

DATE: June 24, 2009
TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents and Departmental Administrators
FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/Chief Financial Officer

Business Affairs Bulletin No. 09 - FY 2009

SUBJECT: FY 2009 Year-End Closing Procedures and Processing Deadlines and FY 2010 Processing Dates

The following guidelines have been established to complete the current Fiscal Year 2009 business and begin business in the new Fiscal Year 2010. Please adhere to these dates in planning your needs. These dates are also summarized in the attached table for your reference.

I. PURCHASE REQUISITIONS

A. DEADLINES FOR FISCAL YEAR 2009 REQUISITIONS

- a. Requisitions totaling more than or equal to \$25,000, which require an Invitation to Bid, must be received in the Purchasing Office by **5:00 p.m. on Friday, July 17, 2009.**
- b. Requisitions totaling more than or equal to \$5,000 but less than \$25,000 which require a Request for Quotation, must be received in the Purchasing Office by **5:00 p.m. on Friday, July 31, 2009.**
- c. Requisitions totaling less than \$5,000 must be received in the Purchasing Office by **5:00 p.m. on Friday, August 14, 2009.**
- d. Requisitions for items available on STATE contract must be received in the Purchasing Office by **5:00 p.m. on Friday, August 14, 2009.**
- e. Requisitions for items with an approved Sole Source Justification memo must be received in the Purchasing Office by **5:00 p.m. on Friday, August 14, 2009.**

B. FISCAL YEAR 2010 REQUISITIONS

- a. Requisitions for FY 2010 will be accepted starting at **8:00 a.m. Friday July 10, 2009.**
- b. **All FY 2010 requisitions must reference September 1, 2009 as the requested delivery date at the earliest. No goods or services can be accepted for delivery until September 1, 2009.**

Exceptions: To ensure that daily research and clinical operations are not adversely impacted, we will accept requisitions for vital lab and clinical supplies until **Friday, August 21, 2009** with exception handling. For these orders, proceed in entering your requisition in PeopleSoft and save; however, do not forward the requisition for approval. Email PurchAdmin with the requisition number and request an exception to the FY 2009 requisition deadline. Please indicate the justification for your request. Once your request is reviewed, the Purchasing Office will contact you and advise you how to proceed in finalizing your requisition.

Any other exceptions can only be made for true emergencies, which are defined as a reasonable unforeseen need that will cause either a financial loss or a life-threatening condition to the University environment. Requests for exception will be considered on a case-by-case basis and must be approved by Vikki Ross, Director of Purchasing, or Christelle Farias, Assistant Director of Purchasing.

Please note that all Financials menu options in the HSC portal will be unavailable beginning at 5:00 p.m. on Friday, August 28, 2009 and will NOT be available on Monday, August 31, 2009 so that year end processes can be completed. The Financials menu will reopen at 8:00 a.m. on Tuesday, September 1, 2009.

II. PROCARD PURCHASES

A. FY 2009 TRANSACTIONS

- a. Due to the timing of credit card transactions, procard purchases made **after July 31, 2009** may be charged as FY 2010 business. The end of the billing cycle for FY 2009 transactions is August 5, 2009.
- b. Departmental cost allocation data entry into the JP Morgan Chase *SmartData* system should be completed by **Tuesday, August 18, 2009**. Supporting documentation should be submitted to the Purchasing Office by **Friday, August 28, 2009**.

III. GENERAL SERVICES

A. GENERAL STORES & TODAY'S OFFICE CENTRE ORDERS

Approved requisitions to order products from the *General Stores* and *Today's Office Centre Products* Catalogs must be received by General Stores by **5:00 p.m. Monday, August 24, 2009**. Requisitions received by General Stores after 5:00 p.m. will be cancelled. NO EXCEPTIONS will be made.

B. MANUAL REQUISITIONS

Liquid nitrogen, dry ice, primer and toner orders can be ordered on manual requisitions **Tuesday – Friday, August 25 through August 28, 2009**. These orders will be processed as FY 2010 business.

C. POSTAGE REQUISITIONS

Postage requisitions can be purchased at the Bursar's Office window until **5:00 p.m. Monday, August 24, 2009**.

General Services will be closed for inventory starting at 5:00 p.m. on Monday, August 24, 2009 and will reopen at 8:00 a.m. on Tuesday, September 1, 2009.

Any questions regarding the General Stores deadlines should be directed to Cliff Kelly, ext. 7-5982 or Nancy Bronder, ext. 7-5990.

IV. TRAVEL REQUISITIONS AND TRAVEL REIMBURSEMENT VOUCHERS

A. TRAVEL REQUISITIONS

- a. Starting at 8:00 a.m. on **Monday, July 13, 2009**, travel requisitions for FY 2010 may be entered.
- b. Travel that crosses fiscal years (i.e. travel begin date is in FY 2009 and due date or End Date is in FY 2010), should be entered and paid with FY 2010 funds.
- c. All FY 2009 travel requisitions must be prepared and approved by **5:00 p.m. on Friday, August 28, 2009**.

