

DATE: April 26, 2012

TO: All Campus Departments

FROM: Bobbi McCracken  
Assoc. Vice Chancellor-Financial Services & Controller

SUBJECT: Fiscal Closing Dates for June 30, 2012

This year's Fiscal Closing process will follow the same general timeline as the previous year's schedule. For the campus at large, closing procedures will be completed with the June (Period 12) Ledgers. In order to achieve this schedule, it is extremely important that the cutoff dates contained in this letter be strictly followed. In addition to meeting the cutoff dates, it is recommended that the following actions be taken in each campus department:

- Continue to promptly reconcile and certify your monthly ledgers through the Ledger Reconciliation and Storage System (LRSS).
- Thoroughly review the April (Period 10) ledgers and make all necessary prior month adjustments.
- Review FAUs provided to campus recharge providers to ensure accuracy and to minimize adjustments/corrections.
- Treat the May (Period 11) ledgers like Preliminary ledgers. If transactions are not on the ledgers, research them and make sure that they will be processed in time to appear on the June (Period 12) ledgers.
- Consider Period 12 Ledgers to be your Interim Ledger. Departmental adjustments cannot be processed after this ledger is closed.
- Please note that material transactions that were not recorded by the Period 12 cutoff and are related to FY2012 business must be communicated to the Accounting Office for accrual/deferral consideration as soon as possible.
  - To determine whether a transaction is material for reporting purposes, UCR has established the following criteria:
    - The goods and/or services are received in FY2012, but the expense is not reflected on the 6/30 campus ledgers (expense accrual).
    - Services are performed in FY2012, but not billed (revenue accrual).
    - Revenue is received in FY2012 for services to be conducted in FY2013 (revenue deferral).
    - Payment for goods /services in FY2012 with expected benefit in FY2013 (expense deferral)
    - Individual transactions should be evaluated for accrual/deferral based on the dollar thresholds listed below.

➤ As soon as the item is identified, the accrual/deferral should be communicated to Accounting. The materiality threshold increases as the closing process and year-end financial audit nears completion.

- \$10,000 - July 1 to 5\*
- \$25,000 – July 6 to 13
- \$50,000 – July 14 to 20
- \$75,000 – July 21 to Aug 1
- \$100,000 – Aug 2 to Aug 31

*\*Accruals/deferrals submitted by the July 5<sup>th</sup> cut-off will be reflected on the Period 12 ledgers*

The remainder of this letter addresses specific cutoff dates. Questions should be directed to the responsible office indicated after each heading. The dates appearing in the left hand margin represent "deadlines" which must be observed to ensure completion of the specific closing tasks. The deadlines are summarized in Attachment A in due date order. Attachment B provides a list of contacts by area of responsibility.

Please do not hesitate to contact Pauline Librenjak ([pauline.librenjak@ucr.edu](mailto:pauline.librenjak@ucr.edu)) or Jerry Monahan ([jerry.monahan@ucr.edu](mailto:jerry.monahan@ucr.edu)) if there are circumstances or conditions that have not been addressed in this letter.

Your attention, cooperation and patience in accomplishing the many tasks associated with achieving a successful closing of UCR's fiscal year 2011/12 are sincerely appreciated.

\*\*\*\*\*IMPORTANT INFORMATION\*\*\*\*\*

- ❖ This year the Accounting Office will NOT offer a closing workshop. Please carefully review the closing dates in this letter.
- ❖ UCRFS and UCRFS-Totals are updated nightly.
- ❖ Every effort will be made to run the Financial Transaction Detail Reports on a weekly basis beginning with the week of June 11 and ending with the July 12 posting of the June Preliminary Reports. The reports, except for the July 12 posting, will be scheduled to run on Sunday based on all transactions posted through the preceding Saturday at 8:00pm and reports will be made available at <http://ucrfsreports.ucr.edu/> the following Monday.
- ❖ Notifications will be sent to [UCRFS\\_USERS@lists.ucr.edu](mailto:UCRFS_USERS@lists.ucr.edu) when the FTD Reports are available. Recipients associated with this list include anyone with a UCRFS role assigned via EACS.
- ❖ The June “Final” ledgers are anticipated to be available in early August.
- ❖ Special attention should be devoted to the review of transactions processed in July and August for potential accruals. Please contact the Accounting Office as soon as possible if a transaction should be evaluated for accrual consideration.
- ❖ Please check the Accounting Office web sites for references and forms throughout the closing process. Please note the Accounting Office will begin updating our website on April 29<sup>th</sup> and all fiscal closing related documents will be posted under the General Accounting-Fiscal Closing tab as they become available.
- ✓ <http://accounting.ucr.edu>
  - Most current versions of the 2011/12 closing letters
  - UCRFS Correction Decision Tree Sheet
  - Valid FAU Combinations Sheet
  - 2011/12 Accrual/Deferral Worksheets
  - Closing Worksheet Examples

