JAX STATE

JACKSONVILLE STATE UNIVERSITY

Fiscal Year End Training

David Lyon - Controller
Janice Thomas – Asst. Controller
Shasta Platt– Director of Procurement

August 2025

THE FRIENDLIEST CAMPUS IN THE SOUTH

Year-End Preparation

JSU's fiscal year-end of September 30, 2025, is fast approaching, and as in prior years, we ask for your assistance. These activities help ensure the accuracy and completeness of the institution's financial information. We will discuss transaction processing deadlines, system availability dates, and other year-end information. All departments are responsible for ensuring the deadlines applicable to their area are met.

Discussion Areas
- FOAP review (line-item transfers, encumbrance analysis)
- Review receiving & Confirm Shipping Status
- Timely invoice submission
- Review contractual obligations & terms (payment and end dates)
- Discuss travel plans (virtual conferences, train the trainer, alternate, membership rates)
- Cost trade-offs/Controlled spending
- Grant & Centers (Line-Item Appropriation) Budget Meetings
- Budget Manager Review

F	O	A	P	A	L
Fund	**Organization**	**Account**	**Program**	**Activity**	**Location**
Indicates the source of money and how it must be used	Departmental entities or budgetary units within the district	Describes the nature of expenditures, revenues, assets, liabilities and fund balances	Functional reporting classification for tracking use of funds for financial reporting purposes	A user defined element to be used for independent reporting needs <u>not</u> required for external reporting purposes	Identifies physical location of financial activity and fixed assets
94130	65500	76007	60		
See Below	Dept Org #	See Next Slide	See Below	---	---

Chart of Accounts

Banner 9 integrates the Student, Finance and Human Resource Systems. Banner Finance was specifically designed for higher education fund accounting and is JSU's central repository for all financial data.

Fund Type
1 General
2 Restricted
3 Auxiliary
5 Scholarship
8 Agency
9 Capital Projects

Program Code	Title
10	Instruction
20	Research
30	Public Service
40	Academic Support
50	Student Services
60	Operation and Maintenance
70	Institutional Support
80	Scholarships and Fellowships
85	Associations
90	Auxillary Enterprises
98	Depreciation
99	Revenue

