

March 22, 2022

Finance Fundamentals

Finances' Two Cents

Fiscal Year End & the FOC

As we are approaching our Fiscal Year End 6/30/22:

- **Review your open purchase orders weekly to see if any need to be closed**
 - if so enter a Team Dynamix ticket with Procurement requesting their closure
- **Review your open purchase orders to see if invoices have been paid**
 - if not or invoices are missing, reach out to the vendor and submit the invoices with your ok to pay to the foc.ap@USNH.edu
 - were the invoices mistakenly paid via direct pay and not applied to your open purchase order
 - if so enter a Team Dynamix ticket with Procurement requesting the PO be closed
- **Ensure that all invoices for this fiscal year end are submitted to foc.ap@USNH.edu no later than July 8th and indicate they are an FY22 expense otherwise they will be charged against your FY23 budget.**

FY23 Purchase Orders

Entered in UShop in FY22

If you have to enter a purchase order in UShop for the FY23(fiscal year 23) before July 1st, please indicate in the comments that this order is for FY23 for delivery after June 30th. This will still encumber funds against your FY22 budget, but if it puts you over budget finance will know it will actually charge your FY23 budget and approve the transaction in UShop.

Awards, Gifts & Prizes

Complete the Award, Gift, Prize Receipt form found on the PSU Financial Services website <https://campus.plymouth.edu/financial-services/wp-content/uploads/sites/14/2018/10/AwardGiftPrize-Form-08-Final-Portrait.docx> ensuring you get all information including the recipients signature.

Send the completed form to psu-budget-support@plymouth.edu until further notice.

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Webi Reporting Access & Training

For access to run your own (Webi) Web Intelligence financial reports follow the link to make your request

https://accountsmanagement.unh.edu/ams/cgi-bin/ams/ams_app

For training on how to run your reports contact psu-budget-support@plymouth.edu and/or review the online training resources on the [Enterprise Systems Gateway](#) Documentation tab Webintelligence/Business Objects.

Credit Applications

If you receive a request to provide a new vendor a credit application, please submit the application for completion by Procurement through a Team Dynamix ticket. The link for this is found on the UShop home page PROCUREMENT RESOURCES section Request Support.

FY22 Purchases End Date

It is recommended that you do not make any purchases after 4/30/22 for receipt by this fiscal year end 6/30/22 as inventory issues are causing delays in receipt of merchandise.

If you place an order after 4/30/22 and you do not receive the item(s) by 6/30/22 the expense will be charged against your next fiscal year budget FY23.

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New Hiring Process

Effective January 2022

- **AUs/Departments have currently budgeted positions.** (Run your PSU 10000 report at any time in Web1 to view the tab Payroll-Benefitted Posn for fully benefited staff or the tab Payroll – Partial/No Benefits for adjunct/student labor)
- **If a position becomes vacant:**
 - **All Requests to change/refill a position or use vacancy savings to backfill with hourly must be made through Cabinet, utilizing the updated Position Proposal for 022522 found on the Financial Services website Forms page.**
 - Approval is still required through Cabinet as the institution budgets annual vacancy savings
 - **Prior to submitting the form to Cabinet, submit to PSU-Budget-Support@plymouth.edu for confirmation of the funding source you indicated.**
 - **When a position is filled, notify PSU-Budget-Support@plymouth.edu of the rate. If a position is new or filled at greater than the budget on the current vacant position, the department must identify what line from their budget they will permanently reduce to fund it.** If PSU Finance through PSU-Budget-Support@plymouth.edu is not notified within 1 week they will select a line.
 - **If a position is filled at less than the budget on the position, the funding stays with the department.** The remaining budget dollars will be moved to an AU/department “budget only” position # PZNWAB to be used by the department at a later date for increases or if a position is filled at greater than budget. The AU/department will be able to see what budget is on this through the PSU 10000 report indicated above.
 - **If a position is reclassified, given an equity adjustment or increase, the AU/department must fund the increase by identifying what line from their budget they will permanently reduce to fund it.** If PSU Finance through PSU-Budget-Support@plymouth.edu is not notified within 1 week they will select a line.
 - **Annual increases when budgeted are done so institutionally and the department does not need to fund this, unless they are an Auxiliary 6A fund type. All auxiliaries must operate within their annual revenue received.**

We are all an important piece of the University's financial stewardship!



PSU Finance Website – Resources & Forms <https://campus.plymouth.edu/financial-services/>

PSU Ecommerce submit eStore requests to <https://forms.office.com/r/ixcn5R7j99>

PSU Contracts submit contracts for signature and numbering prior to entering in UShop to psu-contracts@plymouth.edu

USNH Procurement Team Dynamix submit UShop questions and new vendor requests to

<https://td.unh.edu/TDClient/60/Portal/Requests/ServiceCatalog?CategoryID=83>

USNH Finance Hub – Resources & Forms <https://universitysystemnh.sharepoint.com/sites/USNHFinancialServices/>

PCard Applications & Exceptions submit request to banner.pcard@unh.edu

PCard Expenses submit receipts using the new pcard app [PCard Receipt Application \(PRA\)](#)

Travel Advances submit Travel Advance Form found on the USNH Finance HUB to foc.expense@usnh.edu

Travel & Expense Reimbursements submit with all signatures & full FOAPAL to foc.expense@usnh.edu

Invoices/Direct Payments submit with PO # and Ok to pay to FOC.ap@usnh.edu

Sponsored Program Administration/Grants <https://www.unh.edu/research/research>

Journal Entries submit correction entries with all relevant documentation to FOC.accounting@unsh.edu