

FAU FOUNDATION, INC. SUMMARY of KEY FINANCE DATES for FY2021 YEAR-END

FE to WORKDAY	
Workday LIVE	Thursday July 1, 2021
GIFTS & CASH RECEIPTS	
Last day to request an RE/FE Fund/Project = Workday Gift	Friday June 11, 2021
Last day 2021 for Foundation to record Cash Deposits in FE	Tuesday, June 29, 2021 (at 3PM)
Last day 2021 for Foundation to deposit Gift monies in Comerica	Tuesday, June 29, 2021 (at 3PM)
Last day 2021 for Foundation to record Gifts in RE	Wednesday, June 30, 2021 (at 12PM)
Last day 2021 RE to FE Post	Wednesday, June 30, 2021 (at 2PM)
First day 2022 for Foundation to record Cash Deposits in Workday	Thursday July 1, 2021
First day 2022 for Foundation to record Gifts in Workday	Thursday July 1, 2021
First day 2022 for Foundation to deposit Gift monies in BOA	Thursday July 1, 2021
PURCHASING	
Last day for FY21 transactions: Last day 2021 Foundation Requisitions can be created. Must be approved by 5PM (all unapproved Requisitions will be closed at 5PM)	Tuesday, June 1, 2021
Last day for 2021 Foundation Change Orders to be sent to Purchasing	Thursday, June 10, 2021
Last day 2021 Foundation Purchase Orders to be sent to Suppliers/FAUF (by Purchasing)	Thursday, June 10, 2021
2021 Foundation Purchase Orders will be closed (unless requested to remain open)	Thursday, June 10, 2021
First Day 2022 Foundation Purchase Orders to be sent to Suppliers in Workday	Thursday July 1, 2021
First Day 2022 Foundation Punchouts in Workday (TBD)	Thursday July 1, 2021
TRAVEL & EXPENSE	
Last day new 2021 Foundation Certify Expense Reports can be created	Thursday, June 17, 2021
Blackout travel processing period - Last minute Certify Expense Reports may be used and sent to faufaccountspayable@fau.edu for review and processing, if an urgent need arises. This is consistent with FAU Year-End Policy	Fri. June 18 through Wed. June 30, 2021
First day for 2022 Foundation Spend Authorizations in Workday	Thursday July 1, 2021
First day for 2022 Foundation Expense Reports in Workday	Thursday July 1, 2021

ACCOUNTS PAYABLE: SUPPLIERS & PAYMENTS TO FAU INCLUDING SCHOLARSHIPS	
FAU Community CCMs to request that their Foundation Suppliers send all open (unpaid) foundation invoices statements to their attention and faufaccountspayable@fau.edu	Tuesday, June 1, 2021
Last day to send all Foundation Invoices with Check Requests via docuSign or to faufaccountspayable@fau.edu by 5PM	Thursday, June 17, 2021
Last day to send Scholarship Request Form (to initiate payment to FAU). Scholarship Request Form must be approved by 5PM.	Thursday, June 24, 2021
SETTLEMENT	
Final 2021 Settlement run (ACH/Check run) in FE – Includes Invoices; Certify Expense Reports; ACH Payments to FAU)	Tuesday, June 29, 2021 (at 2PM)
First 2022 Foundation Settlement run created (ACH & WIRE ONLY) in Workday – A/P Invoices and ACH Payments to FAU	Thursday July 1, 2021 (4PM)
First 2022 Foundation Settlement run generated (ACH & WIRE ONLY) in Workday – A/P Invoices and ACH Payments to FAU	Friday July 2, 2021 (9AM)
First 2022 Foundation Settlement run created (ALL PAYMENT TYPES) in Workday – A/P Invoices and ACH Payments to FAU	Friday July 2, 2021 (4PM)
First 2022 Foundation Settlement run generated (ALL PAYMENT TYPES) in Workday – A/P Invoices and ACH Payments to FAU	Tuesday July 6, 2021 (9AM)
JOURNAL ENTRIES	
Last day to submit 2021 Foundation F2F Transfers	Thursday, June 24, 2021
June 2021 Comerica/BOA Bank statements Available for review	Friday, July 2, 2021
June 2021 Blackbaud Merchant services to remit the last week of June 2021 cash receipts for net activity – amount to be recorded as a receivable at June 30, 2021 in FE and cash receipts recorded in Workday	Thursday, July 8, 2021
June 2021 Comerica/BOA bank reconciliations completed, and any related journal entries recorded in FE	Monday, July 12, 2021
OSP Research Accounting invoices for 2021 activity to be received	Thursday, July 15, 2021
Last day for FAU Community CCM to submit 2021 Foundation Supplier Invoice/Certify Expense Report Accruals	Monday, July 12, 2021
FAU June 2021 Accounting Month is closed in Workday at 5PM	Tuesday July 20, 2021
June 2021 Investment Reconciliations completed, and any related journal entries recorded in FE	Thursday, July 22, 2021
FAU/FAUF Due to/Due from at June 30,2021 completed and any related journal entries recorded in FE	Friday, July 23, 2021
Last day to record 2021 Foundation Journal Entries	Wednesday, July 29, 2021

BUDGET AMENDMENTS

First day to submit 2022 Foundation Budget Amendments in Workday	Friday, July 2, 2021
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PURCHASING:

Requisitions and Purchase Orders

- The last day to process a requisition and/or purchase order is Tuesday June 1, 2021.
- No Requisition or Purchase Orders will be converted to Workday.
 - They will all be closed out in FE and manually re-opened in Workday.

