

This QRG provides guidance for handling Prepaid Expenses and Purchases that cross Fiscal Years for Non-Project related expenses.

First, determine if it is absolutely necessary to process the request before June 1st. If the purchase can wait, it should. However, there are circumstances that require a purchase to be made before June 1st where the event, or delivery of product, will not take place or be received until after May 31st. *Examples: Conference Registrations, purchases with long lead times, etc.*

Second, determine which procedures apply.

How much is the expense: less than \$250 or greater than \$250?

Purchases less than \$250 prior to June1

Purchases less than \$250 will be expensed in the default fiscal year.

Purchases greater than \$250 prior to June 1

REQUISITIONS:

- Enter a Requisition and select the normal category for the type of expense.
- A **Future Year** field has been added to the Requisition. Selecting **YES** will automatically default the account in the COA to clearing account 15300 for all non-project purchases.
 - Project purchases will remain coded as normal.

▲ Line 1: Details

▲ Delivery

* Requester

Urgent

Requested Delivery Date

* Future Year

▲ Billing

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Project Costing Details							Charge Account Nickname	Charge Account
Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Contract Number	Funding Source		
								160-16505-100-1000000 15300 501-01

*The use of this field is only applicable through February through May.

EXPENSE REPORTS:

- Enter an expense item with the normal Expense Template and Type selected.
- Enter all expense item information.
- As a final step, manually update the account in the COA to 15300.
 - Changing the template and type after updating will result in the account defaulting back to the normal mapped account. The account should be checked before saving and submitting.

In FY23 Central Finance will recode items out of the clearing account into the actual account based on the Expense Type or Procurement Category.

CROSS-YEAR EXAMPLES:**Full-service period in FY23**

- Ex: Software invoice is received in May, service dates are 7/1/22-6/30/23
- Expense in FY23

Partial service period in FY23

- Ex: Software invoice is received in April, service dates are 4/1/22-3/31/23
 - Expense in year of majority – FY23
- Ex: Software invoice is received in April, service dates are 4/1/22-6/30/22
 - Expense in year of majority – FY22

Deposit on goods or service to be received in FY23

- Full amount, including deposit, should be expensed in FY23

PURCHASE ORDER ROLL:

The PO Carry Forward process will roll open purchase order balances from FY22 to FY23. Open PO lines rolled by this process will be finally closed on 5/31/22 and reopened on 6/1/22. Full guidance on this new system process will be distributed closer to year end.