JAX STATE

Document Approvals

Banner Finance Self Service

FINANCE SELF SERVICE

- Finance Query
- Journals
- Requisitions
- Budget Development
- View and Approve Documents
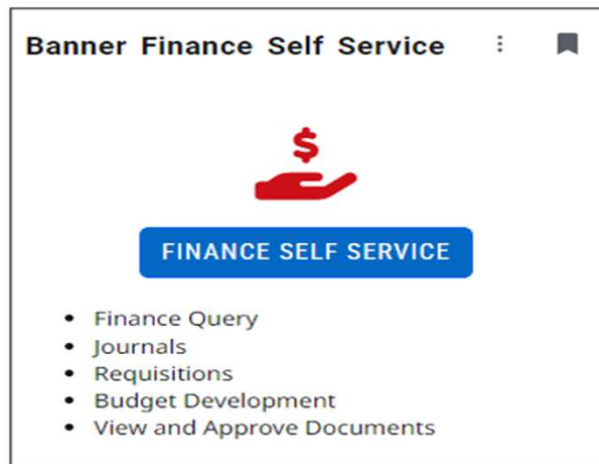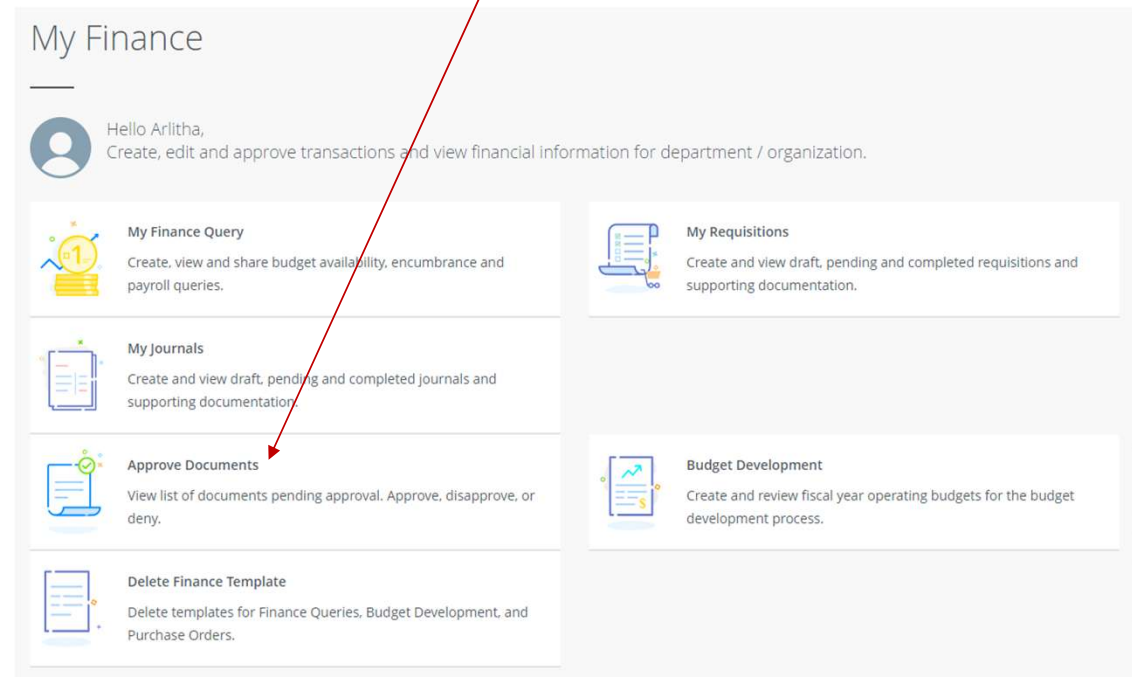
All requisitions awaiting budget manager approval must be approved or deleted prior to Banner Self-Service Finance being disabled at the end of the day of September 30.

PLEASE CONFIRM THAT YOUR DOCUMENTS ARE APPROVED

- To view a document prior to approval, click on the document number. See SOP on Controller's website

- Select a document for approval or disapproval

My Finance

Hello Arlitha,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

My Requisitions
Create and view draft, pending and completed requisitions and supporting documentation.

My Journals
Create and view draft, pending and completed journals and supporting documentation.

Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

Budget Development
Create and review fiscal year operating budgets for the budget development process.

