JACKSONVILLE STATE UNIVERSITY

Fiscal Year End Training

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August 2026

the FRIENDLIEST CAMPUS in the SOUTH

Year-End Preparation

JSU's fiscal year-end of September 30, 2026, 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.

- 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

FY2026 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, 2026**, will be expensed against FY27 fiscal year. If there are items in route, but not yet received on September 30, the item will be charged to FY27.

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 invoices must be sent by noon
   - Emburse Enterprise Travel must be completed by noon

4. You will be notified when the system re-opens in FY27 – approximately October 8, 2026.

Transaction Processing

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

NON-LABOR EXPENDITURES – FY26

For POs that have been received without an invoice:

- Please obtain the invoice from the vendor- items received in FY26 must be paid with FY26 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 FY26 for FY27 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 date of the disclosure statement must be prior to the date of the PO.

Notable Deadlines

Date	Deadline
September 10	Purchasing Closes
September 30 at Noon	AP Invoices Due
September 30 at Noon	Travel Reports Complete
September 30 at 2:00 PM	Cash receipts close
October 8 (approx.)	Banner reopens
October 15 (approx.)	Accrual invoices due

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

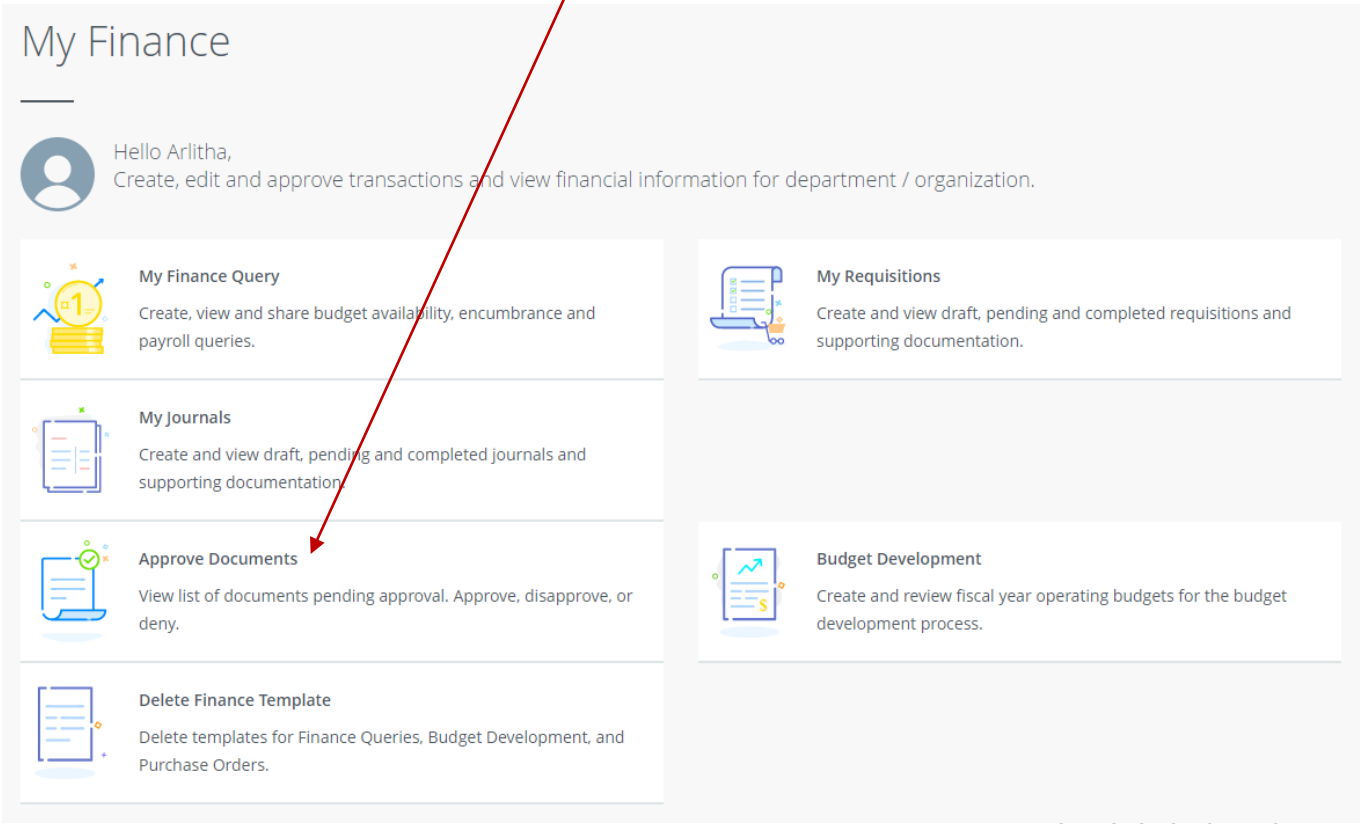
Program Code	Title
10	Instruction
20	Research
30	Public Service
40	Academic Support
50	Student Services
60	Operation and Maintenance
70	Institutional Support
80	Scholarships and Fellowships
85	Associations
90	Auxillary Enterprises
98	Depreciation
99	Revenue

