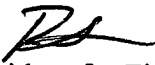


MEMORANDUM

TO: Budget Unit Heads

FROM: Robert C. Leonard 
Associate Vice President for Finance & Business Services

DATE: July 18, 2017

SUBJECT: Year-End Closing of the 2016-2017 Fiscal Year

In order for us to meet the 2016-2017 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 2016-2017 fiscal year:

1. Procurement Card reconciliation is approximately one month behind, so all charges posted in Intersect (previously Works) by **September 29th** will expend funds in this fiscal year against your 2016-2017 budget. Reconcilers are to submit their September Reconciliation Packets by October 6th. All charges posted October 1, 2017 or later will expend funds from your 2017-2018 budget.
2. In order for purchases to be expended in this fiscal year against your 2016-2017 budget, a Purchase Order must be issued, materials and/or services received, and the check for payment processed no later than **September 21, 2017**.
3. Change Order Requisitions to be issued against 2016-2017 Purchase Orders must be received and processed by Procurement Services no later than **September 21st** to be reflected in the accounting system for the 2016-2017 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 21, 2017** in order to be charged against the 2016-2017 budget.
5. MISCELLANEOUS VOUCHERS: All expenses incurred through September 30th that are applicable to fiscal year 2017 must be charged to your 2017 budget. 2017 expenditures should be sent to Business Services as soon as possible after the expense is incurred. Vouchers must be submitted no later than **4:45 pm, October 4, 2017**.
6. TRAVEL VOUCHERS: Expenses for trips taken through September 30 are to be charged to your 2017 budget and submitted to Business Services as soon as possible after the completion of the trip, no later than **4:45 pm, October 4, 2017**.
7. Departments should ensure that old outstanding encumbrances are closed.
8. Beginning on **September 22, 2017**, requisitions must have a **transaction date of October 1, 2017**.

- If the Requisition has not been approved and the transaction date was not changed to October 1, 2017, 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 22-30, 2017**, if the requisition has been approved, but the transaction date was not changed to October 1, 2017, contact Procurement Services to have the requisition deleted. A new requisition with a transaction date of October 1, 2017 will be needed in order to make your purchase.
- 10. Issue Checks prior to September 29, 2017 are to be dated September 2017.**
11. All requisitions, including those against contract and grant accounts, must be approved by September 20, 2017 (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 21, 2017 by Procurement Services.
- Requisitions not approved by September 21, 2017 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, 2017.
12. Purchase Orders from FY 2017 will not be carried forward to FY 2018 until October 6, 2017. From October 3rd – 7th, no change orders from FY 2017 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 2017 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 22, 2017, only the remaining balance will be carried forward as an encumbrance obligation. Your available funds in your 2017-2018 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 2016-2017 financial period must be submitted to the Accounting Office by **noon on October 4, 2017**.

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 & Financial Reporting
 Accounts Payable
 Budget Office
 Business Services
 Contracts & Grant Accounting
 Office of Sponsored Programs
 OIT

2016-2017 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 18 Retros over 28 days from the check date must be submitted no later than 5:00 pm, September 18. Retros less than 28 days must be submitted by noon September 20.
- September 20 Liquidate encumbrances
- September 20-22 Retros will be processed for all pay periods prior to the August 30th to September 12th pay period– final date for state orgs.
- September 20-22 Payroll for the pay period ending September 12th will be processed and fed to Banner Finance
- September 21 Invoices and documentation of receipt of goods must be received by Accounts Payable
- September 25 Labor statements will be available
- October 2 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 noon on October 2nd. All feeds must be submitted to OIT by noon on October 2nd.
- 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 29th) will be fed. Charges posted after September 29th will be applied to your FY17 budget.**
- October 4 All data adjustments for FY17 must be submitted to Accounting by noon
- 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.**
- October 6 **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 9 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 10 Final adjusting journal entries to be entered into system
- October 11 Run GASB reports
- Contracts & Grants Accounting personnel are to process billing for month ending September 2017.
- October 19 Assemble financial data

- October 20** **Set-up original encumbrances**
- 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.**