

April 11, 2019

BruinBuy Users

Re: Fiscal Close Procedures for BruinBuy Users

Your department has been sent detailed instructions for the year-end fiscal closing procedures. These instructions can also be viewed on-line at the General Accounting web site:

<https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>

1. Invoices and reimbursements dated May 31, 2019 and prior must be received by Accounts Payable by 4:00 p.m. Friday June 14, 2019 in order to be processed for fiscal year 2018-19. Invoices and reimbursement requests received after this will be processed on a first-come, first-served basis. Due to the high volume of transactions that we normally receive at fiscal year-end, please submit all invoices for processing as soon as possible.
2. Invoices for goods received or services incurred between June 1 – June 23, 2019 must be submitted to Accounts Payable for processing by 10:00 a.m. Monday, June 24, 2019 in order to be processed for fiscal year 2018-19. Invoices and paper based reimbursement requests received after this will be processed on a first-come, first-served basis as workload permits. Departments are highly encouraged to check payment status of submissions made after the published deadline to verify fiscal year booking date.
3. The final day to place orders with Office Depot, Grainger, VWR, Fisher Scientific, & ASUCLA products through BruinBuy and chargeable to June 2019 is Wednesday, June 26, 2019. (i.e. EDI or ViP invoice transmissions received on June 27, 2019.) The goods and services must be received prior to or on June 30, 2019, in order for the expenses to be valid for this fiscal year. (Due to the nature of electronic invoicing, departments are encouraged to work directly with the vendors for large purchases to ensure that the invoices are transmitted in the correct year.)
4. The last day for procurement card (PCard) purchases to be passed from the merchant to the credit card company to be included as 2018-19 business is Friday, June 14, 2019. It is best to place orders by June 14, 2019 or as early in the month as possible, since we have no control when the merchant will pass the transaction to the bank. Matching orders must be posted no later than Wednesday, June 24, 2019.
5. Reimbursement requests submitted via the paperless process must be submitted by 4:00 p.m. on June 28, 2019 to be recorded in fiscal year 2018-19. (instructions can be found at: <https://ucla.box.com/v/ap-pdf-empl-reimburse-req>. Departments are strongly encouraged to use this method for all non-travel, non-entertainment employee reimbursements to reduce processing delays.
6. Please review and resolve all queue items including “H&I” invoices relating to 2018-19 and notify Accounts Payable so that we may process all pending transactions prior to June 30 (these items can also be seen using OFSR or BruinBuy). Please note that invoices remaining in “I” status at the cut-off date are not recorded as an expense in fiscal year 2018-19. Departments are encouraged to always work on clearing invoices on a regular basis, but should make sure to at least clear all items over \$25,000 by June 30, 2019.
7. On Monday, July 8, all transactions processed through BruinBuy related to fiscal year 2018-19 will have been posted to the general ledger. Therefore, you will need to review your ledgers to be sure that all expenses relating to 2018-19 have been properly recorded. If any invoices are not recorded on the ledger, and you would like to accrue charges, you may submit an

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accrual journal to General Accounting by the appropriate deadline in order for that expense to show up on the preliminary general ledger.

8. The effective date for on-line orders processed by departments after June 30, 2019 will automatically default to the current July date, unless the preparer overrides it. If you are processing an order between June 30 and July 6, for which you would like the encumbrance to appear as 2018-19 business, you will need to override the effective date and enter June 30, 2018 (Details can be found at: <https://ucla.app.box.com/ap-pdf-fiscal-close-eff-date>). BruinBuy encumbrances will remain on your ledger for open funds, until the order is paid or closed.

9. If you have any open memo liens from requisitions, or encumbrances from open orders, that have been paid or should be closed, you can eliminate those balances from your ledger by performing a change order. (Please see our website for more details.) Again these should be processed with a June 30, 2019 or prior effective date to be reflected in the 2018-19 ledger.

10. Invoices that are submitted by vendors through our vendor portal, EDI or via Transcepta will have later cut-offs, based on each vendors' capabilities for delivery and their schedule of invoice submission. We strongly encourage you to utilize our suppliers that are fully integrated (i.e. e-procurement, e-invoicing and e-payments) to reduce overall costs to the University, minimize turnaround time and expedite visibility and the booking of expenses.

11. If you need assistance, please stop by one of our Open House events or contact Accounts Payable at (310) 794-0197 or via email us at ap@finance.ucla.edu.

<https://www.purchasing.ucla.edu/accounts-payable/accounts-payable-open-house-schedule>

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