working on setting up Kuali default accounts for e-SHOP orders. Currently, there are no *Kuali default accounts*. Departments will have the option whether or not to set up a default account number and you will also have the capability to have multiple default accounts with one primary account.

- **Transportation** is giving vendors parking tickets and Departments are paying for them. You will need permission from Anne Shapiro *before* we can process a reimbursement for the parking tickets.

- **HEADS UP:** In the future: we will no longer be able to give checks to performers. Central will put something out in writing about this. Central would like to have ACH available for outside Cornell individuals. They have encouraged us to try to get Departments away from doing this *before* something in writing comes out.

- **The Buying Manual** has been updated as of March 1st. So, please take a look at it for any changes.

**Calculating Gratuity & Sales Tax on Alcohol Charges to Code to a Federal Unallowable Object Code**

- **Reminder:** When calculating the gratuity and sales tax on alcohol charges, please use the Hosted Meal Unallowable Alcohol and Tip Calculator form that was created by Central. If you need a copy of this form, please contact your ASC Rep, and they will send it to you.
Processing Journals for Autoed Pcard Charges

- When processing a journal to correct an Autoed pcard charge, please make sure that the receipt is scanned and attached to the original procurement card e-doc. If the receipt is not available, and it’s NOT being charged or moved to a sponsored grant & contract account, then please document the original purchase (attach the email documenting purchase and reason for lack of receipt, etc.). Pcard payments that were auto-released cannot be transferred to sponsored grant & contract accounts unless the appropriate documentation was submitted by the card holder and is attached to the journal.