All FY 2009 travel requisitions will be cancelled **after Friday, August 28, 2009**. Prior to cancellation of the travel requisitions, we recommend that you print copies of your approved FY 2009 requisitions to attach as back-up to the reimbursement vouchers.

B. TRAVEL VOUCHERS

- a. Reimbursement vouchers for travel through August 31, 2009 received in the Office of Accounting by **5:00 p.m. on Wednesday, September 2, 2009** will be recorded as FY 2009 business.
- b. Reimbursement vouchers for travel that includes both FY 2009 and 2010 dates will be recorded as FY 2010 business.

C. YEAR-END LOCAL/STATE VOUCHERS

- a. Local/State vouchers for expense that are received in the Office of Accounting by **5:00 p.m. on Wednesday, September 2, 2009** will be recorded as FY 2009 business.
- b. Local/State vouchers received **after Wednesday, September 2, 2009 with FY 2009 service dates** will be recorded as an expense payable in FY 2009 business.

V. GENERAL ACCOUNTING

A. JOURNAL ENTRY DEADLINE

Accounting ledgers can be run at any time during the month to determine year-to-date activity. Departments should run departmental accounting ledgers to identify necessary adjustments and send requests for adjustments as soon as possible. **Please be advised that requests for expense adjustments for any expense, including payroll expenditures, incurred in the period of September 2008 – July 2009 must be submitted by August 28, 2009 as detailed below:**

- a. Requests for **non-salary** expenditure transfers, adjustments or other journal entries related to FY 2009 activity for the period of September 2008 – July 2009 must be submitted to the Office of Accounting by **Friday, August 28, 2009**.
- b. Transfers and adjustments associated with FY 2009 **payroll expenditures** for the period of September 2008 – July 2009 must be submitted to the Payroll Office by **Friday, August 28, 2009**.
- c. Transfers and adjustments associated with FY 2009 **payroll expenditures** for August 2009 must be submitted to the Payroll Office by **Thursday, September 3, 2009**.
- d. Requests for **non-salary** expenditure transfers, adjustments or other journal entries related to August 2009 business should be received by the Office of Accounting by **Friday, September 4, 2009**.

B. AUGUST MONTH-END & FY 2009 YEAR-END CLOSE

- a. Accounting records for the month of August 2009 will be closed by Friday, **September 11, 2009**. Departments should review final accounting ledgers after the August 2009 records are closed.
- b. ***Any additional necessary transfers (including payroll expense transfers) and adjustments for FY 2009 will be accepted on an exception basis ONLY.*** Payroll and non-salary transfers and adjustments requested on State funds should be submitted to the Budget & Planning Office for approval by **Monday, September 14, 2009**. The Budget & Planning Office will forward for processing. Non-State funds expense transfer requests for **payroll expenditures** should be submitted to the Payroll Office by **Monday, September 14, 2009**. Any additional necessary non-salary adjustments requested on non-State funds should be submitted to the Office of Accounting by **Tuesday, September 15, 2009**.
- c. Accounting records for the Fiscal Year 2009 will be closed on **Friday, September 18, 2009**.

VI. BURSAR ACCOUNTING

A. PETTY CASH REIMBURSEMENTS

- a. Reimbursements for petty cash accounts need to be replenished by 4:45 p.m. **Monday, August 31, 2009** at the Office of the Bursar.
- b. Expired projects with petty cash accounts need to be turned in by 4:45 p.m. **Monday, August 31, 2009** to the Office of the Bursar.

B. CASH RECEIPTS VOUCHERS

- a. To receive credit for deposits in FY 2009, please be sure the Office of the Bursar receives a cash receipt voucher by 4:45 p.m. **Monday, August 31, 2009**.

VII. BOOKSTORE REQUISITIONS

A. YEAR-END DEADLINE

- a. The last day to purchase items from the UTHSCSA Bookstore using a Bookstore Requisition is **Friday, August 28, 2009** if items are in stock. If the item must be ordered, the Bookstore must receive a Bookstore Requisition by **Friday, August 7, 2009** for billing in FY 2009. All merchandise ordered but not picked up by **Friday, August 28, 2009** will be considered FY 2010 business. You may direct any questions to Tori Sage, Bookstore Manager, ext. 7-2840 or bksuthsc@bncollege.com.

Please note that adherence to the above dates is imperative to the effective close of the fiscal year. These dates represent a proposed schedule and may be subject to change depending on the needs of the Office of Accounting to appropriately close the fiscal year.

Please distribute this bulletin to all principal investigators and members of your staff that are responsible for fiscal management and/or are involved in preparing and or approving purchase requisitions, travel requisitions, travel reimbursement vouchers and/or Local/State Vouchers. See attached table.

