

Fiscal Year-End Schedule
June 30, 2009

As we near the end of FY09, please review the year-end processing deadlines listed below. The deadlines for various financial activities are necessary to facilitate an effective and efficient year-end accounting close and to allow for proper preparation of the University's financial reports.

Requisitions and Change Orders

- Fiscal Year 2009
The deadline for requisitions and change orders to be charged to the fiscal year 2009 budgets, transactions must be completed and **approved** by 3:00 PM Friday, June 26th to ensure sufficient time for Purchasing to generate the purchase orders. There should be NO purchase orders, change orders, or requisitions with a FY09 **transaction date** entered after June 26th. Any emergency requests will be handled on an individual basis.
- Fiscal Year 2010
Beginning Wednesday, July 1st, all requisitions must be entered in FY10 with a July 2009 transaction date.

Open Commitments (Encumbrances)

- All open commitments (e.g., encumbrances) should be reviewed to determine if they are needed. If no longer needed, Accounts Payable should be notified as soon as possible but no later than 3:00 PM Friday, June 26th. All standing (open) purchase orders other than grant funds and plant project funds will be closed in the old fiscal year.
- The University will roll (carry forward) encumbrances into FY10 to include the corresponding budget entries. Change orders can only be processed against purchase order where encumbrances have rolled to the new fiscal year. Purchase orders closed in FY09 cannot be reopened in the new fiscal year. To help determine if a purchase order was rolled from FY09 to FY10, users can access the detail encumbrance activity (FGIENCD) which will show E090 code for any FY09 encumbrance that rolled to FY10.

Regular and Direct Pay Invoices

- Direct Pay Invoices
Vendor invoices mailed directly to the departments should be entered and approved by departments (\$400.00 or less) by 3:00 PM Thursday, June 25th if payment is due by Friday, June 26th.
- Departmental access to process direct pay invoices will be removed at 3:00 PM Thursday, June 25th to ensure no new direct pay invoices are processed for FY09. Direct pay invoicing access will be reinstated by 10:00 AM Wednesday, July 1st to allow for FY10 processing.

➤ Regular Invoices

Vendor invoices mailed directly to the departments need to be approved and forwarded to Accounts Payable for processing no later than 3:00 PM Thursday, June 25th **if payment is for goods received or services rendered in FY09.**

- If invoice is not available from the vendor by the June 25th deadline, the final cut-off for any invoice to post in FY09 is 3:00 PM Monday, July 6th. Encumbrances will be rolled at 5:00 PM Monday, July 6th which will cause the system to no longer allow invoice posting to FY09. **Please adhere strictly to this schedule as vendor liabilities are determined from the invoices which directly impact the financial statements.**

Approvals

- Direct pays – Deadline for FY09 approval is 3:00 PM Thursday, June 25th.
- Requisitions & change orders – Deadline for FY09 approval is 3:00 PM Friday, June 26th.
- Budget JV's – Deadline for FY09 budget JV approval is 5:00 PM Tuesday, June 30th.

Credit Card Processing

- All credit card transactions with a PaymentNet post date of June 30th or prior will be uploaded to Banner on Monday, July 6th with a posting date of June 30th against the department's FY09 budget.
- Transactions with a PaymentNet post date of July 1st and later will be posted to fiscal year 2010.

Deposits & Miscellaneous Receipts

- All deposit, miscellaneous receipts and supporting documents (credit card receipts) are to be delivered to the Business Office by 12:00 PM Monday, June 29th to ensure documents are processed and forwarded to the Accounting Office to allow sufficient time to process transactions for year-end close.

Journal Vouchers & Uploads

- All journal vouchers (budget transfers, month-end entries, departmental jv's, department uploads) for FY09 activity should be delivered by 3:00 PM Monday, June 29th to the Accounting Office.

Outstanding Travel Vouchers / Cash Advances

- Reimbursement for travel completed by June 30 will be recorded in FY09. Deliver all travel expense vouchers and cash advances to Accounts Payable by 3:00 PM Thursday, June 25th.
- All unused cash advances for travel must be returned by 3:00 PM Monday, June 29th as all cash advances for travel will be liquidated for year-end.

Dates to Remember

May 25

- PAFS due for Summer Sessions A, G, 1, & D (Pay Date: June 5)

June 22

- PAFS due for Summer Sessions H & E (Pay Date: July 3)

June 25

- Departmental Direct Pay Invoices Due by 3:00 PM (Must be Completed and Approved to Receive Payment on June 26)
- Regular FY09 Accounts Payable Invoices due by 3:00 PM
- Travel Expense Vouchers due by 3:00 PM
- Direct-Pays Approved by 3:00 PM
- Direct Pay Security Access Removed at 3:00 PM

June 26

- Accounts Payable Notified of Unneeded Open Commitments (Encumbrances) by 3:00 PM.
- Requisitions & Change Orders for FY09 **completed AND approved** by 3:00 PM
- Final Check Run for FY09

June 29

- Deposits & Miscellaneous Receipts due by 12:00 PM to the Business Office
- FY09 Journal Vouchers, Month-End Uploads & JV's due by 3:00 PM to Accounting
- Cash Advances due by 3:00 PM

June 30

- Budget JV's Approved by 5:00 PM
- All Finance User Security Access Removed for Year-End Roll Processing at 5:00 PM

July 1

- All Finance User Security Access Restored by 10:00 AM
- Begin Processing Requisitions, Change Orders, Direct Pay Invoices, Journal Vouchers, Budget Requests, and Deposits & Miscellaneous Receipts for FY10

July 2

- Split Payroll Feed – B1 (June 20 – July 3) – Pay Date July 2
- Departmental Budget Cleanup – Due by 5:00 PM
- First FY10 Accounts Payable Check Run

July 6

- Purchasing Card Reconciled for FY09 Transactions by 12:00 Noon
- Any Remaining FY09 Invoices Due by 3:00 PM
- Final Review / Close of Open Commitments (Encumbrances)
- Encumbrance Roll at 5:00 PM

- PAFS due for Summer Sessions B (Pay Date: July 17)
- Final FY09 Purchasing Card Upload (Payment Net Transactions Through June 30)

July 17

- Split Payroll Feed – B2 (June 28 – July 11) – Pay Date July 17

July 22

- PAFS due for Summer Session F (Pay Date: July 31)

July 24

- Final Budget Cleanup – Finance Office Only