



Fiscal Year-End Update for Electronic Non-POs – FY 24

Presented by Accounts Payable
Wednesday, June 17, 2024



Agenda

- Incomplete Documents
- Backdating Transactions
 - When to Backdate a Transaction
 - Example of Backdating a Transaction
- After July 10th at noon
- Reminders
 - Proof of Payment Examples
- Checking the Status of a Non-PO
- Contact Information
- Questions



Incomplete Documents

- Please ensure you are completing or deleting your incomplete documents ASAP.
- **Any incomplete documents that remain in Banner on Thursday, July 25th will be deleted from Banner in order for the fiscal year-end roll to be completed.**

- Example of the email received from Accounts Payable when you have an incomplete document:

Good morning,

Sending a reminder to let you know that, as of this morning, you had a pending invoice/credit memo under your user ID. The link attached is instructions provided by Accounts Payable to assist with completing or deleting incomplete/pending invoices.

If you should come across any issues, please create a support ticket with IRT.

Thank you for your help,

Torri Colia

Rowan University - Accounts Payable
201 Mullica Hill Rd, Glassboro, NJ 08028
P: (856) 256-4384 | E: coliat@rowan.edu

FGRIDOC		8.14		Rowan University				07-MAR-2024 06:34:43 AM			
Incomplete Document Listing								Page 1			
DOCUMENT TYPE: Invoices											
INVOICE	INVOICE DATE	CR TYPE	VENDOR MEMO	INVOICE CODE	HOLD	SUSP	TRANS DATE	PAYMENT DUE DATE	USER ID	INVOICE TOTAL	
I2430969	12/17/2023	D N	R-12/17/2023	FTTT PSYCH CAMPUS VIS	N	N	02/05/2024	02/05/2024	HICKSK	551.46	
I2432433	12/10/2023	D N	R-12/10/23	PSYCH FITT CAND VISIT	N	N	02/13/2024	02/13/2024	HICKSK	509.83	
I2433913	12/21/2023	D N	R-12/21/23	CAND MEAL MAJUMDER	N	N	02/21/2024	02/21/2024	HENTSCHKE	35.13	
I2434316	02/10/2024	D N	R-02/10/24		N	N	02/23/2024	02/23/2024	HEWITTHR	119.99	
I2434732	02/23/2024	D N	R- SEAN LAWTON		N	N	02/27/2024	02/27/2024	COOKJM	33.00	
I2435088	02/29/2024	D N	R-02/07/2024		N	N	02/29/2024	02/29/2024	PEOPLESJ	0.00	
I2435300	12/11/2023	D N	R-12/11/2023	TASLIMA AKTER	N	N	03/01/2024	03/01/2024	HENTSCHKE	159.11	
I2435622	02/27/2024	D N	R2/27/24		N	N	03/04/2024	03/04/2024	HEWITTHR	800.62	
I2436050	03/06/2024	D N	T-DI-03/4/24		N	N	03/06/2024	03/06/2024	APWK_FINANCE	52.93	
I2436118	02/29/2024	R N	8815411250		N	N	03/06/2024	03/29/2024	JIMENEZME	87.79	
I2436168	03/06/2024	D N	R-03/05/24		N	N	03/06/2024	03/06/2024	HENTSCHKE	57.81	
Total Records: 11										Total Invoices: 2,407.67	



Backdating Transactions

- **From July 1st-July 10th at noon** --- You can process FY 24 Electronic Non-POs by backdating the transaction date to 06/30/24.
 - Please note all electronic Non-POs must be processed and fully approved by your budget approver to be reviewed by Accounts Payable no later than **Wednesday, July 10th at noon.**
 - Please note the transaction date can **only** be changed during this timeframe.



When to Backdate a Transaction?