Document Approvals

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.

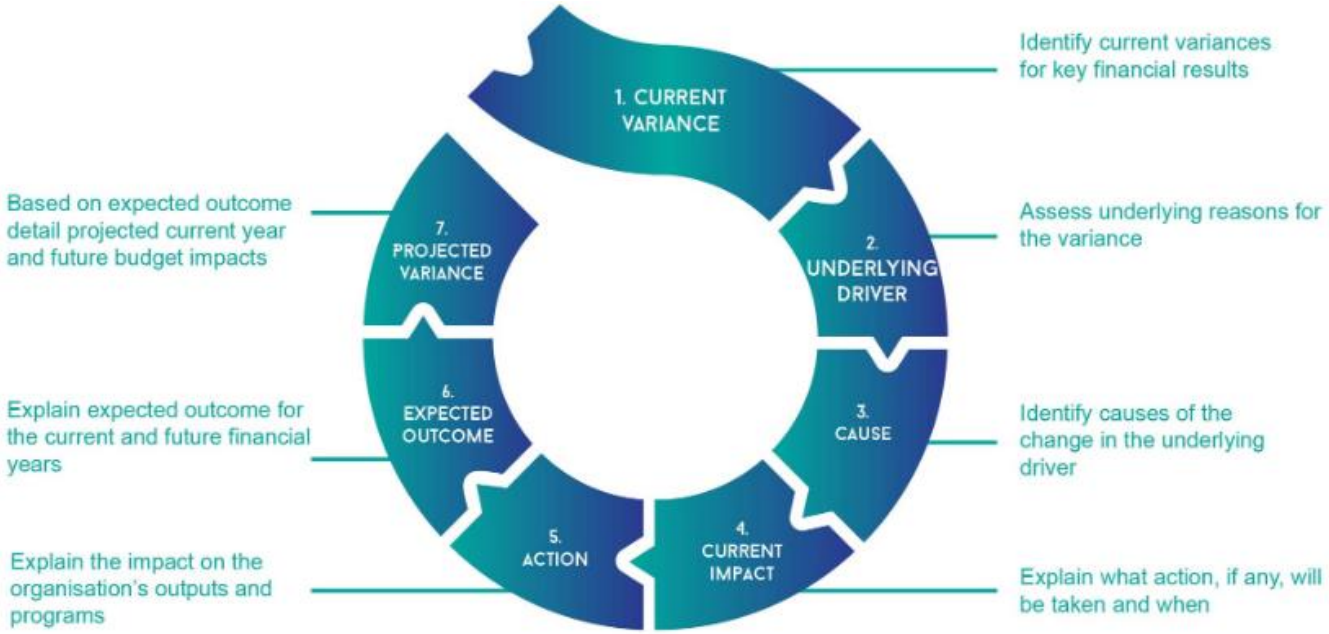
PLEASE CONFIRM THAT YOUR DOCUMENTS ARE APPROVED

- 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



FY26 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).