Delete Finance Template
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

FY25 Budget Monitoring

Have your budget managers conduct a Variance Analysis to identify the gap between the planned outcome (The Budgeted) and the actual outcome (The Actual).
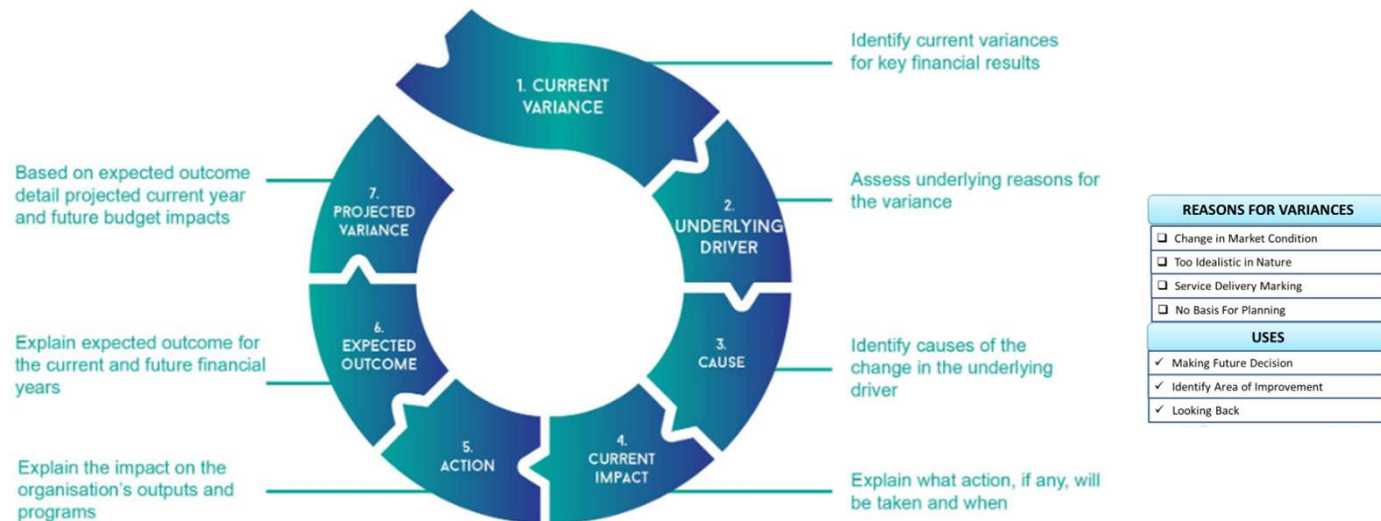
BUDGET VARIANCE ANALYSIS

Budget Monitoring

Search Query 🔍 **New Query**

Create New Query
_____

Open Banner Self-Service > Click My Finance Query > Click New Query > *Budget Status by Account* Query

Select Query Type

| Budget Quick Query | ∨ |

_____
Values

Enter the respective Fund, Organization, and Account - 7% (Operating Expenses)

Chart *

| J Jacksonville State University | ×∨ |

Index

| Choose Index | ∨ |

Fund

| 10000 Current Unrestricted | ×∨ |

Organization *

| 60001 VP Finance and Administration | ×∨ |

Account

| 7% | ×∨ |

Program

| Choose Program | ∨ |

Create New Query   Scroll down and enter the fiscal year and fiscal period of 14 > Click SUBMIT   ×

Fiscal Year *

| 2021 | ×∨ |

Fiscal Period *

| 14 | ×∨ |

Comparison Fiscal Year

| 2022 | ×∨ |

Comparison Fiscal Period

| 14 | ×∨ |

JAX STATE

Budget Monitoring

Use this screen to check encumbrances, payments, and available budget.

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account   New Query

< VP Finance and Administration - 60001

Query Results

Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date	FY22/PD14 Commitments	FY22/PD14 Available Balance
70000	Operating Expenditure Budget Pool	✔	$452,837.13	$0.00	$0.00	$452,837.13
71010	Travel Employee	⚠	$0.00	$1,040.83	$0.00	($1,040.83)
71020	Travel Employee Recruitment	⚠	$0.00	$926.84	$0.00	($926.84)
71050	Non-employee Travel	⚠	$0.00	$219.78	$0.00	($219.78)
72010	Office Supplies	⚠	$0.00	$1,605.27	$0.00	($1,605.27)
72018	Software	⚠	$0.00	$1,900.00	$0.00	($1,900.00)
72022	Departmental Supplies	⚠	$0.00	($1,425.00)	$0.00	$1,425.00
72101	Maintenance and Repairs Buildings	⚠	$0.00	$10,255.00	$0.00	($10,255.00)
72102	Maintenance and Repairs Automotive	⚠	$0.00	$260.00	$0.00	($260.00)
72106	Maintenance Contracts	⚠	$0.00	$1,130.14	$0.00	($1,130.14)
72201	Postage	⚠	$0.00	$63.90	$0.00	($63.90)
72501	Advertising and Promotions	⚠	$0.00	$519.13	$0.00	($519.13)
Report Total (of all records)			**$460,306.18**	**$432,452.55**	**$13,913.82**	**$13,939.81**

Users can drill down to see the document and activity.

