

Disbursement Services Year End Process

Situation	Inquiry Screen or Inquiry	Frequency	Assigned	Action Needed	Comments
Unposted Vouchers	BUDGET_EXCEPTS_CLUST_HDR	Weekly to resolve issues -Daily closer to YE	Cluster Director	Run query in Reporting Instance and assign to staff to resolve issues	Must be in posted status by cut off
Unposted Vouchers	MATCH_EXCEPT_CLUST_HDR	Weekly to resolve issues -Daily closer to YE	Cluster Director	Run query in Reporting Instance and assign to staff to resolve issues	Must be in posted status by cut off
Unposted Vouchers	WF_VCHR_APPR_PENDING_CLUSTERS	Weekly to resolve issues -Daily closer to YE	Cluster Director	Run query in Reporting Instance and assign to staff to resolve issues	Must be in posted status by cut off
Exception	UM_FAP_BUDGET_EXCEPTIONS	Weekly to resolve issues -Daily closer to YE	Anyone- Public Query	Resolve exceptions	Must be in posted status by cut off
Exception	UM_FAP_MATCH_EXCEPTIONS	Weekly to resolve issues -Daily closer to YE	Anyone- Public Query	Resolve exceptions	Must be in posted status by cut off
Unposted Vouchers	AP>Review AP>Match Workbench	Daily to resolve match exceptions	Voucher Specialist and Procurement Specialists	Resolve exceptions	Must be in posted status by cut off
Unposted Vouchers	AP>Review AP>Voucher>Unposted	Daily to resolve match exceptions	Voucher Specialist and Procurement Specialists	Resolve exceptions	Must be in posted status by cut off
Unposted Invoices	ImageNow>Workflow>Vouchers	Daily	Voucher Specialist and Procurement Specialists	Resolve exceptions	Must be in posted status by cut off
Invoices	Image Now	Daily		Follow year end cut off dates.	All invoice must be scanned, entered and posted by cut off

Helpful Fiscal Year End Tips for Voucher Specialists

Be aware of June cutoff dates-

Vouchers related to PO's will need to be Posted and Approved to ensure the PO rolls into the new year-**Watch for Accounting Services Year End Memo for dates.**

Non PO vouchers must also be Posted and Approved to ensure payment - **Watch for Accounting Services Year End Memo for dates.**

Allow for additional time for high dollar, third level voucher approval

Ensure all scanned images are linked with Posted and Approved vouchers

Important Departmental Tasks

Receipts must be entered into the system as quickly as possible (this is our #1 match exception, no receipt).

Inform Approvers to be sure to apply their approval to all lines when appropriate.

Reconcile pcard every day

Travel Authorizations (TA's) must be in an approved status by designated cutoff date to roll - **Watch for Accounting Services Year End Memo for dates.**

Expense Reports must be in an approved status by designated cutoff date to pay- **Watch for Accounting Services Year End Memo for dates.**

Encourage any department users involved in the procurement process to forward invoices for payment immediately. (Year round)