REASONS FOR VARIANCES
❑ Change in Market Condition
❑ Too Idealistic in Nature
❑ Service Delivery Marking
❑ No Basis For Planning

USES
✓ Making Future Decision
✓ Identify Area of Improvement
✓ Looking Back

BUDGET VARIANCE ANALYSIS

Budget Monitoring

Search Query | New Query

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

Create New Query

Select Query Type

Budget Quick Query

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

Values

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

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.

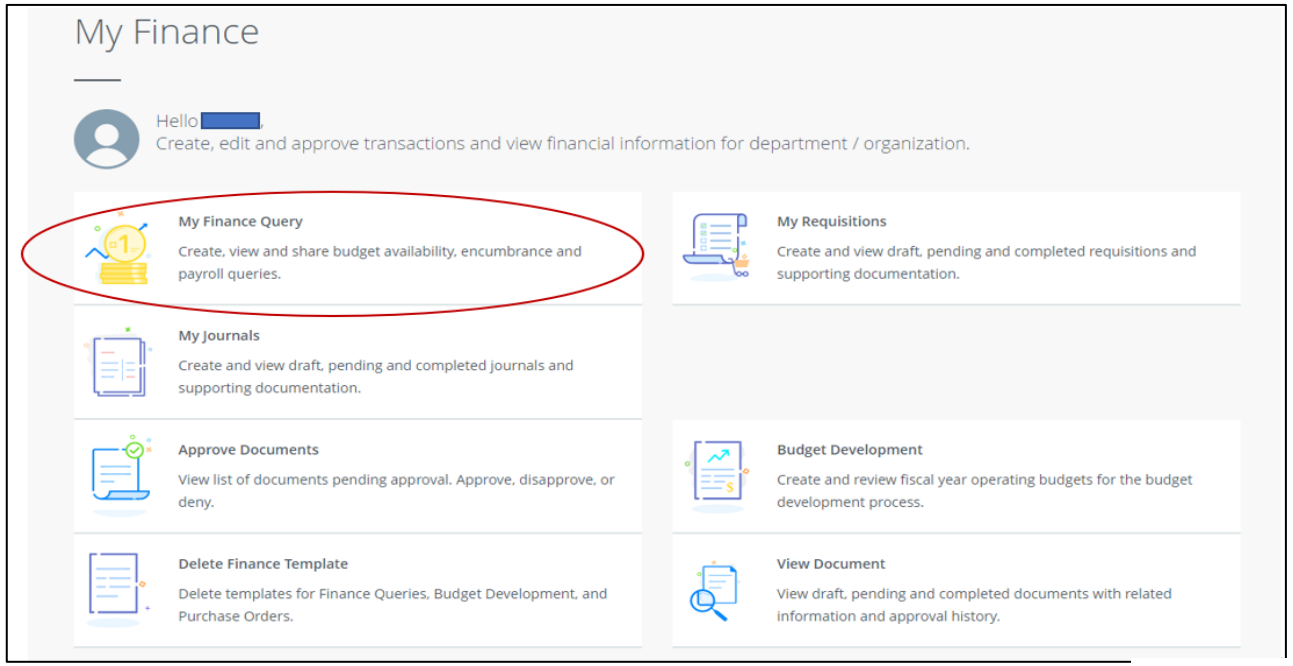
!0239789 – Invoice Number
!0028370 – ACH Transaction
01244817 – Check Payment

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.