IMPORTANT DATES YEAR-END CLOSING DATES

Completed By Date	Contact	Action
May 11	Academic Personnel/ Accounting Office	<p><u>NIH Salary Cap PPS Adjustments</u></p> <ul style="list-style-type: none"> <li>➤ Departments should review salaries paid on NIH funds to ensure compliance with the NIH Salary Cap limitations and initiate PPS expense transfers as appropriate.</li> </ul> <p>For additional information refer to:  <a href="http://academicpersonnel.ucr.edu/salary/NIHSalaryCapGuidelinesFY2012.pdf">http://academicpersonnel.ucr.edu/salary/NIHSalaryCapGuidelinesFY2012.pdf</a></p>
May 14	Resource Planning & Budget	<p><u>Chancellor Commitment Allocation Requests</u></p> <ul style="list-style-type: none"> <li>➤ Provide requests, including required supporting documentation, for allocation of any pending FY2012 Chancellor's commitments to RPB.</li> </ul>
May 14	Resource Planning & Budget	<p><u>Funding for Academic &amp; Staff Salary Increases</u></p> <ul style="list-style-type: none"> <li>➤ Provide requests for previously approved staff and academic salary increases including supporting documentation. (Excludes 7/1/12 academic merits &amp; promotions)</li> </ul>
May 14	Accounting Office	<p><u>Inter-location Transfer of Funds</u></p> <ul style="list-style-type: none"> <li>➤ Memos requesting transfer of funds (budgetary) between campuses must be in the Accounting Office by May 14 at 5:00 p.m.</li> <li>➤ Note to campus departments: this cut off applies to all UC Campuses.</li> <li>➤ Allocations not appearing on the May ledgers will not be processed until the new fiscal year (July 2012).</li> <li>➤ Please be sure to coordinate with the "sending" campus as soon as possible to receive your 2011/12 allocations.</li> </ul>
May 17	Purchasing	<p><u>Equipment Orders</u></p> <ul style="list-style-type: none"> <li>➤ Use eBuy to submit new purchase requisitions ("PR")</li> <li>➤ The May 17th deadline affects requisitions for equipment and facilities purchases which must have funds committed by June 30, 2012.</li> <li>➤ This does not apply to contract, grant or other funds with expiration dates after June 30, 2012.</li> <li>➤ Your cooperation is requested in anticipating your needs as far in advance of the May 17th deadline as possible.</li> </ul>

Completed By Date	Contact	Action
May 17	Purchasing	<p><u>P.O. Blankets</u></p> <ul style="list-style-type: none"> <li>➤ A purchase requisition (“PR”) must to be sent to Campus Purchasing for all renewals and new blankets which are to commence on or about July 1, 2012.</li> <li>➤ Use eBuy to submit these blanket requisitions. Remember, you may use the “copy as new” feature in eBuy to populate much of the information for blanket renewals. <ul style="list-style-type: none"> <li>✓ Just locate the blanket you wish to renew by using “Search Orders” from the main menu in eBuy.</li> <li>✓ The “copy as new” feature is located in the “Action” column.</li> <li>✓ Just click “This Order” on the right side of the screen and select “copy as new”.</li> <li>✓ Please be sure to update the start and end dates and provide the previous P.O. # on the “misc” tab.</li> <li>✓ Also update the FAU information and indicate any changes to your requirements, such as a new location of a piece of equipment (for service contracts).</li> <li>✓ After making these changes, click “Send PR” to send the new requisition to Campus Purchasing.</li> </ul> </li> </ul>
May 17	Purchasing	<p><u>Supply/Services Orders greater than \$50,000</u></p> <ul style="list-style-type: none"> <li>➤ Use eBuy to submit new purchase requisitions (“PR”)</li> <li>➤ The May 17th deadline affects requisitions for supply orders greater than \$50K which must have funds committed by June 30, 2012.</li> <li>➤ This does not apply to contract, grant or other funds with expiration dates after June 30, 2012.</li> <li>➤ Your cooperation is requested in anticipating your needs as far in advance of the May 17th deadline as possible.</li> </ul>
May 31	Resource Planning & Budget	<p><u>Permanent BEA’s</u></p> <p>Process all permanent BEA’s for establishing/changing your permanent budget for 2012/13 by May 31, 2012.</p> <ul style="list-style-type: none"> <li>➤ Additional information will be distributed by RPB via separate correspondence for the 2012/13 Staffing and Permanent Budget Process.</li> </ul>
May 31	Equipment Management	Ensure annual certification or bi-annual physical inventories are completed and marked in the Equipment Management System for FY 2012.