I0239789 – Invoice Number

!0028370 – ACH Transaction

01244817 – Check Payment

JAX STATE

Encumbrance Query – Detailed Instructions

An encumbrance query can be used to view open purchase orders by budget/FOAP, payments processed against a purchase order and other encumbrance activity. A periodic review can assist with monitoring open encumbrance documents and identifying available funds.

1. Login to your **MyJaxState** account

2. Select the **Finance Self Service** tile

3. Select **My Finance Query**
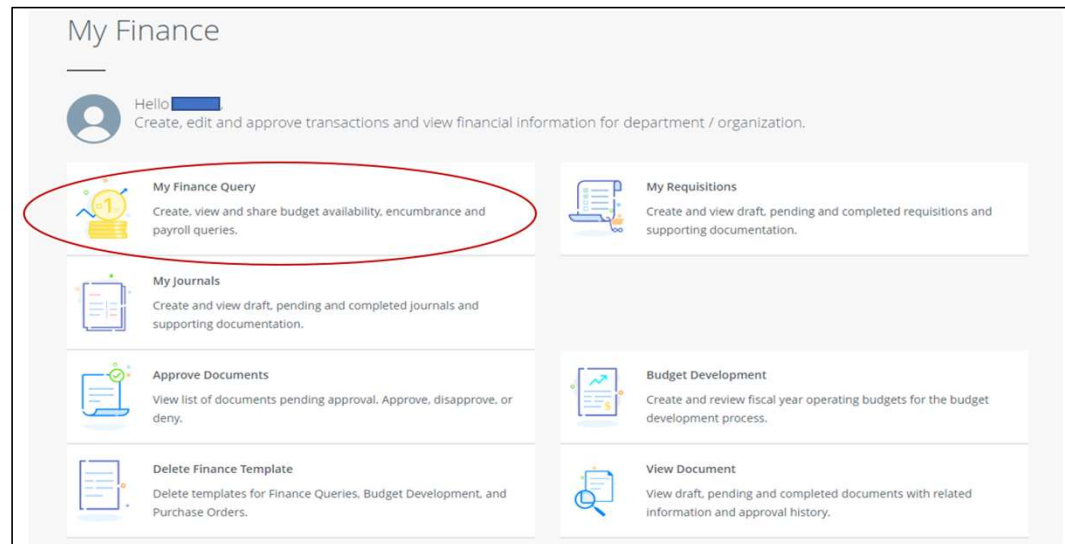
Encumbrance Query – New Query

4. Select **New Query**

5. The **Create New Query** box will appear

Encumbrance Query – Create New Query

6. From the **Select Query Type** drop down menu, select **Encumbrance Query**. The system should default to the **Chart**.

7. Select the **Fund**, **Organization**, **Account** (enter 7% for all operating accts or enter a specific acct #) and **Program.**

8. Scroll down and select **Commitment Type** "**All**", **Encumbrance Status** can be **All**, **Open**, or **Closed**. To see only open purchase orders, choose Open. Otherwise, choose **All**. Click **Submit.**

Encumbrance Query – Review Query Results

9. The query results reflect PO numbers issued to date under **Document Code** ("E" docs, too!), **Description**, **Original Commitments** (original PO amount) and **Encumbrance Adjustments** (change orders/amendments). The **Encumbrance Liquidations** and **Year to Date** columns show the total of amounts paid from the PO to date. The **Current Commitments** column shows the amount available on the PO.

10. Select the PO number (in blue) to see a list of related documents. You can view a PDF of the PO by clicking on the **Description**.

