

July 6, 2011

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TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, and Departmental Administrators

FROM: Andrea M. Marks, MBA, CPA
Vice President and Chief Financial Officer

SUBJECT: FY 2011 Year-End Closing Procedures and Processing
Deadlines and FY 2012 Processing Dates

The following guidelines have been established to complete the current Fiscal Year 2011 business and begin business in the new Fiscal Year 2012. 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 2011 REQUISITIONS

- 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 15, 2011**
- 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 29, 2011.**
- Requisitions totaling less than \$5,000 must be received in the Purchasing Office by **5:00 p.m. on Friday, August 12, 2011.**
- Requisitions for items available on STATE contract must be received in the Purchasing Office by 5:00 p.m. on **Friday, August 12, 2011.**
- 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 12, 2011.**
- NEW for FY 2011: FY 2011 Direct Connect Requisitions may be processed through noon on Wednesday, August 31, 2011. Any FY 2011 Direct Connect Requisitions that are not budget checked and approved by noon on August 31 will be cancelled.**

B. FISCAL YEAR 2012 REQUISITIONS

- Requisitions for FY 2012 will be accepted starting at **8:00 a.m. Monday July 11, 2011.**
- All FY 2012 requisitions must reference September 1, 2011 as the requested delivery date at the earliest. No goods or services can be accepted for delivery until September 1, 2011.**

- c. FY 2012 requisitions on state, service or auxiliary fund groups require budgets in the 01-OTHER budget category. If no such budgets were established during the planning budget process, a project in an alternate fund group will need to be used. System constraints prevent FY 2012 budget adjustments and overrides until September 1, 2011.
- d. **No FY 2012 Direct Connect Requisitions can be processed until September 2, 2011 for our Direct Connect vendors. Any Direct Connect Requisitions processed at any date before September 1st will be processed as 2011 requisitions.**

Exceptions: To ensure that daily research and clinical operations are not adversely impacted, we will accept FY 2011 requisitions for vital lab and clinical supplies until **Friday, August 19, 2011** with exception handling. For these orders, proceed in entering your requisition in PeopleSoft and save. However, you will not be able to budget check the requisition. Email PurchAdmin with the requisition number and request an exception to the FY 2011 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 the PeopleSoft Financials menu options in the HSC portal will be unavailable beginning at 12:00 noon on Wednesday, August 31, 2011 and will NOT be available on Thursday, September 1, 2011 so that year end processes can be completed. The Financials menu will reopen at 8:00 a.m. on Friday, September 2, 2011. The Data Warehouse Infoview menus will remain available during this time.

II. PROCARD PURCHASES

A. FY 2011 TRANSACTIONS

- a. Due to the timing of credit card transactions, procard purchases made **after July 31, 2011 may** be charged as FY 2012 business. The end of the billing cycle for FY 2011 transactions is **August 5, 2011**.
- b. Departmental cost allocation data entry into the JP Morgan Chase *SmartData* system should be completed by **Wednesday, August 17, 2011**. Supporting documentation should be submitted to the Purchasing Office by **Friday, August 26, 2011**.

III. MATERIALS MANAGEMENT

A. GENERAL STORES ORDERS

Approved requisitions to order products from the *General Stores* and Food/Beverage Requisitions must be received by General Stores by **5:00 p.m. Wednesday, August 24, 2011**. 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, and primer orders can be ordered on a [Manual General Stores Requisition](#) form, from **Thursday, August 25 through Thursday, September 1, 2011**. These orders will be processed as FY 2012 business.

C. POSTAGE REQUISITIONS

Postage requisitions can be purchased at the Bursar's Office window until **4:30 p.m. Tuesday, August 23, 2011**.

General Stores will be closed for inventory starting at 5:00 p.m. on Wednesday, August 24, 2011 and will reopen at 8:00 a.m. on Friday, September 2, 2011.

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 11, 2011**, travel requisitions for FY 2012 may be entered.
- b. Travel that crosses fiscal years (i.e. travel begin date is in FY 2011 and due date or End Date is in FY 2012), should be entered and paid with FY 2012 funds.
- c. All FY 2011 travel requisitions must be prepared and approved by **5:00 p.m. on Tuesday, August 30, 2011**.