Completed By Date	Contact	Action
May 31	Accounting Office	<p><u>Review BC60-Inventorial Equipment for correct classification.</u>  Review all of the transactions posted to BC60 to ensure the equipment purchased meets the criteria for Inventorial Equipment:</p> <ul style="list-style-type: none"> <li>✓ Unit cost of \$5,000 or more including sales tax, freight and installation charges and</li> <li>✓ A useful life of 12 months or more</li> </ul> <p>Particular attention should be given to transactions classified as; 803190-Rental Allowance, 803230-Animals and 803240-Furniture. In most cases the \$5,000 per unit cost is not met and these transactions are operating expenses. These items must be reclassified to; 720230-Furniture, 720280-Lab Supplies-Other and 840XXX-Rents. Questions should be directed to Christina Gidley in Accounting.</p>
May 31	Accounting Office / Equipment Management	<p><u>Review Fabrications in process.</u>  Ensure fabrications are closed out and reported to Equipment Management for assignment of a property number.</p> <p>In the event a fabrication does not result in a functional piece of equipment that meets inventorial equipment criteria (i.e. unit cost of \$5,000 or more AND useful life of 12 months or more), prepare and submit a cost transfer request to reclassify all expenses from account 803160 (Equipment Fabrication) to the appropriate operating expense accounts in the BC41 category. Questions should be directed to Christina Gidley in Accounting.</p>

Completed By Date	Contact	Action
June 14	Purchasing	<p><u>Supply and/or Services Orders less than \$50,000</u></p> <ul style="list-style-type: none"> <li>➤ Use eBuy to submit new “PR” requisitions</li> <li>➤ June 14 is the last day Campus Purchasing will accept requisitions against FY 2011/12 appropriations and still ensure issue of the orders by June 30, 2012.</li> <li>➤ In order to be a bona fide encumbrance, a valid purchase order must be issued to a vendor on or before June 30, 2012 by Campus Purchasing. The June 14th deadline affects all classifications of expense accounts except equipment and facilities, and Supply/Services Orders greater than \$50,000 which have a cutoff date of May 17th.</li> <li>➤ This date does not apply to funds from contracts, grants or other funds with expiration dates after June 30, 2012.</li> <li>➤ Your cooperation is requested in anticipating your needs as far in advance of the June 14th deadline as possible.</li> <li>➤ If there are any questions regarding the preparation of your requisitions, please contact any of the UCR Purchasing buyers. For a detailed breakdown of the buyer’s commodity assignments please refer to the Purchasing website at: <a href="http://matmgmt.ucr.edu/purchasing/whobuys.html">http://matmgmt.ucr.edu/purchasing/whobuys.html</a></li> <li>➤ Contact David Gee at extension 2-3022, if you need additional assistance.</li> <li>➤ Please plan your purchases well in advance. Doing so will help Purchasing achieve their goal of procuring equipment, supplies and services for departments in a timely and cost-effective manner.</li> </ul>
June 14	Accounting Office	<p><u>Annual Transfer to Asset Acquisition/Reserve for Equipment</u></p> <p>Sales &amp; Service and Auxiliary enterprises are eligible to request a year-end transfer of funds from Operations to an Asset Acquisition/Reserve Fund to cover the cost of capital equipment already purchased or to set aside funding for the future purchase of capital equipment per Campus Policies 300-66 and 300-66B. Please refer to <a href="http://accounting.ucr.edu/general/">http://accounting.ucr.edu/general/</a> under the tab “Fiscal Closing”, for the required form.</p>
June 14	Accounts Payable	<p><u>ePay Payment Requests</u></p> <ul style="list-style-type: none"> <li>➤ ePay payment requests must be approved and in the Accounting Office ePay queue by June 14 at 5:00 p.m. to ensure posting to the Period 12 Ledger.</li> <li>➤ ePay requests submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate ePay requests not processed in FY2012 as potential accrual items.</li> </ul>

