

# BUworks Finance Newsletter

## [2017 Year End Memo and Webinar and New Email Notification for Parked Entries](#)

In this month's issue, we'll discuss 2017 fiscal year end memo and webinar and the new email notification process for parked journal entries.

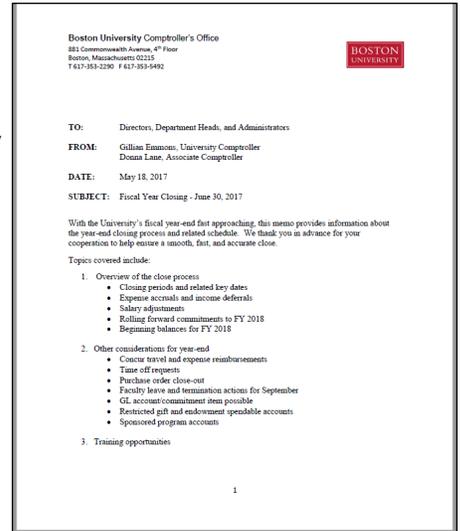
## [2017 Fiscal Year End Deadline Memo](#)

The recent 2017 fiscal year-end deadline memo announcement was sent out by the Comptrollers and General Accounting Offices on May 18th. A copy of the memo is available here: <http://www.bu.edu/cfo/comptroller/>.

As the deadlines quickly approach, finance administrators need to work fast at cleaning up their Cost Centers and Internal Order account transactions to ensure that what posted is accurate and all expenses have posted.

Finance Administrators should review the memo and set plans to meet the set deadlines otherwise you may lose out on an opportunity to correct or fix posted entries or expenses will post to the wrong fiscal year.

## [Year End Webinar scheduled for June 7th 10 a.m.](#)



ITEMS	SUMMARY OF YEAR-END DEADLINES		
	TIME	DATE	DAY
<b>Student Payroll</b>			
Student salary adjustments	5:00 p.m.	June 2, 2017	Friday
For payroll periods prior to May 2017	5:00 p.m.	June 16, 2017	Friday
For payroll periods in June 2017			
Course Travel Reports	Noon	June 16, 2017	Friday
<b>Vendor Invoices</b>			
Purchase Order Related	Noon	June 16, 2017	Friday
New Purchase Order Related	Noon	June 16, 2017	Friday
Purchase Orders - Close Out Requests	5:00 p.m.	June 16, 2017	Friday
Petty Cash close outs	5:00 p.m.	June 16, 2017	Friday
<b>Payroll</b>			
Last day to submit:			
OLA Entry - current employees	5:00 p.m.	June 14, 2017	Wednesday
PA Entry - current employees	5:00 p.m.	June 16, 2017	Friday
Signed Forms	5:00 p.m.	June 16, 2017	Friday
Weekly Staff, Student, Facilities & Contract hire issues	Noon	June 20, 2017	Tuesday
Faculty leaves and terminations	5:00 p.m.	July 14, 2017	Friday
Budget Adjustments	Noon	June 23, 2017	Friday
<b>P-Card Purchases**</b>			
Last day to make a P-Card purchase	5:00 p.m.	June 16, 2017	Friday
Cash Receipts	Noon	June 30, 2017	Friday
Departmental Sales: Customer Invoices	5:00 p.m.	June 30, 2017	Friday
<b>Internal Service Requests (ISR)</b>			
New Requests for FY 2017	Noon	June 16, 2017	Friday
Provide Billing Portals	5:00 p.m.	June 30, 2017	Friday
<b>Faculty Service Requests (FSR)</b>			
New Requests for FY 2017	5:00 p.m.	June 16, 2017	Friday
Provide Billing Portals	5:00 p.m.	June 30, 2017	Friday
Expense accruals/income deferrals to AP and General Accounting	Noon	July 3, 2017	Monday
<b>Journal Entries &amp; PV Uploads</b>			
Department Level Approval	5:00 p.m.	July 6, 2017	Thursday
Central Approval	Noon	July 7, 2017	Friday
<b>Time off requests</b>			
Department Level Approval	5:00 p.m.	June 30, 2017	Friday

To help Administrators understand the process the Comptroller's and General Accounting Offices offers a webinar reviewing the memo, going over the deadlines, what's expected and allowing for an opportunity to ask any questions you may have on the fiscal year-end closing process.

The webinar is scheduled on Wednesday, June 7th from 10 a.m. to 11 a.m. and to register go here to this URL: [http://www.bu.edu/phpbin/training/register/index.php?admingroup\\_id=22&course\\_id=1210](http://www.bu.edu/phpbin/training/register/index.php?admingroup_id=22&course_id=1210).

Members from the Accounts Payable, Budget, General Accounting, Payroll and Sourcing & Procurement Offices will be present. It's an excellent opportunity for questions to be asked directly to the responsible central office.

