

To: UMB Administrators/Fiscal Officers  
From: Office of the Controller (OOTC)  
Subject: Quantum Financials Fiscal Year-End Deadlines  
Date: March 10, 2022

As we head to the end of Fiscal Year 2022 (FY22), your cooperation is requested to ensure that transactions are properly recorded in the correct accounting period. Adherence to prescribed procedures is important. Our ability to make exceptions for deadlines may be limited. A brief description of the critical deadlines to assist you with your department's year end closing process follows. Please circulate this memo to all personnel involved in the fiscal and business operations of your department. Note: all dates are in 2022.

#### **Requisitions for FY22 Expenditures**

Procurement requisitions where the expenditure must be recorded in FY22 totaling more than \$200,000 must be received in Strategic Sourcing and Acquisition Services (SSAS) by Friday, April 22nd. Requisitions totaling less than \$200,000 must be received in SSAS by Friday, May 13th. Please ensure that any back-up documentation necessary is included as requisitions will be held until documentation is received. Adherence to these deadlines will help us to ensure that a purchase order is generated by June 30th. Requisitions submitted after May 13th will need to be processed as a FY23 requisition following the procedures below for 'Requisitions for FY23 Expenditures'.

Procurements involving complicated proposal submissions from vendors, contracts, lengthy evaluations, or those requiring outside agency approval have a long lead-time. Requisitions of this type should be submitted IMMEDIATELY. It is recommended that you consult with SSAS as soon as your needs are identified.

#### **Requisitions for FY23 Expenditures**

The July 2022 period will be opened in Quantum on Friday, April 1st so you can begin creating requisitions for FY23 on that date. PLEASE NOTE: On the requisition in the 'Note to Buyer' section, indicate that this is a FY23 requirement. For non-project requisitions, the budget date and requested delivery date must be 7/1/2022. For project requisitions, the expenditure item date, budget date and requested delivery date must be 7/1/2022. The expenditure item and budget date fields default to the current date in Quantum so they must be manually changed. The requested delivery date field defaults 30 days from requisition creation date in Quantum, so it must be manually changed.

### **FY22 Accounts Payable**

For expenses to appear in FY22, the following deadlines must be adhered to by invoice type and/or payment method:

**PO invoices-** receipts for goods and services must be entered into Quantum and invoices must be emailed to [AP\\_FINSVC@umaryland.edu](mailto:AP_FINSVC@umaryland.edu) by Friday, June 10th

**NONPO Supplier Registrations-** new suppliers that are needed for FY22 invoices must be entered with complete and accurate information by Wednesday, June 1st.

**NONPO invoices with “State Payment”** payment method- the invoice must be initiated and approved by the department and supporting documentation must be emailed to [rs-bf-nonpo@umaryland.edu](mailto:rs-bf-nonpo@umaryland.edu) via [secure](#) email by Wednesday, June 15th.

**NONPO invoices with “General Working Fund”** payment method- the invoice must be initiated and approved by the department and supporting documentation emailed to [rs-bf-nonpo@umaryland.edu](mailto:rs-bf-nonpo@umaryland.edu) via [secure](#) email by Wednesday, June 15th.

**PO or NONPO invoices with “STO WIRE”** payment method- the wire requests and documentation should be sent to the appropriate email inbox (NONPO or PO) by Friday, June 10th. The subject of the email should be “WIRE REQUEST”.

NONPO invoices created before June 1st but not approved by the department by June 15th will be cancelled/deleted by OOTC. NONPO invoices created after May 31st that are not submitted and department approved by the deadline will be swept to July and posted in FY23.

For State and Auxiliary account combos where the invoice is submitted and/or received after the deadline but the services or materials were delivered in FY22, an accrual journal entry (source MDB) will be created by OOTC in Quantum Financials charging an expense in FY22. The amount will be posted (and viewable in Quantum Analytics) by Friday, July 8th. The accrual will be reversed in July when the actual invoices will be processed.

