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TO: Munis Users and Fiscal Staff

FROM: Union County Auditor's Office Budgetary Department

DATE: October 26, 2018

RE: End of Year Memo

End of 2018 calendar specifics:

- **Final checks** of 2018 will be cut December 18th. Departments have from now until Noon on Tuesday December 18th to clean up purchase orders. All **Blanket** Purchase Orders **must** be liquidated and all Regular purchase orders no longer needed, will need to be liquidated. The Auditor's Office will begin reviewing open purchase orders and liquidate the remaining blankets and non-contract PO's. *Liquidation and Purchase Order report instructions are available on the Budgetary Resources Page.*
- Invoice batches open after the December 18th check run will be deleted. No batches are to be entered until January 2nd, 2019.
- Carryover Purchase Orders can be opened beginning now through December 18th at Noon. Carryover purchase orders must be labeled "N" (Normal) type. The description field must say CF: or Carry Forward and **service dates must be clearly labeled**. Service dates may only be through January 31st, 2019. Carryover purchase orders (with the exception of contracts) will be liquidated by March 31, 2019 if not spent by this time. (Please ensure a then and now stamp is included if necessary.)
- Final Fund to Fund Transfers will be approved on Thursday December 13th.
- Final 2018 Budget Transfers will be approved on Thursday December 13th.
- For the December 28th pay date: Payroll batches must be released by **Noon on December 18th** and Payroll summary reports are due by **Noon on December 20th**. All employee changes are due by Noon on December 14th.
- **Pay-in cut-off will be at 1pm on December 27th**. Any pay-in entered in Munis, but not taken to the Treasurer's Office by 1pm on December 27th will be reversed and will need to be re-entered in January 2019.

NEW FOR 2019:

- **Revenue attachments** are now available to be added during Pay In entry. Please refer to the Miscellaneous Receipt (Begin at #8) instruction sheet on the Budgetary Resources website for guidance. Please include support (invoices, etc.) whenever possible for your receipt. This greatly assists during the annual audit and when further clarification is needed throughout the year.

- **Supporting documentation will now be required with fund to fund transfers.** Please be sure to include documentation (invoices, etc.) when sending transfers for approval. Transfers should be sent to fundxfer@co.union.oh.us. Reminder – all transfers are attached in TCM during processing for future referencing.
- **New Munis Modules** coming soon:
 - Vendor Self Service
 - Contracts
 - Personnel Actions for Employee Changes/Updates

Beginning of 2019 calendar specifics:

- **2019** Purchase Orders can be opened starting on January 2nd 2019.
- The first checks will be cut on January 3rd. All bills will be due by **Noon on January 2nd** for payment on January 3rd.
- All bills will be due by **4PM on January 3rd** for payment on January 8th.
For those invoices in BATCH 010819 (COMMISSIONER APPROVED): DO NOT SUBMIT INVOICES \$50,000 OR OVER FOR THE 1/8 CHECK RUN. THESE MUST WAIT UNTIL 1/15 DUE TO YEAR END PROCESSING. Any invoice submitted meeting the above criteria (Batch 010819) will be rejected and must be resubmitted for payment.
- MUNIS will be **CLOSED** beginning on **Tuesday January 8th** for End of Year Processing. You will be notified once it is operational.
- Normal due dates will resume the week of January 14th.
- **REMINDER** – Quotes must be included during requisition entry for approval and conversion of regular Purchase Orders in the contract service and equipment object codes (530100-549999). Utilities are exempt from this requirement. Prior approval must be given from the Auditor’s office for other exemptions.
- **REMINDER** – Please ensure requisitions are opened prior to ordering/use of services. Opening Blanket PO’s at the beginning of the year for ongoing purchases will help with this throughout 2018. A then and now statement is required for purchases not opened prior to ordering/use of services \$750 and over. A then and now statement can only be utilized on a regular PO (no blankets).
 - For those departments that the County serves as a fiscal agent, the \$750 rule does not apply. A then and now certification must be placed on ALL purchases where the PO was not opened first.
- **REMINDER** – Blanket Purchase orders opened may **not exceed \$100,000**. Any Contracts opened must have a type of “N” for Normal and will be considered regular PO’s. Please label contracts with a “C” in the description.
- Please continue to visit our budgetary resource page at <https://www.co.union.oh.us/budgetary-resources> for new forms, updates and instructional guides.

BEGINNING December 1, 2018 – All New Employees must visit the Auditor’s office to process new hire paperwork within 4 days of Hire.

Please let us know if you have any questions.
Thank you!

Auditor’s Office Budgetary Department