MEMORANDUM

To: Budget Unit Heads

From: Robert C. Leonard
       Controller

Date: September 02, 2010

Subject: Year-End Closing of the 2009-2010 Fiscal Year

In order for us to meet the 2009-2010 closing schedule set it is necessary to establish due dates for certain essential information.

The following general year-end provisions will apply to purchase orders against University budgets at the end of the 2009-2010 fiscal year:

1. In order for purchases to be expensed in this fiscal year against your 2009-2010 budget, a Purchase Order must be issued, materials and/or services received, and the check for payment processed prior to September 30, 2010.

2. Change Order Requisitions to be issued against 2009-2010 Purchase Orders must be received and processed by Procurement Services prior to September 30th to be reflected in the accounting system for the 2009-2010 fiscal year.

3. Invoices and receipt of goods documentation (Memorandum Receiving Report or shipping receipt) must be received by the Accounts Payable Department no later than Wednesday, September 15, 2010 in order to be charged against the 2009-2010 budget.

4. Departments should ensure that old outstanding encumbrances are closed.

5. Beginning on September 15, 2010, departments may enter requisitions against 2010-2011 fiscal year funds by changing the transaction date on the requisition to October 1, 2010.
   ➢ If the transaction date is not changed to October 1, 2010, the requisition will need to be denied by an authorized approver.
   ➢ Then contact Procurement Services to have the transaction date on the requisition changed.

6. During the period September 15-30, 2010, if the requisition has been approved, but the transaction date was not changed to October 1, contact Procurement Services to have the transaction date changed.

7. All requisitions, including those against contract and grant accounts, not using an October 1, 2010 transaction date must be approved by September 10, 2010, so that they can be converted into purchase orders by September 30, 2010 by Procurement Services.
   ➢ Requisitions not approved by September 10, 2010 must be denied by an authorized approver.
   ➢ The end user will be notified by the individual who denied their requisition.
8. Purchase Orders from FY 2010 will not be carried forward to FY 2011 until the middle of October. From October 1 to mid-month, no change orders from FY 2010 will be processed by Procurement Services and no A/P checks will be issued against FY 2010 budgets. This restriction is due to standard year-end closing procedures while FY 2010 expenses are being finalized.

9. Only Purchase Orders that have not been invoiced and paid will be brought forward into the new fiscal year. If a partial payment has been issued prior to September 30, 2010, only the remaining balance will be carried forward as an encumbrance obligation. Your available funds in your 2010-2011 budget will be reduced by the outstanding amount of prior year Purchase Orders.

The attached year-end closing schedule has been prepared for your guidance in meeting the established due dates. Any data adjustments to be included in the FY 2009-2010 financial period must be submitted to the Accounting Office by noon on October 5, 2010.

Please contact us if you have any questions or if you foresee any difficulty in meeting this schedule.

If you have questions or need further information, please contact Robert Leonard (824-2233), Melanie Newby (824-2248), Chih Loo (824-2243), Valarie King (824-2231), or Terence Haley (824-6674).

xc: Accounting & Finance
    Budget Office
    Business Services
    Contracts & Grant Accounting
    Judy Conine, Office of Sponsored Programs
2009-2010 Year-End Closing Schedule

September 15  Invoices and documentation of receipt of goods must be received by Accounts Payable

September 29  Retros will be processed for all pay periods prior to the September 22nd pay period – final date for state orgs. Retros must be submitted no later than September 27.

September 20  Labor and leave forms due by 5 p.m. to Payroll Services

September 29-30  Payroll for the pay period ending September 21st will be processed and fed to Banner Finance

October 1  Labor statements will be available

October 1  Postage, telephone distribution, computer, maintenance agreements, inventories, Xerox, cylinder, bookstore, temporary employment charges, machine shop, and all other internal transfers are to be recorded. Departments must send to accounting by October 1st. Feeds must be submitted to CNS by October 1st.

October 1  Listing of non-cash gifts and/or donated services from Development must be received by Accounting. All UAH Gifts should be added to the Cash Receipts Journal and Accounting notified.

October 1  All FY10 requisitions must be closed

October 4  Departments’ personnel are to thoroughly review budget statements for accuracy.

October 5  PCard charges for September will be fed.

October 5  All data adjustments for FY10 must be submitted to Accounting by noon

October 6  Deferred Grant Process and Monthly Auto JV’s (“mechanical entries”) will be run

October 7  Contracts & Grants Accounting personnel are to process billing for month ending September 2010

October 8  Actual indirect cost income allocation from the Office of the VP for Research

October 8  General Ledger Balance Forward Process will be run

October 8  Encumbrance Roll Process will be run (open purchase orders only; no requisitions will be carried forward)

October 11  All general ledger accounts checked and reconciled

October 13  Final adjusting journal entries to be entered into system

October 14  Run GASB reports

October 15  Assemble financial data

October 22  Budget Carry Forward Process will be run