\*\*It may take up to 3 business days after a particular invoice for a vendor transaction to be available for cashholder review and account updating in WORKS (the P-Card system). Purchases made after June 16, 2017, may not be available for cashholder review and update in time for inclusion in FY 2017. All updates should be complete by 5:00 pm June 23rd, pending to General Ledger will be at 5:00 on Friday, June 23rd.

### "In This Issue"

- **2017 Fiscal Year End Deadline Memo**
- **Year End Webinar scheduled for June 7th 10 a.m.**
- **New Email Notification on Parked Journal Entries and Task Actions To Be Taken**

### Contact Us:

Thanks for taking the time to read this newsletter. Click [here](#) to leave any comments or suggestions.

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Visit us on the web at <http://www.bu.edu/buworks/help-pages/finance-training/>. Please click [here](#) to register for available

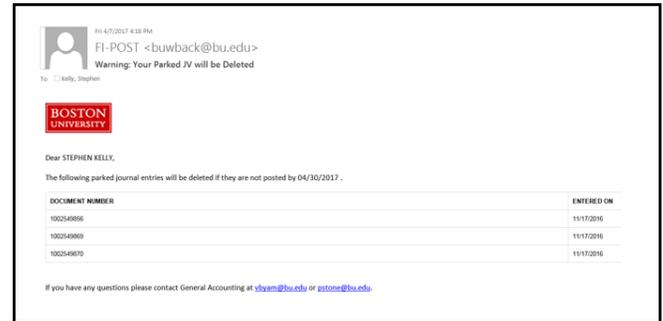
## New Email Notification for Parked Journal Entries

As part of an effort to streamline "Parked" journal entries within the **SAP WebGUI ECC** system General Accounting Office has collaborated with BUworks Finance Team to create a tool to better manage unposted "Parked" journal entries.

Some of you may already have noticed the email notification that is sent from "FI-POST <buwback@bu.edu>" with subject message line "Warning: Your Parked JV will be Deleted." The email is sent to the person who's submitted the journal entry (Department Submitter).

If you have, this is part of the new process for streamlining the large volume of "Parked" entries that are:

1. Parked (**Save Park document**) **Save parked document** and forgotten about.
2. Mistakenly "Parked" due to failure to re-start the workflow approval process (by clicking on the **Save as Complete** button). **Save as completed**



The General Accounting Office will run this program periodically, therefore be on the lookout for an email from "FI-POST <buwback@bu.edu>." Check your Microsoft Office Outlook Junk and Clutter email folders, to confirm Outlook hasn't automatically moved them.

## Task Actions To Be Taken

*What does this mean for you, as the department submitter who received this email?*

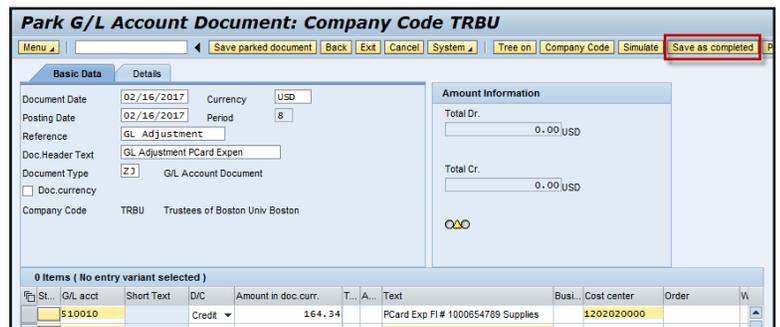
You'll need to review the entry to figure out if it's an entry that needs to post or if it's an entry that needs to be deleted. Either one of the two actions will need to be taken: re-start workflow to post to **Cost Center** or **Internal Order** or mark the entry as deleted in the system.

### To Restart the Workflow:

Use transaction code **FBV2**, enter the journal entry document number that is listed on the email notification into the **Document Number** field then hit the enter key on your keyboard.

Make a change anywhere on the entry to activate the system change; note, there may be a need to change the **Posting Date** to reflect the current period.

Click on the **Save as Complete** button to re-start the workflow approval process.



### To Delete the Entry:

Use transaction code **FBV2**, enter the journal entry document number that is listed on the email notification into the **Document Number** field then hit the enter key on your keyboard.

Go to the **Menu** button located on the top of transaction window, select **Document** and click on **Delete Parked document**. A new window will display "Delete Parked Document?", select **Yes** button to delete entry.

The Quick Reference Guide on changing and deleting a journal entry can be found here: [http://www.bu.edu/tech/files/2016/01/FI\\_QRG\\_How-to-Change-or-Delete-a-Journal-Entry\\_FBV2.pdf](http://www.bu.edu/tech/files/2016/01/FI_QRG_How-to-Change-or-Delete-a-Journal-Entry_FBV2.pdf)

