

Date: July 20, 2017

Subject: Budget for Fiscal Year **2017-2018**

The Board of Trustees approved the Budget on Monday, July 10, 2017.

You may enter **FY 2017-2018** requisitions into Banner beginning **Monday July 24, 2017**.

In an effort to provide for instructional requirements for the start of the Fall 2017 Term 201810 and CPD Term 201811, we are opening FY 2017-2018 in Banner for the processing of requisitions related to goods and services that will be delivered on or after September 01, 2017.

The intent is to allow the College to provide Purchase Orders related to FY 2017-2018 to vendors that require substantial amount of lead time in order to fulfill the order with a delivery date on or after Friday, September 01, 2017.

Please note that requisitions related to **FY 2017-2018**, with **August delivery dates**, will be disapproved by Budget Control.

You may continue to initiate requisitions or journal vouchers for **FY 2016-2017** through **Monday, August 28th** but only for goods and services that will be delivered before NOON on Thursday, August 31st. **Banner will be shut down from NOON on Thursday, August 31st until 1:00 am on Friday, September 01, 2017** due to fiscal year end closing processes. We cannot have any August related transactions after we have completed the closing process for the **FY 2016-2017**.

The screenshot shows the Banner Requisition Entry form for Vendor Information. The form includes the following fields: Requisition: R0145082; Order Date: 28-AUG-2017; Delivery Date: 31-AUG-2017; Transaction Date: 28-AUG-2017; Comments: (empty); Commodity Total: 0.00; Accounting Total: (empty). A blue callout box on the right side of the form contains the text: "You may continue to initiate requisitions for FY 2016-2017 through Monday, August 28th but only for goods and services that will be delivered before NOON on Thursday, August 31st."

If you have any questions, please email any of the following Budget Control individuals: Bill Dickerson – Director of Accounting and Financial Services, Mini Izaguirre – Director-Budgets, Anita Dewease - Comptroller, Michael Moore – Director, Office of Grants Management, or Tomoko Olson – Director of Grants Accounting.

NOTE FOR APPROVING AUTHORITIES: Banner assigns the next available document number to requisitions or journal vouchers. Items appearing in your queue may relate to **both** fiscal years. **Please approve FY 2016-2017 items ASAP in order to avoid delays in processing last minute orders for delivery of goods or services on or before August 31, 2017.** You may approve out of order by unchecking 'Next Approver' on FOAUAPP or select all documents on SOS. For Grant compliant requisitions or journal vouchers, approvals must follow the appropriate approval hierarchy.

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NOTE FOR ORIGINATORS: Please follow the approval process via form FOAUAPP or through SOS FINANCE - Approvals. By clicking on the queue button, you can track who is next in line to approve a requisition or journal voucher. A friendly phone call to the next approver may move the process along a little quicker.

In order to comply with generally accepted accounting principles, the Business Office must adhere to a proper cut-off dates at the ending and beginning of a fiscal year. Please remember we don't make the accounting rules, we are just tasked with enforcing the rules.

Opening of Fiscal Year 2017-2018

Please note that the value “18” will be used to indicate FY 2017-2018 on any Banner Finance forms in the FY field; FY 2016-2017 is indicated with a value of “17”.

To be in compliance with generally accepted accounting principles (GAAP), the FY 2017-2018 budget is available for processing of requisitions and purchase orders for goods and services to be delivered or rendered on or after **September 01, 2017** and prior to **August 31, 2018**.

To be in compliance with generally accepted accounting principles (GAAP), the FY 2017-2018 budget is available for processing of requisitions and purchase orders for goods and services to be delivered or rendered on or after **September 01, 2017** and prior to **August 31, 2018**.

FY 2017-2018 budget funds **may not** be spent for activity that occurs **prior** to **September 01, 2017**.

REQUISITIONS / PURCHASE ORDERS

Since the Banner system is driven by the “effective date”, the following steps are required to properly process a requisition/purchase order, during the month of August 2017, for FY 2017-2018:

FPAREQN - Requisition Form: For FY 2017-2018 requisitions created prior to September 1, 2017:

The *Order Date*, and *Transaction Date*, for all requisitions created prior to **September 01, 2017**, must be changed to **01-SEP-2017 or later**. The *Delivery Date* must be **01-SEP-2017** or later.

The screenshot shows the 'Requisition Entry: Commodity/Accounting FPAREQN 8.6.0.3 (PROD)' window. A red box highlights the 'Order Date' (01-SEP-2017), 'Transaction Date' (01-SEP-2017), and 'Delivery Date' (24-SEP-2017) fields. A blue callout box contains the text: 'The Order Date, and Transaction Date, for all requisitions created prior to September 01, 2017, must be changed to 01-SEP-2017 or later. The Delivery Date must be 01-SEP-2017 or later.'

NONE OF THE ABOVE FIELDS CAN HAVE AN AUGUST DATE.

REQUIRED DOCUMENT TEXT

The following **must** be included as the **FIRST AND SECOND** line of document text on all requisitions entered before September 1st for **FY 2017-2018**

FOR USE ONLY FOR DELIVERY OF GOODS OR SERVICES AFTER SEPT. 1, 2017

BATCH RELEASE OF PURCHASE ORDERS WITH LONGER LEAD TIMES

Purchase orders will be created and stored by Purchasing and released to the supplier or the department in the timeframe to ensure no product or service is delivered prior to September 1, 2017 but not to forestall delivery of products with longer lead times.