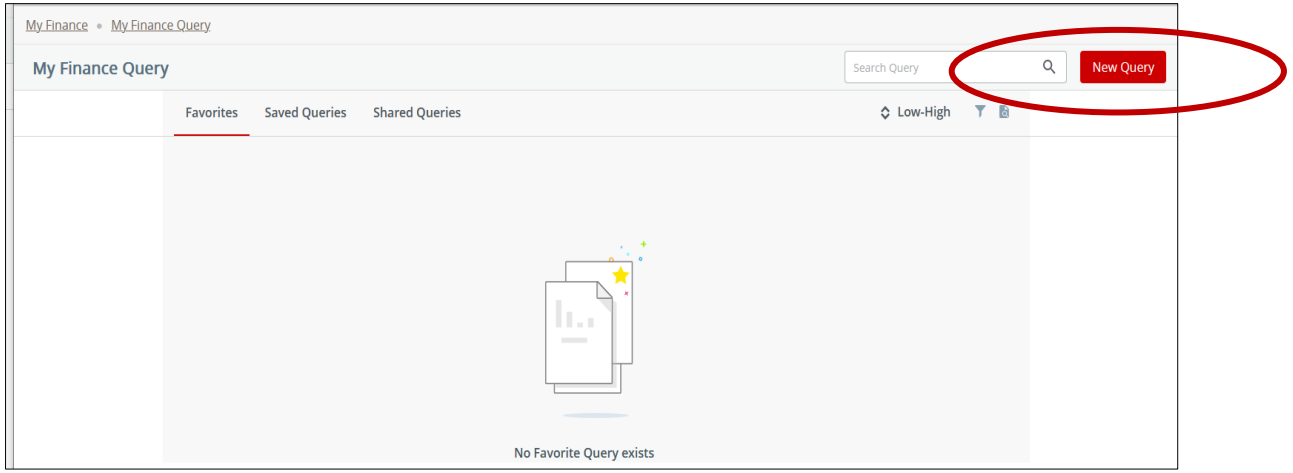
1. Login to your **MyJaxState** account
2. Select the **Finance Self Service** tile