- Only items that were physically received or meals consumed on or before June 30th should be backdated. If it is not truly something that should be backdated, AP will be disapproving and the transaction date will have to be modified to current date.
 - If you do not have FY 25 budget available in Banner, please delete and wait to process the Non-PO. Contact budget@rowan.edu with any budget related questions.
- **Memberships/Subscriptions spanning two fiscal years: FY 24-FY 25 or purely for FY 25**
 - For ex. Spanning from June 1, 2024 – June 1, 2025 or July 1, 2024 – July 1, 2025
 - Must be processed and paid by June 28th
 - NOTE: If it is not processed & paid by June 28th, have to wait until July 29th to process & utilize SDE Dates (start & end date)



Example of Backdating a Transaction

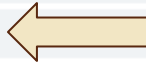
ellucian Invoice/Credit Memo FAAINVE 9.3.23 (PROD)

Document: NEXT Multiple: Invoice Type: Direct Pay Vendor: [REDACTED] [REDACTED] Vendor Hold:

INVOICE/CREDIT MEMO HEADER

Invoice Date * 06/25/2024

Transaction Date * 06/30/2024



Document Accounting

Address Code HO ...

Sequence Number 2 ...



After July 24th at noon

- **After the deadline, no electronic Non-POs can be processed until Monday, July 29th due to the fiscal year-end roll process.**
 - Filling out the SDE field (start and end date of purchase) accurately will allow Accounting Services to capture and analyze the expense for reporting in the proper fiscal year.



Reminders

- To avoid processing delays:
 - Review the [Non-PO Category List](#) to ensure you are not submitting a Non-PO that is not reimbursable
 - Double check that all required documentation is attached on OnBase to your direct pays
 - For example, ensure proof of payment is attached (examples shown on slides 9-10)
 - For additional information on required documentation, visit our [Non-PO Payment Request Webpage](#)
 - Ensure the SDE fields (start and end dates) are accurately filled out

Proof of Payment Example

Itemized Receipt with CC Info Listed

Dos Amigos Restaurant
New York, NY

SALE

12-12-2014 10:32 AM

Batch # 04A2A
APPR CODE:3A6CE
Trace: 9
VISA ****1245

1 Tacos Del Mal Shrimp	14.98
1 Especial Salad Chicken	12.50
1 Fountain Beverage	1.99

Sub-total: 29.47
Sales Tax: 2.50
Total: 31.97

TIP: _____
TOTAL: _____

APPROVED
THANK YOU
CUSTOMER COPY

Credit Card with matching 4 digits



Proof of Payment Example

Itemized Receipt without CC Info Listed

Dos Amigos Restaurant
New York, NY

SALE

12-12-2014 10:32 AM

Batch #:04A2A
APPR CODE:3A6CE
Trace: 9
[Redacted]

1 Tacos Del Mal Shrimp	14.98
1 Especial Salad Chicken	12.50
1 Fountain Beverage	1.99

Sub-total: 29.47
Sales Tax: 2.50
Total: 31.97

TIP: _____
TOTAL: _____

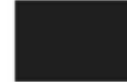
APPROVED
THANK YOU
CUSTOMER COPY

Redacted bank statement showing the charge & the name of the individual being reimbursed

EXAMPLE BANK STATEMENT

Customer Number
John Doe

Account Summary
Opening Balance
Total Credits
Total Debits



Closing Balance



Details of your account For the period from 1 Dec 2014 to 31 Dec 2014

Date	Description of transactions	Debit	Balance
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
12-Dec	Dos Amigos Restaurant - 04A2A	31.97	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]



Checking the Status of a Non-PO

- Utilize Banner Screen **FOAINP (Document Approval)** to see which approvers still need to approve the direct pay
- Utilize Banner Screen **FOIDOCH (Document History)** to review the status of a particular document - can search by I#
 - If direct pay states “Complete” = submitted by end user, but not fully approved
 - If direct pay states “Approved” = invoice is approved, but payment has not been disbursed
 - If direct pay states “Paid” = payment has been disbursed
 - There will be a corresponding check disbursement document (CHK #)
- Utilize Banner Screen **FAIVNDH (Vendor Detail History)** to review all of the payments processed to an individual
 - Can search by Banner ID to see if a Non-PO has been processed



Contact Information

- AP Director - Joselyn Peoples ext. 4335 or email peoplesj@rowan.edu
- AP Supervisor - Stacey Bucci ext. 4117 or email buccis@rowan.edu
- Full [AP Team](#) Contact List
- For Non-PO Questions - email invoices@rowan.edu
 - [Electronic Non-PO Processing Webpage Non-PO Payment Requests](#) - This webpage is only available via this link to users who are currently trained and processing Electronic Non-POs. Please do not share this link with anyone who has not been trained and setup with access by Accounts Payable.



Questions?