### **FY22 Travel and Business Expenses (TBE)**

For TBE reimbursements to appear in FY22, the following deadlines must be adhered to by recipient type:

**Employee** business and travel expense eforms- must have supervisor and fiscal approvals by Tuesday, June 7th so that they can be loaded in the last payroll of FY22 (PP#22-26).

**Non-employee** travel expense eforms- must have fiscal approvals by Friday, June 3rd so they can be processed in Quantum Payables.

### **FY22 VISA Procurement Card (PCard) Expenses**

The expenses for the PCard transactions appearing on the June 27th billing statements (and all prior billing periods) must be submitted and approved on expense reports by Thursday, June 30th. The accrual for all PCard transactions that have been loaded to Quantum Expenses but not submitted and approved on an expense report will be as of June 30th and will be posted to the cardholder's default account combo. If you need to reflect PCard expenses in FY22 in projects or account combos other than the default account combo, ***you must submit expense reports in June and not wait until July.***

If you want to view your PCard statement between June 28th and June 30th, you can access your statement through your US Bank Online Access account.

### **FY22 Debit Memos (DMs)**

The last day for DMs to be submitted in Quantum for approval is Wednesday, June 29th. DMs created before June 1st but not approved by the department by June 29<sup>th</sup> will be cancelled/deleted by OOTC. DMs created after May 31st that are not submitted and department approved by the June 29th will be swept to July and posted in FY23.

Between Friday, July 1st and Monday, July 11th a journal entry (JE) for June may be requested for transfers between **non-project** account combos only. ***This accrual option is not available for projects.*** First, create a DM for the transfer in July, then request an accrual JE via email to Sheri Myers ([smyers@umaryland.edu](mailto:smyers@umaryland.edu)) to record the DM transfer in June. Include the DM invoice number in the email request. The accrual JE will be reversed in July when the actual DM will be processed.

### **FY22 RSTARS Transfers**

Requests for RSTARS transfers that are charged to a Project must be made by Wednesday, June 29th.

RSTARS transfers that are charged to a GL Account Combo must be made by Friday, July 8th.

The form to request the RSTARS transfers can be found at:

<https://www.umaryland.edu/financialservices/general-accounting/rstars-request-forms/>

### **FY22 Payroll**

A separate memo will be distributed by Payroll Services with the details regarding the year end payroll processes. Please note, pay period #23-01 which includes earnings from FY22 will be viewable in Quantum Analytics on Friday, July 8th.

### **FY22 Deposits**

For cash receipts to be posted against revenue or receivables for FY22, the deposit must be submitted to the Cashier's office (HS/HSL building) by 3pm on Thursday, June 30th. All deposits at the Cashier office are by appointment only. To schedule an appointment, please book via Microsoft Bookings at:

<https://outlook.office365.com/owa/calendar/UMBUniversityCashier@umbcits.onmicrosoft.com/bookings/>

### **FY22 CBS Bills to UMBF and USMF**

CBS bills issued to the UMB Foundation or USM Foundation can be entered with an accounting date and transaction date of June 30th so that revenue is recognized in FY22. These bills must be entered and completed by Friday, July 8th.

Reminder – Disbursements from UMBF and USMF also require submitting a disbursement request to UMBF or USMF. UMBF and USMF year-end processing deadlines may differ from UMB deadlines. Contact UMBF or USMF for their deadlines.

### **Fiscal Year Close**

The general ledger will be closed for FY22 no later than Thursday, July 28th. Final closing balances can be viewed in Quantum Analytics as of Friday, July 29th. If we are able to close earlier in the week (no earlier than Monday, July 25th), we will update the Financials calendar and Quantum Employee News pagelet.