When creating a requisition for a product with a lead time greater than two days, you **MUST** provide the anticipated lead time on line 3 of document text – otherwise completed purchase orders will be held for release on or about September 1st.

The screenshot shows the 'Procurement Text Entry FOAPOXT 8.4 (PROD)' window. A blue callout box contains the text: 'The following document text must be included on all requisitions entered before September 1st for FY 17-18'. A table below shows document text lines:

Text	Clause Number	Print	Line
FOR USE ONLY FOR DELIVERY OF GOODS OR SERVICES		<input checked="" type="checkbox"/>	10
AFTER SEPT. 1, 2017		<input checked="" type="checkbox"/>	20
ANTICIPATED LEAD TIME: 2 WEEKS		<input checked="" type="checkbox"/>	30

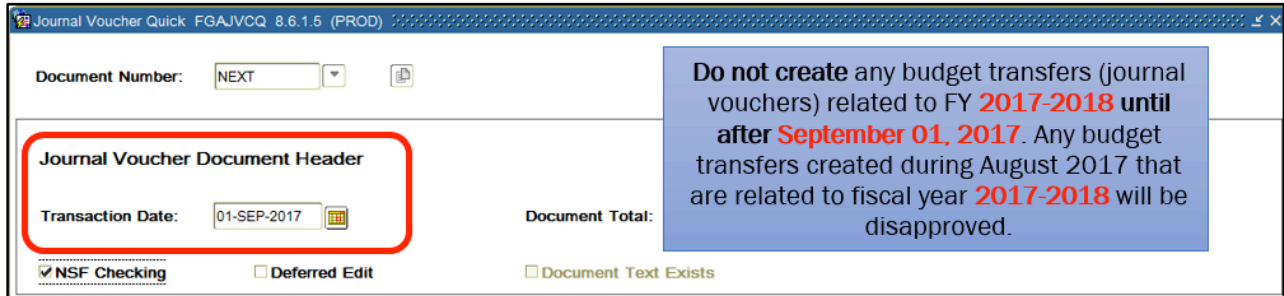
RELEASE OF PO NUMBERS TO SUPPLIERS

Even though purchase order numbers may be visible in FOIDOC, they are **NOT TO BE RELEASED** to suppliers for use **PRIOR TO SEPTEMBER 1st**.

After **September 01, 2017**, it **will not** be necessary to make any changes to the Order Date or Transaction Date fields. The Delivery Date for these requisitions may be input as any date between **090117** and **083118**. Please note that the delivery date does not print on the purchase order.

BUDGET TRANSFERS

Do not create any budget transfers (journal vouchers) related to FY **2017-2018** until after **September 01, 2017**. Any budget transfers created during August 2017 that are related to fiscal year **2017-2018** will be disapproved.



Journal Voucher Quick FGAJVCQ 8.6.1.5 (PROD)

Document Number: NEXT

Journal Voucher Document Header

Transaction Date: 01-SEP-2017

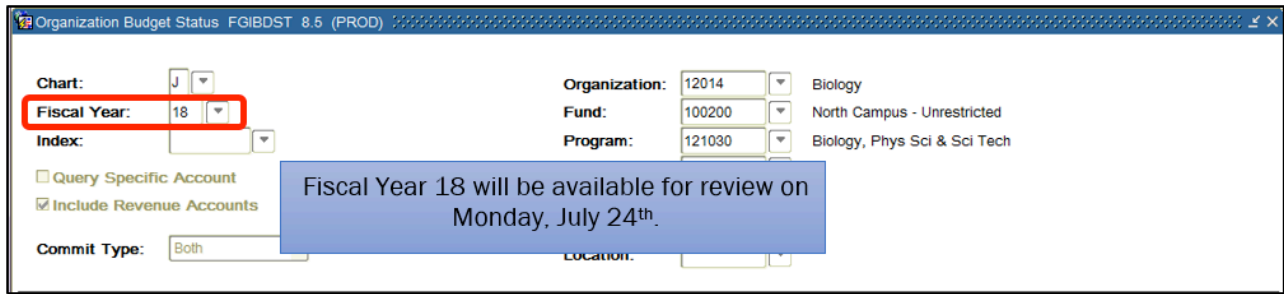
Document Total:

NSF Checking Deferred Edit Document Text Exists

Do not create any budget transfers (journal vouchers) related to FY 2017-2018 until after September 01, 2017. Any budget transfers created during August 2017 that are related to fiscal year 2017-2018 will be disapproved.

FGIBDST - Organizational Budget Status Form

FGIBDST may be used to check your FY **2016-2017** or **2017-2018** budgets. If you have any questions, please email Mini Izaguirre, Director - Budgets.



Organization Budget Status FGIBDST 8.5 (PROD)

Chart: J

Fiscal Year: 18

Index:

Query Specific Account Include Revenue Accounts

Commit Type: Both

Organization: 12014 Biology

Fund: 100200 North Campus - Unrestricted

Program: 121030 Biology, Phys Sci & Sci Tech

Location:

Fiscal Year 18 will be available for review on Monday, July 24th.

Thanks in advance for your cooperation and continued success with Banner.

Bill Dickerson, Director of Accounting and Financial Services

Bill.dickerson@sjcd.edu