My Finance • My Finance Query • Encumbrance Query			SSB9 TEST SYSTEM						

Encumbrance Query — New Query

< Procurement & Fixed Assets - 62001

Query Results

Account	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Current Commitments	% Used	
72106	P0096348 ⓘ	ABS Business Systems, Inc.	$439.23	$0.00	($439.23)	$439.23	$0.00	100.00	Un
72501	E0107918 ⓘ	GovDeals surplus ads/Oct-Dec 22	$231.75	$0.00	($231.75)	$231.75	$0.00	100.00	Un
72501	P0095689 ⓘ	Anniston Star	$500.00	$0.00	$0.00	$0.00	$500.00	0.00	Un
72601	P0097667 ⓘ	B & M Patel, Inc. dba Subway	$4.00	$0.00	$0.00	$0.00	$4.00	0.00	Un
Report Total (of all records)			$1,174.98	$0.00	($670.98)	$670.98	$504.00	57.11	

Encumbrance Query – Review Query Results

11. The document codes starting with an "**I**" reference invoices processed against the PO. Click on the "**I**" document number (in blue), to view a PDF reflecting the vendor invoice number(s) and amount(s) paid.

12. Document codes starting with "01" are check numbers and will reflect a $0 amount.

13. Document codes starting with "!0" are ACH numbers and will reflect a $0 amount.

14. Click the "<" at the top left to return to the PO list.

❮ Procurement & Fixed Assets - 62001   SSB9 TEST SYSTEM

Query Results

Document Code ⌃	Rule Class Code ⬍	Original Encumbrance ⬍	Encumbrance Adjustments ⬍	Encumbrance Liquidations ⬍	Year to Date ⬍
!0031577 ⓘ	DNEI	$0.00	$0.00	$0.00	$0.00
I0254668 ⓘ	INEI	$0.00	$0.00	($439.23)	$0.00
I0254668 ⓘ	INEI	$0.00	$0.00	$0.00	$439.23
P0096348 ⓘ	PORD	$439.23	$0.00	$0.00	$0.00

FY2025 Year End Deadlines

Please see the Finance & Administration email with additional information.

1. Purchasing will be open until approximately ***September 10.*** Please plan purchasing needs and review encumbrances in your budget.

2. Items RECEIVED *after* **September 30, 2025**, will be expensed against FY26 fiscal year. If there are items in route, but not yet received on September 30, the item will be charged to FY25.

3. ***September 30 Deadlines***
   - ***No POs will be rolled to the new fiscal year***. All 'E' docs – encumbrances will be closed. All completed but unapproved requisitions will be closed.
   - Cash Receipts will close at 2:00PM
   - Accounts Payable invoice must be sent by noon
   - Chrome River Travel must be completed by noon
   - ***Homecoming is September 20 this year, so plan accordingly!***

4. You will be notified when the system re-opens in FY25 – approximately October 8, 2025.

JAX STATE

Transaction Processing

All contracts and agreements **MUST** be sent to Legal for review and signature via iContracts contracts@jsu.edu.

NON-LABOR EXPENDITURES – FY25

For POs that have been received without an invoice:

- Please obtain the invoice from the vendor- items received in FY25 must be paid with FY25 funds. Must be sent to Account Payable on or before approximately **October 15**.

- If no invoice is available, scan your receiving copy of the PO to AP and write "accrual" and forward to **accountspayable@jsu.edu**.

- Email a list of PREPAYS for items paid in FY25 for FY26 service or travel to **accountspayable@jsu.edu** providing the traveler's/vendors name, amount and the FOAP.

- Grant/Contract funds should plan to ensure Period of Performance and reporting deadlines are met.

  - Non-Labor Budget & Expenditure

  - Banner Self Service – You will be notified when the system re-opens.

  - Departments will need to enter new Requisitions for the new fiscal year. (PO's will not roll over except CP&F and IT for multi-year capital projects)

  - **For any Requisition > $25,000:**

    - Obtain a disclosure statement to attach to your new FY requisitions. The notary stamp must be visible and current dated.

