

# UCOP Business Resource Center

## Fiscal Close Classes!



## INVOICES, PCARDS, & ENCUMBRANCES

### INVOICES

#### ***What do I need to do to get my invoice paid before fiscal close?***

- Get it to the BRC by the deadlines listed on the fiscal close calendar. Submit timely. Submit often.
- Make sure we have all of the information needed to process the invoice (department code, FAU, approval, business purpose, etc.).
- When in doubt, just ask! Email us at [BRCPurchaseandpay@ucop.edu](mailto:BRCPurchaseandpay@ucop.edu).

#### ***If I submit a purchase request to you by the deadlines listed on the fiscal close calendar, will this purchase be in this year's budget?***

- Possibly. Remember that the fiscal close deadlines are to pay invoices, not to make purchases. We pay invoices once goods/services are received.
- If you have any goods/services you need to purchase this year, start now by letting the BRC know and letting us help you.

#### ***Is there anything else I need to be aware of regarding invoices and fiscal close?***

- Keep an eye out for invoices \$25,000 and over that may need to be accrued or deferred.
- You want to accrue an expense if the item/service being paid for was received in the current fiscal year, but the payment will not be made until the following fiscal year.
- You want to defer an expense if the item/service being paid for will be received in the following fiscal year, but the payment will be made in the current fiscal year.

### PCARD PURCHASES (aka the BRC credit card)

#### ***What is the cut-off date to make 2019-20 fiscal year purchases?***

- The deadline for a purchase made on the PCard to hit fiscal year FY19-20 is TBD.
- Credit card transactions take additional processing time, so this deadline falls earlier in June to account for this.

### ENCUMBRANCES

#### ***What is an encumbrance?***

- An encumbrance appears on your general ledger (GL) when a purchase order (PO) is created.
- Encumbrances are a commitment to spend funds.
- As invoices are paid against the PO, the encumbrance decreases and expenses show on your GL.
- Encumbrances DO NOT carry forward your appropriated budget to the next fiscal year.

### ***What if I have additional questions?***

Please send questions to the BRC Purchase Order and Payment Team email box at [BRCPurchaseandPay@ucop.edu](mailto:BRCPurchaseandPay@ucop.edu) or visit us at the POP Stop.

### ***KEY DATES for Invoices, PCards, annual POs and Encumbrances?***

- TBD – Vendor Invoices and check requests with an invoice date prior to and including May 31 are due to the BRC.
- TBD – Vendor Invoices and check requests with an invoice date between June 1 and June 9 are due to the BRC.
- TBD – Last day for PCard transactions.
- TBD – Vendor Invoices and check requests with an invoice date between June 10 and June 16 are due to the BRC.
- TBD – Vendor Invoices and check requests with an invoice date between June 17 and June 23 are due to the BRC.
- For vendor invoices and check requests dated after June 23, we will make every effort to pay it within this fiscal year, however we cannot guarantee that.