**FY 2009 Year-End Processing Deadlines
FY 2010 Processing Dates**

Friday, July 10, 2009	<u>Purchasing</u> : REQ's for FY 2010 may be entered starting at 8:00 a.m.
Monday, July 13, 2009	<u>Travel</u> : FY 2010 Travel REQ's open starting at 8:00 a.m.
Friday, July 17, 2009	<u>Purchasing</u> : REQ's totaling more than or equal to \$25,000 must be received in the Purchasing Office by 5:00 p.m.
Friday, July 31, 2009	<u>Purchasing</u> : REQ's totaling more than \$5,000 but less than \$25,000 must be received in the Purchasing Office by 5:00 p.m.
Wednesday, August 5, 2009	<u>Procard</u> : Last posting date for FY 2009 activity
Friday, August 7, 2009	<u>Bookstore</u> : Last day to place order for Bookstore merchandise not in stock to be billed as FY 2009 business
Friday, August 14, 2009	<u>Purchasing</u> : REQ's totaling less than \$5,000, REQ's supported by sole source justification, and REQ's for State contract items must be received in the Purchasing Office by 5:00 p.m.
Tuesday, August 18, 2009	<u>Procard</u> : Data entry for on-line JP Morgan Chase <i>SmartData</i> system for procard transactions must be complete
Monday, August 24, 2009	<u>General Stores</u> : Approved orders placed from the <i>Today's Office Centre Products</i> and <i>General Stores</i> catalogs must be received in General Stores by 5:00 p.m. Requisitions received after 5:00 p.m. will be cancelled. NO EXCEPTIONS will be made <u>General Services</u> : Last day to purchase postage requisitions at the Bursar's Office window.
Tuesday, August 25, 2009 – Monday, August 31, 2009	<u>General Stores</u> : Liquid nitrogen, dry ice, primer and toner orders will be accepted on a manual REQ and will be processed as FY 2010 business GENERAL STORES WILL BE CLOSED

<p>Friday, August 28, 2009</p>	<p><u>Portal</u>: All Financials menu options in the HSC portal will be unavailable at 5:00 p.m. and will remain unavailable until 8:00 a.m. on Tuesday, September 1, 2009</p> <p><u>Travel</u>: REQ's for FY 2009 must be entered and <u>approved</u> *It is recommended that all REQ's be printed for back-up</p> <p><u>Accounting</u>: Deadline for non-salary expenditure transfers, adjustments, or other journal entries for the period of September 2008 – July 2009</p> <p><u>Payroll</u>: Deadline to transfer payroll expenditures from the period of September 2008 – July 2009</p> <p><u>Procard</u>: Supporting documentation for procard transactions due to the Purchasing Office</p> <p><u>Bookstore</u>: Last day to purchase and pick up in-stock items from the Bookstore for FY 2009 billing</p>
<p>Monday, August 31, 2009</p>	<p><u>Portal</u>: All Financials menu options in the HSC portal will be unavailable</p> <p><u>Bursar</u>: FY 2009 petty cash reimbursements and cash receipt vouchers due</p>
<p>Tuesday, September 1, 2009</p>	<p><u>Portal</u>: Financials menu options in the HSC portal will be available at 8:00 a.m. for processing</p> <p><u>General Stores</u>: General Stores will be open for FY 2010 business</p>
<p>Wednesday, September 2, 2009</p>	<p><u>Travel</u>: Reimbursement vouchers for travel through August 31, 2009 will be accepted in the Office of Accounting until 5:00 p.m. and will be recorded as FY 2009 business*</p> <p><u>Local/State Vouchers</u>: Vouchers for expenses received by 5:00 p.m. will be recorded as FY 2009 business</p> <p>*Travel that crosses FY 2009 and 2010 will be recorded as FY 2010 business</p>
<p>Thursday, September 3, 2009</p>	<p><u>Payroll</u>: Deadline to transfer payroll expenditures for August 2009 activity</p>
<p>Friday, September 4, 2009</p>	<p><u>Accounting</u>: Deadline for non-salary expenditure transfers, adjustments, or other journal entries related to August 2009 activity</p>
<p>Friday, September 11, 2009</p>	<p><u>Accounting</u>: August 2009 accounting records closed</p>

Monday, September 14, 2009	<u>State Funds</u> : Transfers and adjustments for payroll and non-salary requests due to Budget & Planning Office** <u>Non-State Funds</u> : Final payroll transfer requests due to Payroll Office**
Tuesday, September 15, 2009	<u>Accounting</u> : Final non-State, non-salary departmental accounting adjustments due for processing during post-closing period** **Processed on an exception basis only with approval of the Budget & Planning Office for State funds
Friday, September 18, 2009	<u>Accounting</u> : FY 2009 accounting records closed