

MEMORANDUM

TO: Budget Unit Heads

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

DATE: August 22, 2019

SUBJECT: Year-End Closing of the 2018-2019 Fiscal Year

In order for us to meet the 2018-2019 closing schedule 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 2018-2019 fiscal year:

1. Procurement Card reconciliation is approximately one month behind, so all charges posted in Intersect by **September 30th** will expend funds in this fiscal year against your 2018-2019 budget. Reconcilers are to submit their September Reconciliation Packets by October 5th. All charges posted October 1, 2019 or later will expend funds from your 2019-2020 budget.
2. In order for purchases to be expended in this fiscal year against your 2018-2019 budget, a Purchase Order must be issued, materials and/or services received, and the check for payment processed no later than **September 19, 2019**.
3. Change Order Requisitions to be issued against 2018-2019 Purchase Orders must be received and processed by Procurement Services no later than **September 19th** to be reflected in the accounting system for the 2018-2019 fiscal year.
4. Invoices and receipt of goods documentation (Memorandum Receiving Report or shipping receipt) must be received by Accounts Payable no later than **Wednesday, September 18, 2019** in order to be charged against the 2018-2019 budget.
5. MISCELLANEOUS VOUCHERS: All expenses incurred through September 30th that are applicable to fiscal year 2019 must be charged to your 2019 budget. 2019 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 3, 2019**.
6. TRAVEL VOUCHERS: Expenses for trips taken through September 30 are to be charged to your 2019 budget and submitted to Business Services as soon as possible after the completion of the trip, no later than **4:45 pm, October 3, 2019**.
7. Departments should ensure that old outstanding encumbrances are closed.
8. **Issue Checks prior to September 27, 2019 are to be dated September 2019.**

9. Beginning on **September 20, 2018**, requisitions must have a **transaction date of October 1, 2019**.
 - If the Requisition has not been approved and the transaction date was not changed to October 1, 2019, the requisition will need to be denied by an authorized approver.
 - Then contact Procurement Services to have the transaction date on the requisition changed.
10. During the period **September 23-30, 2019**, if the requisition has been approved, but the transaction date was not changed to October 1, 2019, contact Procurement Services to have the requisition deleted. A new requisition with a transaction date of October 1, 2019 will be needed in order to make your purchase.
11. All requisitions, including those against contract and grant accounts, must be approved by September 19, 2019 (if it requires quotes/bids, then it must be submitted and approved by September 9), so that they can be converted into purchase orders by September 20, 2019 by Procurement Services.
 - Requisitions not approved by September 19, 2019 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, 2019.
12. Purchase Orders from FY 2019 will not be carried forward to FY 2020 until October 5, 2019. From October 1 – 5, no change orders from FY 2019 will be processed by Procurement Services and no A/P checks will be issued against FY 2019 budgets. This restriction is due to standard year-end closing procedures while FY 2019 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, 2019, only the remaining balance will be carried forward as an encumbrance obligation. Your available funds in your 2019-2020 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 2018-2019 financial period must be submitted to the Accounting Office by **noon on October 3, 2019**.

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

2018-2019 YEAR-END CLOSING SCHEDULE

Date	Description
September 12	Labor and leave forms due by 12 pm to Payroll Services (ELabor, Biweekly Labor Report and WTE)
September 16	Retros over 28 days from the check date must be submitted no later than 5:00 pm, September 16. Retros less than 28 days must be submitted by noon September 18.
September 18-20	Retros will be processed for all pay periods prior to the August 28th to September 10th pay period– final date for state orgs.
September 18-30	Payroll for the pay period ending September 10th will be processed and fed to Banner Finance
September 18	Liquidate encumbrances Invoices and documentation of receipt of goods must be received by Accounts Payable
September 23	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 noon on October 1st. All feeds must be submitted to OIT by noon on October 1st. 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 FY20 budget.
October 3	All data adjustments for FY19 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 4	PCard Reconciliation Packets for September are due. Monthly Auto JV's will be run.
October 6	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 7	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
October 8	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 9	Final adjusting journal entries to be entered into system
October 10	Run GASB reports Contracts & Grants Accounting personnel are to process billing for month ending September 2019.
October 17	Assemble financial data
October 19	Set-up original encumbrances
October 26	Budget Carry Forward Process will run at night. OIT assistance will be needed to correct any errors.
October 29	Final Year-End Budget Statements will be run.