JAX STATE

YEAR-END CHECKLIST –2025

Travel

- All expense reports must be approved by noon September 30th.
- Expire any unused preapprovals by noon September 30th.
- Any travel that overlaps fiscal years must be submitted via paper form (available on Controller's website).
- If a preapproval is needed for next fiscal year, please prepare a paper copy. When the system opens for the new fiscal year, a pre-approval in Chrome River is required.

Non- Travel

- Check open encumbrances.
- Check available balances for print shop charges, mail center charges.
- Plan purchasing card use
- Prepay and Accruals
- CLEAN UP OLD ENCUMBRANCES – DO ENCUMBRANCE QUERIES IN SELF SERVICE.
- Post September pcard using FY25

CHROME RIVER – FY26 Preapprovals

Preapprovals for next Fiscal Year:

- Please enter the preapproval in Chrome River and update the fiscal year accordingly (FY26).
- Complete the preapproval and submit as usual.
- When submitting the preapproval, the following message will appear:

- Please answer the question by stating travel will take place in next fiscal year.
- The preapproval will follow the current approval process.
- Once completed correctly, the encumbrance will be posted in the correct fiscal year
- If a preapproval for next fiscal year has been completed, please expire the current preapproval and follow the instructions above to have the encumbrance post in the correct fiscal year
- Once travel has been completed in the next fiscal year, imort the preapproval to an expense report, Update the fiscal year on the expense report to FY26 and save the update. From here you will be able to complete the expense report as usual

⚠ **Invalid Fiscal Year selected / too soon to enter for next Fiscal Year**   #602

You have selected an invalid Fiscal Year on the Header. It is too soon to submit Expense reports for the next Fiscal Year. The budget for the next FY hasn't been loaded yet in Banner. Please correct by selecting the current Fiscal Year on the Report Header.

Add Response

Please enter a response...

JAX STATE

You received item by 9/30 but no invoice?
THAT'S ACCRUAL

❑ **Send <u>signed</u> receiving copy to AP**

❑ *You'll see -* "**FY25 Accrual**" **'j' doc in transaction history**

❑ *You'll see –*"**Reversal**" **'j' doc in October**

❑ *You'll see –* **Payment in FY26 when invoice is processed**

❑ **Only effect on FY26 budget is if the invoice > PO**

"ACCRUAL" – uses this year's budget
("Pretend "we've already paid it)

FY 2025 BUDGET		FY 2026 BUDGET	
72010- 'j' doc - Accrual	$100	72010- 'j' doc Reverse	($100)
		72010- Payment	100
Total FY 2025	**$100**	Total FY 2026	**$0**

Prepays – uses next year budget
("Pretend" we will pay it in October)

☐ **FY 2025 Budget**

71010 - DV/PO $100

71010 - Prepay (100)

_____

FY 2025 Total   **$0**

☐ **FY 2026 Budget**

71010 – Prepay $100

_____

FY 2026 Total **$100**

Year-End Prepay Requirements

❑ Conference Registrations or Memberships

❑ Enter your requisition and type "PREPAY" in the public comments section

❑ Must have ***original*** invoice

❑ Notify the Controller's Office of anything Prepaid in July, August, or September for October/November

Invoice Submission

Send	Send invoices to Accounts Payable accountspayable@jsu.edu
Submit	Submit PDF invoices with the file labeled Vendor_PO# (ex. Sodexo P0090340)
Add	Add the PO# to the invoice PDF if not already on the document. Also, include the PO# in the <u>Subject Line</u> of the email.

- Open POs (**FGIENCD or Encumbrance Query**) should be reviewed determine funding availability on the PO.

- POs and Change Orders/Amendments should be tracked through approval queues to completion.

Have A Question?

- Accounts Payable – accountspayable@jsu.edu

- Controller – controller@jsu.edu

- Procurement – purchasing@jsu.edu

- Payroll – payroll@jsu.edu

- Student Accounts – studentaccounts@jsu.edu

Additional Training

Fiscal Year End Training

Entering A New Encumbrance

Entering New Requisitions