All FY 2011 travel requisitions will be closed **after 5:00 p.m. Tuesday, August 30, 2011**.

B. TRAVEL VOUCHERS

- a. Reimbursement vouchers for travel through August 31, 2011 received in the Office of Accounting by **5:00 p.m. on Tuesday, September 6, 2011** will be recorded as FY 2011 business.
- b. Reimbursement vouchers for travel that begins in FY 2011 but does not end until 2012 will be recorded as FY 2012 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 Tuesday, September 6, 2011** will be recorded as FY 2011 business.
- b. Local/State vouchers received **after Tuesday, September 6, 2011 with FY 2011 service dates** will be recorded as an expense in FY 2012 business.

V. GENERAL ACCOUNTING

A. JOURNAL ENTRY DEADLINE

Data warehouse financial reports 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.

- a. Requests for **non-salary** expenditure transfers, adjustments or other journal entries related to FY 2011 activity for the period of September 2010 – July 2011 must be submitted to the Office of Accounting by **Wednesday, August 31, 2011**.
- b. Transfers and adjustments associated with FY 2011 **payroll expenditures** for the period of September 2010 – July 2011 must be submitted to the Payroll Office by **Monday, August 29, 2011**.
- c. Transfers and adjustments associated with FY 2011 **payroll expenditures** for August 2011 must be submitted to the Payroll Office by **Friday, September 2, 2011**.
- d. Requests for **non-salary** expenditure transfers, adjustments or other journal entries related to August 2011 business should be received by the Office of Accounting by **Tuesday, September 6, 2011**.

B. AUGUST MONTH-END & FY 2011 YEAR-END CLOSE

- a. Accounting records for the month of August 2011 will be closed by Monday, **September 12, 2011**. Departments should review final accounting ledgers after the August 2011 records are closed.
- b. *Any additional necessary transfers (including payroll expense transfers) and adjustments for FY 2011 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 **Wednesday, September 14, 2011**. 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 **Wednesday, September 14, 2011**. Any additional necessary non-salary adjustments requested on non-State funds should be submitted to the Office of Accounting by **Thursday, September 15, 2011**.
- c. Accounting records for the Fiscal Year 2011 will be closed on **Monday, September 19, 2011**.

VI. BURSAR ACCOUNTING

A. PETTY CASH REIMBURSEMENTS

- a. Reimbursements for petty cash accounts need to be replenished by **4:30 p.m. Wednesday, August 31, 2011** at the Office of the Bursar.
- b. Expired projects with petty cash accounts need to be turned in by **4:30 p.m. Wednesday, August 31, 2011** to the Office of the Bursar.

B. CASH RECEIPTS VOUCHERS

- a. To receive credit for deposits in FY 2011, please be sure the Office of the Bursar receives a cash receipt voucher by **4:30 p.m. Wednesday, August 31, 2011**.

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 26, 2011** if items are in stock. If the item must be ordered, the Bookstore must receive a Bookstore Requisition by **Friday, August 5, 2011** for billing in FY 2011. All merchandise ordered but not picked up by close of business **Friday, August 26, 2011** will be considered FY 2012 business. You may direct any questions to Mike Mendiola, Bookstore Manager, ext. 7-2840.

Please note that adherence to the above dates is imperative for 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 2011 Year-End Processing Deadlines FY 2012 Processing Dates	
Monday, July 11, 2011	<p><u>Purchasing</u>: REQ's for FY 2012 may be entered starting at 8:00 a.m.</p> <p><u>Travel</u>: FY 2012 Travel REQ's open starting at 8:00 a.m.</p>
Friday, July 15, 2011	<p><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.</p>
Friday, July 29, 2011	<p><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.</p>
Friday, August 5, 2011	<p><u>Bookstore</u>: Last day to place order for Bookstore merchandise not in stock to be billed as FY 2011 business</p> <p><u>Procard</u>: Last posting date for FY 2011 activity</p>
Friday, August 12, 2011	<p><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.</p>
Wednesday, August 17, 2011	<p><u>Procard</u>: Data entry for on-line JP Morgan Chase <i>SmartData</i> system for procard transactions must be complete</p>
Tuesday, August 23, 2011	<p><u>Postage Requisitions</u>: Last day to purchase postage requisitions at the Bursar's Office window.</p>
Wednesday, August 24, 2011	<p><u>General Stores</u>: Approved orders placed from the <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.</p>

