



Administration and  
Finance

## Year End Information Session

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# FOAPAL at CCRI

F	O	A	P	A	L
Fund	Organization	Account	Program	Activity	Location
6-digit numeric value Ex: 112000	5-digit numeric value Ex: 12300	6-digit numeric value Ex: 702105	3 to 6-digit numeric value Ex: 120105	<i>Will not be utilized</i>	3-digit numeric value Ex: 200

## FOAPL

# FY 23 Timeline



# Purchasing

# FY 23 Year End Requisition Deadlines

Type	Last Date for Requisition Approval
Purchases in excess of \$5,000	Monday, April 3, 2023
Purchases less than/equal to \$5,000	Monday, May 15, 2023
One-time WB Mason requisitions	Monday, May 15, 2023



# FY 23 Year End Blanket PO Use Deadlines

Blanket PO Type	Last Date for Requisition Approval
Purchases utilizing VVB Mason blanket POs	<b>Tuesday, June 6, 2023</b>
Purchases utilizing other blanket POs	<b>Tuesday, June 6, 2023 (highly recommend)</b>



# Purchasing

## FY24 Important Dates

Requisition Type	Last Date for Requisition Approval
State Issued Blanket POs starting July 1 ( <i>EXCLUDING</i> WB Mason)	Monday, April 10, 2023
Non-Blanket State Issued Requisitions	12 weeks prior to date needed
WB Mason Blanket POs for FY 24	Can be done any time after budgets are posted
Purchases less than/equal to \$5,000	Can be done any time after budgets are posted



# Entering Requisitions for FY24

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	NEXT	
Order Date *	<input type="text" value="03/21/2023"/>	
Transaction Date *	<input type="text" value="07/01/2023"/>	
Delivery Date *	<input type="text" value="07/08/2023"/>	

Should be July 1 or later



# Accounts Payable



# Accounts Payable

## FY23 & FY24 Important Dates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June (FY 23)				22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	July (FY 24)		

FY 23

Invoices that reference goods/services, which are received by June 30, 2023, are required by state law to be booked into FY23.

FY 24

Invoices received on or after July 15, 2023 will be processed against FY24 budgets.

# ✈️ Travel – Pre-Approvals



If you are traveling between now and June 30, 2023, please enter Pre-Approvals ASAP



Check your budget and transfer funds before submitting the pre-approval



If your trip is after July 1, 2023, you need to switch the “Fiscal Year” field to FY24

# Travel - Expense Reports



Travel is expensed according to the end date of the trip



Expense Report Checklist



Expense Reports must be **fully approved** by Department Administrator in Chrome River by Friday, July 10

# P-Card



June 2023 Expense Report must be fully approved by Department Administrator in Chrome River by Friday, July 10



Everything from FY 23 must be reconciled



Look at budget issues and resolve now

# Tools and Tips

# Reports

## Departmental Budget Summary

Assists financial managers in maintaining their department's budget.

## Open PO Report

Details which POs in an Organization are not complete.

## Detail Transaction Report

This report will show actual transactions in the account, not encumbrances.

COMING  
SOON

# Budget Transfers

Needed when there are not enough funds in an account to cover the cost of a purchase

- Ex: Travel expenses



Transaction Date

Journal Type

Transfer Amount

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-
To	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
Description	<input type="text"/>			Budget Period	<input type="text" value="01"/>				

Save as Template

Shared



Plan Ahead with  
WB Mason



Utilize Financial  
Reports



Follow Up with  
Vendors



Identify  
Upcoming Needs



Begin to Think  
About Your Budget



Check Chrome  
River Regularly



Tips for a  
Smooth Year  
End

# Questions?



Purchasing

[www.ccri.edu/purchasing](http://www.ccri.edu/purchasing)



Accounts Payable

[www.ccri.edu/accountspayable](http://www.ccri.edu/accountspayable)



Travel

[www.ccri.edu/travel](http://www.ccri.edu/travel)



P-Card

[www.ccri.edu/pcard](http://www.ccri.edu/pcard)