Purchase Orders/Supplier Contracts:

- FAU Procurement Services will close all FAU FY2021 Purchase Orders on Wednesday June 30, 2021, unless the Purchase Order has been designated to remain open (roll) and re-obligate funds in FY2021. On Wednesday June 30, 2021, all Supplier Contracts and designated Purchase Orders will be rolled into FY2022.
- To request an FAU Purchase Order to roll into the next fiscal year, please submit a request to purchasing@fau.edu and include the full Purchase Order number (in appropriate format - ex. PO-P190....) by Monday, June 21, 2021.

ACCOUNTS PAYABLE & SETTLEMENT

Invoices and Check Requests

- Foundation Invoices received **on or before** Thursday June 17, 2021 and **relate to FY21** will be paid out of FE.
 - After Thursday June 17, 2021, no new invoices or check requests will be processed in FE (exceptions can be made for emergency situations).
- Beginning on Thursday July 1, 2021, all Foundation invoices and check requests will be paid out of Workday.
 - If the Foundation invoice/check request paid relates to FY22, no further steps need to be performed subsequent to payment.
 - If the Foundation invoice/check request paid relates to FY21, a manual accrual will be made in FE to accrue the expense on the books via journal entry. (Dr. Expense Cr. Accounts Payable). A manual reversal will be made in Workday via journal entry (Dr. Accounts Payable Cr. Expense) to reverse the expense out of Workday.
 - All Foundation invoices will continue to be paid in 40 days in accordance with State statute.

Scholarships

- After close of business on Thursday June 24, 2021 at 5PM, no scholarships will be transferred to FAU.

Supplier Invoices

- Reach out to your Foundation vendors/suppliers and request open invoices and/or statements in early June.
- Request that Foundation vendors send 2021 invoices as early as possible, ideally by Thursday June 17th, in electronic format to faufaccountspayable@fau.edu
- If Foundation invoices are sent directly to departments, *DO NOT* hold them.
 - Forward to faufaccountspayable@fau.edu immediately.
- FAU Foundation AP Specialist will denote a "2021" or a "2022" in the invoice memo field to indicate the appropriate expense period for accruals starting Thursday July 1, 2021.

JOURNAL ENTRIES

Journal Entries and Fund-to-Fund Transfers

- After close of business on Thursday June 24, 2021, no Foundation departmental Journal entries will be accepted for FY21 transactions.
- All departments will be or have been notified to begin reconciliations of all Foundation accounts. Journals to make corrections will be made earlier in the year, eliminating the mass inflow of journals that occur at year end.

GIFTS & CASH RECEIPTS

Cash Deposits

- After the close of business on Tuesday June 29, 2021, no cash/check deposits will be made in RE/FE until Thursday July 1, 2021 in Workday.

TRAVEL & EXPENSE

Spend Authorizations:

- 2022 Spend Authorizations – 1st day to process in Workday = Thursday July 1, 2021.
 - Note – Should there be any additional expenditures related to FY2021 travel that were not expensed in FY2021, a traveler must:
 - re-enter a new Spend Authorization in FY2022 to commit the funds and process an expense report. (Example: Travel date is August 2021. In June 2021, airfare is purchased on a P-Card for August Travel.
 - If this charge (or additional charges that take place in August) was not expensed in FY2021, a new Spend Authorization must be created in FY2022 to process this charge as well as any additional items (hotel, per-diem, etc.).
- Note- for Expense Reports for travel/other expenses occurring in FY2021 but processed in FY2022, please notify APInquiries@fau.edu with supporting documentation of trip dates.

POINTS OF CONTACT

Department	Point of Contact
Foundation Accounting:	Stacey Bell @ ssemmel@fau.edu or 7-2892 Ilyse Wertheim @ iwerthei@fau.edu or 7-4609 Georgia Hill @ hillg@fau.edu or 7-8829 Maja Palavestra @ mpalavestra@fau.edu or 7-4041 Jeffrey Moon @ moonj@fau.edu or 7-4900 Lisset Farinas @ farinasl@fau.edu or 7-0262 Charlene Blevens @ cblevens@fau.edu or 7-4545 Wendy Frank @ wpapac@fau.edu or 7-4247 faufaccountspayable@fau.edu foundation@fau.edu
Procurement Services: Purchasing Accounts Payable Travel and Expense	Melody Thelwell @ mthelwell@fau.edu or 7-2917 Esperanza Calderon @ ecalder2@fau.edu or 7-3123 APIquiries@fau.edu
Settlement: Outbound payments via ACH or check	Denize Grant @ dgrant@fau.edu or 7-3117 Stephanie Jules @ jules@fau.edu or 7-3308
Financial Accounting: General Accounting Property Management	Desislava Angelova @ dangelov@fau.edu or 7-4356 Soana Fuentes @ sseehar1@fau.edu or 7-1243 Ilias Gyftopoulos @ gyftopou@fau.edu or 7-2927
Payroll, Timekeeping & P-card Administration: Payroll Timekeeping Payroll Accounting P-Card Administration	Rosa Naujoks @ rnaujoks@fau.edu or 7-2035 Annie Yahinian @ ayahinia@fau.edu or 7-4273 Anely Cabrera @ cabreraa@fau.edu or 7-2862 Tammy Kolotkin @ tkolotkin@fau.edu or 7-3609 Noelle Starkey @ pcard@fau.edu or 7-2887
Budget:	Milena Alban @ malban@fau.edu or 7-2804
Research Accounting: ISD	Deon Pottinger @ dpottinger@fau.edu or 7-4998