<p>Thursday, August 25, 2011 – Thursday, September 1, 2011</p>	<p><u>General Stores</u>: Liquid nitrogen, dry ice, and primer orders will be accepted on a Manual General Stores Requisition form and will be processed as FY 2012 business. GENERAL STORES CLOSED FOR ANNUAL INVENTORY</p>
<p>Friday, August 26, 2011</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 2011 billing</p>
<p>Monday, August 29, 2011</p>	<p><u>Payroll</u>: Deadline to transfer payroll expenditures from the period of September 2010 – July 2011</p>
<p>Tuesday, August 30, 2011</p>	<p><u>Travel</u>: REQ's for FY 2011 must be entered and <u>approved</u></p>
<p>Wednesday August 31, 2011</p>	<p><u>Portal</u>: All PeopleSoft Financials menu options in the HSC portal will be unavailable beginning at 12:00 noon, and will remain unavailable until 8:00 a.m. on Friday , September 2, 2011</p> <p><u>Accounting</u>: Deadline for non-salary expenditure transfers, adjustments, or other journal entries for the period of September 2010 – July 2011</p> <p><u>Bursar</u>: FY 2011 petty cash reimbursements (including petty cash reimbursements for expired project ids) and cash receipt vouchers due.</p> <p><u>Direct Connect Requisitions</u>: All Direct Connect Requisitions entered and approved by noon will be processed as FY 2011 business. If not approved by noon, these will be cancelled.</p>
<p>Thursday, September 1, 2011</p>	<p><u>Portal</u>: All PeopleSoft Financials menu options in the HSC portal will be unavailable</p> <p>GENERAL STORES WILL BE CLOSED</p>

<p>Friday, September 2, 2011</p>	<p><u>Portal</u>: PeopleSoft 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 2012 business.</p>
<p>Friday, September 2, 2011</p>	<p><u>Payroll</u>: Deadline to transfer payroll expenditures for August 2011 activity.</p>
<p>Tuesday, September 6, 2011</p>	<p><u>Accounting</u>: Deadline for non-salary expenditure transfers, adjustments, or other journal entries related to August 2011 activity.</p> <p><u>Travel</u>: Reimbursement vouchers for travel through August 31, 2011 will be accepted in the Office of Accounting until 5:00 p.m. and will be recorded as FY 2011 business.*</p> <p><u>Local/State Vouchers</u>: Vouchers for expenses received by 5:00 p.m. will be recorded as FY 2011 business.</p> <p>*Travel that begins in FY 2011 and ends in FY 2012 will be recorded as FY 2012 business.</p>
<p>Monday, September 12, 2011</p>	<p><u>Accounting</u>: August 2011 accounting records closed</p>
<p>Wednesday, September 14, 2011</p>	<p><u>State Funds</u>: Transfers and adjustments for payroll and non-salary requests due to Budget & Planning Office**</p> <p><u>Non-State Funds</u>: Final payroll transfer requests due to Payroll Office**</p> <p>**Processed on an exception basis only with approval of the Budget & Planning Office for State funds</p>
<p>Thursday, September 15, 2011</p>	<p><u>Accounting</u>: Final non-State, non-salary departmental accounting adjustments due for processing during post-closing period**</p> <p>**Processed on an exception basis only with approval of the Budget & Planning Office for State funds.</p>

Final Closing of FY 2011 financial ledger

Accounting: Once FY 2011 accounting records are closed, we will notify DW Users that the year is closed and final FY2011 financial reports can be run.