3. Select **My Finance Query**

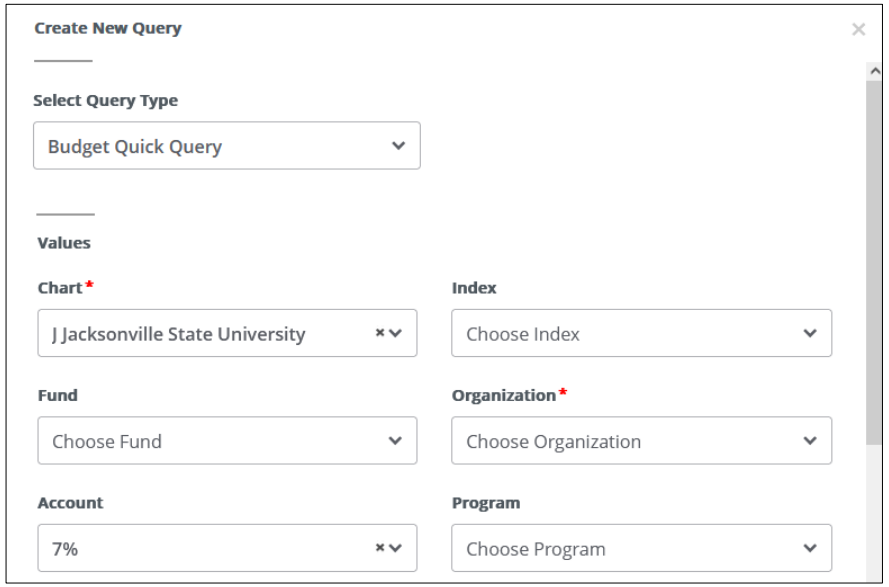


Encumbrance Query – New Query

4. Select **New Query**

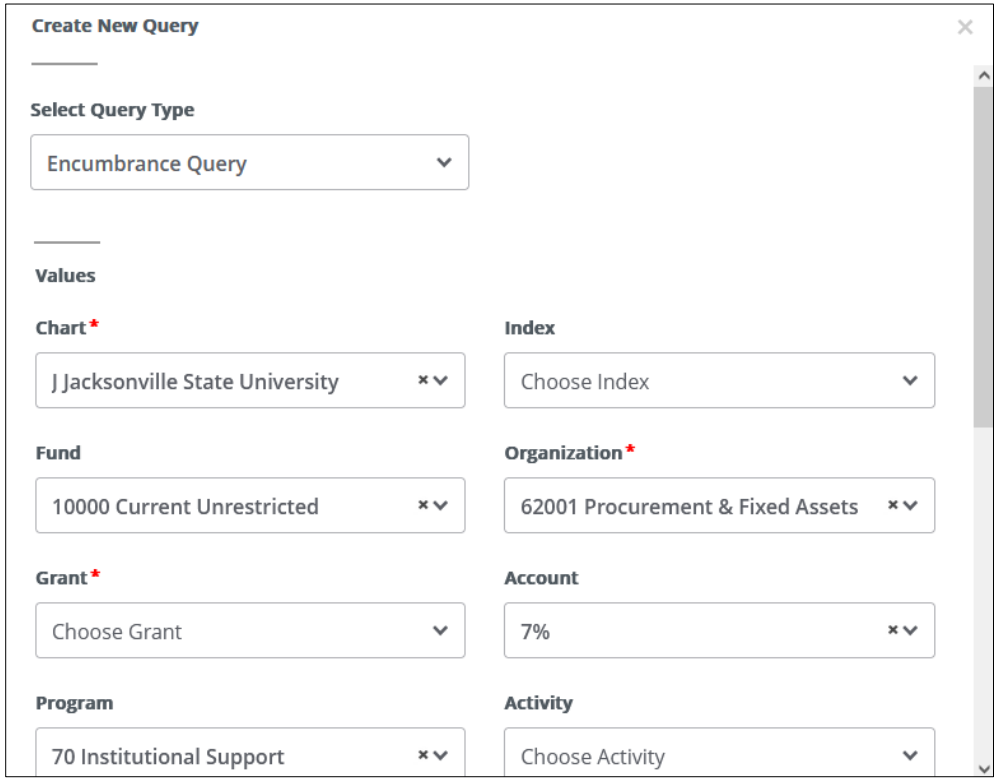


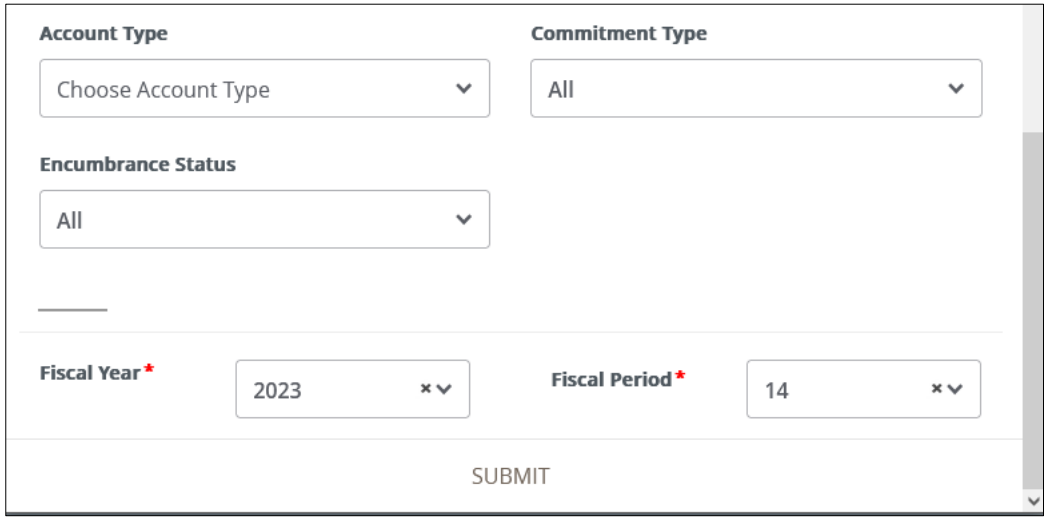
5. The **Create New Query** box will appear



