MEMORANDUM

TO: Budget Unit Heads
FROM: Robert C. Leonard, Associate Vice President for Finance & Business Services
DATE: August 23, 2016
SUBJECT: Year-End Closing of the 2015-2016 Fiscal Year

In order for us to meet the 2015-2016 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 and procurement cards (p-cards) against University budgets at the end of the 2015-2016 fiscal year:

1. Procurement Card reconciliation is approximately one month behind, so all charges posted in Works by September 30th will expend funds in this fiscal year against your 2015-2016 budget. Reconcilers are to submit their September Reconciliation Packets by October 7th. All charges posted October 1, 2016 or later will expend funds from your 2016-2017 budget.

2. In order for purchases to be expended in this fiscal year against your 2015-2016 budget, a Purchase Order must be issued, materials and/or services received, and the check for payment processed no later than September 23, 2016.

3. Change Order Requisitions to be issued against 2015-2016 Purchase Orders must be received and processed by Procurement Services no later than September 23rd to be reflected in the accounting system for the 2015-2016 fiscal year.

4. Invoices and receipt of goods documentation (Memorandum Receiving Report or shipping receipt) must be received by Accounts Payable no later than Thursday, September 23, 2016 in order to be charged against the 2015-2016 budget.

5. MISCELLANEOUS VOUCHERS: All expenses incurred through September 30th that are applicable to fiscal year 2016 must be charged to your 2016 budget. 2016 expenditures should be sent to Accounting as soon as possible after the expense is incurred. Vouchers must be submitted no later than 4:45 pm, October 5, 2016.

6. TRAVEL VOUCHERS: Expenses for trips taken through September 30 are to be charged to your 2016 budget and submitted to Accounting as soon as possible after the completion of the trip, no later than 4:45 pm, October 5, 2016.

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

8. Beginning on September 26, 2016, requisitions must have a transaction date of October 1, 2016.
If the Requisition has not been approved and the transaction date was not changed to October 1, 2016, the requisition will need to be denied by an authorized approver.

Then contact Procurement Services to have the transaction date on the requisition changed.

9. During the period September 26-30, 2016, if the requisition has been approved, but the transaction date was not changed to October 1, 2016, contact Procurement Services to have the requisition deleted. A new requisition with a transaction date of October 1, 2016 will be needed in order to make your purchase.

10. Issue Checks prior to September 29, 2016 are to be dated September 2016.

11. All requisitions, including those against contract and grant accounts, must be approved by September 22, 2016 (if it requires quotes/bids, then it must be submitted and approved by September 8), so that they can be converted into purchase orders by September 23, 2016 by Procurement Services.

   - Requisitions not approved by September 23, 2016 must be denied by an authorized approver.
   - The end user will be notified by the individual who denied their requisition.
   - Then Procurement Services should be notified to change the transaction date to October 1, 2016.

12. Purchase Orders from FY 2016 will not be carried forward to FY 2017 until October 7, 2016. From October 3rd – 7th no change orders from FY 2016 will be processed by Procurement Services and no A/P checks will be issued against FY 2017 budgets. This restriction is due to standard year-end closing procedures while FY 2016 expenses are being finalized.

13. 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 23, 2016, only the remaining balance will be carried forward as an encumbrance obligation. Your available funds in your 2016-2017 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 2015-2016 financial period must be submitted to the Accounting Office by noon on October 5, 2016.

If you have questions or need further information, please contact Robert Leonard (824-2233), Melanie Newby (824-2248), Chih Loo (824-2243), Valerie King (824-2231), Terence Haley (824-6674), or Pat Ewert (824-2251).

cc: Accounting & Financial Reporting
    Accounts Payable
    Budget Office
    Business Services
    Contracts & Grant Accounting
    Office of Sponsored Programs
    OIT
2015-2016 YEAR-END CLOSING SCHEDULE

September 14 Labor and leave forms due by 12 p.m. to Payroll Services (ELabor, Biweekly Labor Report and WTE)

September 23 Invoices and documentation of receipt of goods must be received by Accounts Payable

September 23 Retros will be processed for all pay periods prior to the September 13th pay period--final date for state orgs. Retros must be submitted no later than September 19.

September 21-23 Payroll for the pay period ending September 13th will be processed and fed to Banner Finance

September 26 Labor statements will be available

October 3 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. All fees must be submitted to OIT by noon on October 3rd.

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.

Listing of disposed Library books must be received by Accounting from the Library.

**PCard charges for September (all charges posted by September 30th) will be fed.** Charges posted after September 30th will be applied to your FY17 budget.

October 5 Miscellaneous Vouchers for expenses incurred through September 30 must be submitted by 4:45pm.

Travel Vouchers for trips taken through September 30 must be submitted by 4:45 pm.

All data adjustments for FY16 must be submitted to Accounting by noon

October 7 PCard Reconciliation Packets for September are due.

Deferred Grant Process and Monthly Auto JV’s will be run.

General Ledger Balance Forward Process will run, which will open the accrual period. Period 12 will be closed.

Encumbrance Roll Process will run (open purchase orders only; no requisitions will be carried forward). OIT assistance will be needed to correct any errors.

October 10 Preliminary Year-End Budget Statements (ZBDSTMT) will be run.

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

Monthly Reports from OIT will be run.

FISAP draft must be received by Robert Leonard from the Office of Financial Aid.

Actual indirect cost income allocation from the Office of the VP for Research due to Accounting by the close of business.

All general ledger accounts checked and reconciled

October 11 Final adjusting journal entries to be entered into system

October 12 Run GASB reports

Contracts & Grants Accounting personnel are to process billing for month ending September 2016.

October 20 Assemble financial data

October 24 Budget Carry Forward Process will run at night. OIT assistance will be needed to correct any errors.

October 25 Final Year-End Budget Statements will be run.