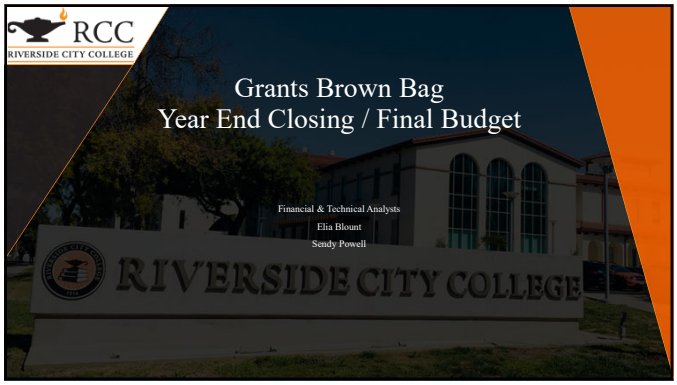


Budget Process/Timeline

- Tentative Budget

Timeline	Action
March - May	Budget Development
June	Tentative Budget Presented to Resource Committee
June	Board Approval of Tenative Budget

- Final Budget

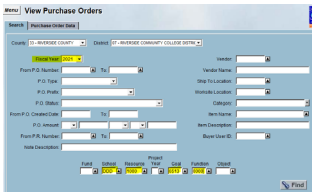
Timeline	Action
July - August	Final Budget Development
August	Final Budget Presented to Chancellor's Cabinet & Resource Committee
September	Final Budget Adoption

FY 21/22 Budget Development Calendar

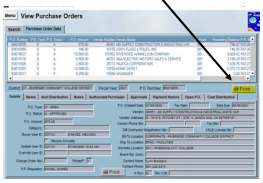
March 19, 2021	Tentative Budget - Load FY 21/22 Galaxy Budget (roll budget)
March 25, 2021	Tentative Budget – B&FS Budget Office will distribute Grant positions for Department review
April 2, 2021	Tentative Budget – Deadline to submit grant position changes to B&FS Budget Office
June 15, 2021	Tentative Budget - June Regular Board Meeting - Approval of Tentative Budget
7/2/2021 TBD	Tentative Budget - RCDE to load budget from Budget Module to live accounts
August 3, 2021	Final Budget - all recommendations from Colleges and District to amend Tentative budget to be submitted to Business and Financial Services Budget Office
8/3/20-8/6/20	Grant expense budgets balanced to projected revenue after FY 20/21 YE close. If issues – Budget Office will contact grant managers to resolve
8/6/21-8/13/21	Final Budget – Deadline for B&FS Budget Office to complete final budget for all resources
September 21, 2021	September Regular Board Meeting - Final Budget Adoption

Closing out and reconciling contracts/purchase orders

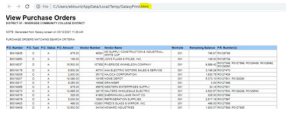
- Pull a list of your current purchase orders!
- View Purchase Orders



- Print the list of purchase orders associated with the budget string.



- The list will print to html. Copy and paste to excel for more flexibility.



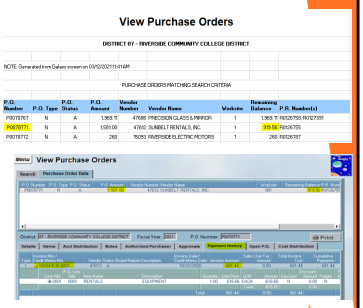
Research

- Please notice the highlighted column headers.

- Identify if your PO is:
  - (A) - Approved and available
    OR
  - (F) - Finalized
- If it's finalized- CONGRATS!! Move on to the next purchase order
- Is there a PO that is open and available but should be closed?

Research (cont.)

- Using the same spreadsheet research each purchase order and determine if it should be closed or if there are outstanding payments/invoices.
- Use View Purchase Order to reconcile invoices paid.
- Example: P0078771
  - opened for rental equipment
  - one payment has posted
  - available balance of $ 919.56
- Are there outstanding invoices that haven't been applied? If so, follow up with the vendor or AP to get the payment processed as soon as possible.
- Is there an upcoming invoice you know about? Keep the PO open and re-visit.
- Submit a request to AP to close any purchase orders that are no longer going to be used. VERIFY with PI before closing.


View Purchase Orders

DISTRICT 07 - RIVERSIDE COMMUNITY COLLEGE DISTRICT

NOTE: Generated from Galaxy screen on 03/02/2021 11:41AM

PURCHASE ORDERS MATCHING SEARCH CRITERIA

P.O. Number	P.O. Type	P.O. Status	P.O. Amount	Vendor Number	Vendor Name	Worksite	Remaining Balance	P.R. Number(s)
P0078767	N	A	1,965.11	47686	PRECISION GLASS & MIRROR	1	1,965.11	R0126755, R0127191
P0078771	N	A	1,591.00	47692	SUNBELT RENTALS, INC.	1	919.56	R0126755
P0078772	N	A	260	15093	RIVERSIDE ELECTRIC MOTORS	1	260	R0126787

TIPS

- Maintain your spreadsheet and try to follow up weekly.
- Before requesting that a PO or contract is closed, verify with your supervisor/manager.
- PO's with an available balance that are closed, unencumber and make funds available for other purchases that your department needs.
- Pay attention to Purchasing deadlines.

April 16, 2021	**Last day** to enter AND approve 2020/21 requisitions for capital equipment orders (6000's object code). Orders must be received by June 30, 2021, so that payment can be applied to the 2020/21 budget.
April 16, 2021	**Last day** to enter AND approve 2020/21 **NEW OPEN** purchase requisitions. Orders entered after this date must be itemized, "modify purchase requisitions."
April 26, 2021	**First day** to enter 2021/22 requisitions. Use the drop-down menu to change the "Fiscal Year" from 2021 to 2022. This is only for goods and services to be received after June 30, 2021. Purchasing will not release 2021/22 POs until 7/1/21.
May 10, 2021 – 5:00 PM	**Last day** to enter AND approve **ALL OTHER** 2020/21 requisitions, including increases to existing open purchase orders and Concur Travel Requests. Orders must be received by June 30, 2020, so that payment can be applied to the 2020/21 budget.

- Emergency purchase orders after the deadline must be approved by administration and can be entered by a "super user" on your campus.

TIPS (cont.)

- Align funding with budget plan to reduce budget transfers.
- Process budget transfers as necessary.
- Know the grant's specific reporting periods, requirements, and due dates.
- Be aware of the grant's rules and regulations. Is the planned purchase in compliance with grant guidelines?
- Annual spending deadline applies to grants as well, even if the grant carries forward to the next fiscal year.