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.**

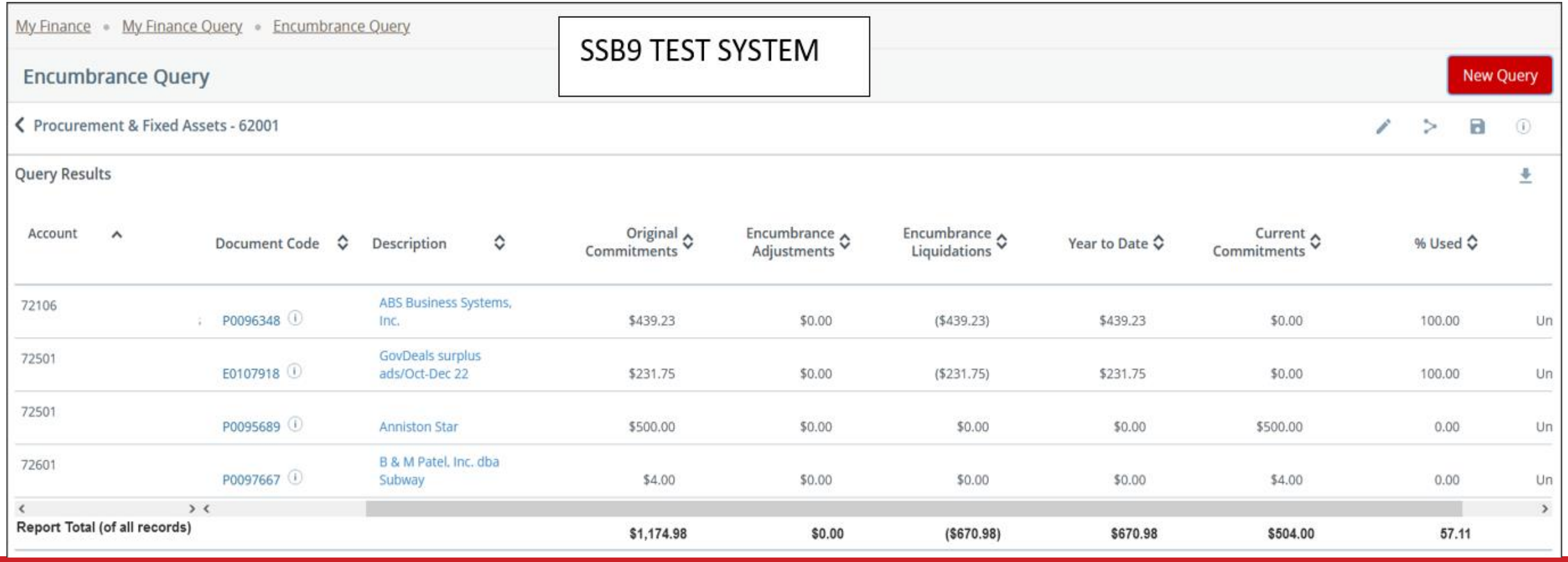




Encumbrance Query – Review Query Results

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**.



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

YEAR-END CHECKLIST –2026

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 FY26

Emburse Enterprise– FY27 Preapprovals

Preapprovals for next Fiscal Year:

- Please enter the preapproval in Emburse Enterprise and update the fiscal year accordingly (FY27).
- 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, import the preapproval to an expense report, Update the fiscal year on the expense report to FY27 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 #802

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...

You received item by 9/30 but no invoice?

THAT'S ACCRUAL

- ❑Send <u>signed</u> receiving copy to AP
- ❑*You'll see* - "FY26 Accrual" 'j' doc in transaction history
- ❑*You'll see* –"Reversal" 'j' doc in October
- ❑*You'll see* – Payment in FY27 when invoice is processed
- ❑Only effect on FY27 budget is if the invoice > PO

"ACCRUAL" – uses this year's budget

("Pretend "we've already paid it)

➢ **FY 2026 BUDGET**

72010- 'j' doc - Accrual	$100
Total FY 2026	**$100**

➢ **FY 2027 BUDGET**

72010- 'j' doc Reverse	($100)
72010- Payment	100
Total FY 2027	**$0**

Prepays – uses next year budget

("Pretend" we will pay it in October)

❑ **FY 2026 Budget**

71010 - DV/PO $100

71010 - Prepay (100)

FY 2026 Total **$0**

❑ **FY 2027 Budget**

71010 – Prepay $100

FY 2027 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 Subject Line 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

JAX STATE
Jacksonville State University