If you have questions concerning these submission dates, please feel free to contact the appropriate person listed below:

<b>Transaction category</b>	<b>Contact name</b>	<b>Contact extension</b>	<b>Alternate Help</b>
Deposits	Lisa Johnson	6-1334	<a href="mailto:studentaccountmgmt@umaryland.edu">studentaccountmgmt@umaryland.edu</a>
Disbursements- Accounts Payable	Lynell Griffin	6-2931	<a href="mailto:AP_FinSvc@umaryland.edu">AP_FinSvc@umaryland.edu</a>
Disbursements- Travel	India Taylor	6-6527	<a href="mailto:travelhelp@umaryland.edu">travelhelp@umaryland.edu</a>
Disbursements- Working Fund	Kenyatta Woolridge	6-2155	<a href="mailto:AP_FinSvc@umaryland.edu">AP_FinSvc@umaryland.edu</a>
Disbursements- International Wires	Kenyatta Woolridge	6-2155	<a href="mailto:AP_FinSvc@umaryland.edu">AP_FinSvc@umaryland.edu</a>
Debit Memos	Bryan Mack	6-2910	<a href="mailto:bmack@umaryland.edu">bmack@umaryland.edu</a>
Journal Entry Requests	Sheri Myers	6-6025	<a href="mailto:generalaccounting@umaryland.edu">generalaccounting@umaryland.edu</a>
Payroll	Candace Chow	6-1243	<a href="mailto:DL-BFPayrollHelp@umaryland.edu">DL-BFPayrollHelp@umaryland.edu</a>
Procurement Card Expense Reports	Help Desk	6-4357	<a href="mailto:help@umaryland.edu">help@umaryland.edu</a>
Procurement Requisitions and POs	Keith Gagnon	6-8501	<a href="mailto:kgagnon@umaryland.edu">kgagnon@umaryland.edu</a>
RSTARS Transfers	Sheri Myers	6-6025	<a href="mailto:generalaccounting@umaryland.edu">generalaccounting@umaryland.edu</a>

## Summary Schedule of FY22 Year-End Deadlines

FY22 Transaction Description	Deadline Dates in 2022 (by 5PM unless otherwise noted)
Requisitions involving complicated proposal submissions and/or requiring outside agency approvals, etc. submitted and approved in Quantum Financials	Immediately
Requisitions totaling more than \$200,000 submitted and approved in Quantum Financials	Friday, April 22 <sup>nd</sup>
Requisitions totaling less than \$200,000 submitted and approved in Quantum Financials	Friday, May 13 <sup>th</sup>
NONPO Supplier Registrations	Wednesday, June 1 <sup>st</sup>
Approved non-employee travel expense eforms and supporting documentation submitted to OOTC-Travel	Friday, June 3 <sup>rd</sup>
Approved employee travel and business expense reimbursement eforms for inclusion in the last payroll of FY 2022	Tuesday, June 7 <sup>th</sup>
PO invoices- State Payment method submitted and received	Friday, June 10 <sup>th</sup>
PO and NONPO invoices- STO Wire payment method (international wire requests)	Friday, June 10 <sup>th</sup>
NONPO invoices- State Payment or General Working Fund payment methods with supporting documentation submitted and approved	Wednesday, June 15 <sup>th</sup>
June 2022 Debit Memos	Wednesday, June 29 <sup>th</sup>
June RSTARS Transfers charged to a project	Wednesday, June 29 <sup>th</sup>
Deposits submitted to Cashier for inclusion as a receipt in FY22	Thursday, June 30 <sup>th</sup> by 3:00PM
Approved June 27, 2022 Pcard billing cycle expense reports	Thursday, June 30 <sup>th</sup>
CBS Bills to UMBF and USMF	Friday, July 8 <sup>th</sup>
June RSTARS transfers requests charged to GL Account Combo	Friday, July 8 <sup>th</sup>
June 2022 Journal Entry requests for GL Account Combos	Friday, July 8 <sup>th</sup>
General Ledger closing process	Thursday, July 28 <sup>th</sup>