Completed By Date	Contact	Action
June 14	Accounts Payable	<u>Invoices from Vendors</u> <ul style="list-style-type: none"> <li>➤ Approved invoices must be in the Accounting Office by June 14 at 5:00 p.m. to ensure posting to the Period 12 Ledger.</li> <li>➤ Invoices submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate invoices not processed in FY2012 as potential accrual items.</li> <li>➤ Please ensure related purchases orders are marked in eBuy as “Okay to Pay”/received.</li> <li>➤ Note: this category includes subcontract invoices requiring the Principal Investigator’s approval to pay.</li> </ul>
June 14	Accounts Payable	<u>Travel Expense Vouchers</u> <ul style="list-style-type: none"> <li>➤ Travel expense vouchers must be approved and in the Accounting Office iTravel queue by June 14 at 5:00 p.m. to ensure posting to the Period 12 Ledger.</li> <li>➤ Travel expense vouchers submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate travel expenses not processed in FY2012 as potential accrual items.</li> </ul>
June 18	Accounts Payable	<u>ProCard Use Tax Corrections</u> <ul style="list-style-type: none"> <li>➤ E-mail documentation for ProCard related Use Tax corrections/reversals for transactions processed through June 17 to <a href="mailto:ucrAP@lists.ucr.edu">ucrAP@lists.ucr.edu</a></li> <li>➤ Documentation should include 1) a copy of the general ledger with the erroneous use tax transaction highlighted and 2) a copy of the ProCard receipt showing that use tax was already paid or that the purchase is exempt from use tax.</li> </ul>
June 21	Cashiers	<u>Petty Cash Reimbursement</u> <ul style="list-style-type: none"> <li>➤ All petty cash reimbursements through the Cashier's Office must be turned into the Cashier’s Office by June 21 to be recorded in the Period 12 Ledger.</li> </ul>
June 22	Accounting Office	<u>Feeder Systems</u> <ul style="list-style-type: none"> <li>➤ All feeder system departments have been asked to submit their journal entries to UCRFS by June 22 in order to allow campus departments the opportunity to review the charges and make corrections before the cost transfer cut-offs.</li> <li>➤ The relevant Feeder System source codes include: CWO, DMG, FLT, ISC, LMS, MDR, MSG, MSV, NFF, PHP, PNR, STH, WRC, and UWP.</li> <li>➤ All remaining journal feeds for goods/services must be submitted to UCRFS by July 2<sup>nd</sup> in order to be reflected on the 6/30 ledgers.</li> </ul>
June 25	Payroll Office	<u>Payroll/Personnel System Database Changes for June Monthly Arrears (MO) Payroll</u> <ul style="list-style-type: none"> <li>➤ Last day to enter time worked/leave taken and make any changes to PPS that will affect June monthly arrears (MO) payroll.</li> </ul>

Completed By Date	Contact	Action
June 26	Accounting Office	<u>Intercampus Recharges Other Than Payroll</u> Bills for services to/from other campuses submitted on the Request for Intercampus Order and/or Charge forms must be completed with the FAU elements for the receiving and providing campuses, and received in the Accounting Office by 5:00 p.m. on June 26.
June 26	Accounting Office	<u>Paper-based Non-Payroll Expense Transfers</u> <ul style="list-style-type: none"> <li>➤ All non-payroll expense transfer requests for corrections that <u>cannot</u> be done through the NCT or FCT Applications must be made using the paper Non-Federal Cost Transfer or the Federal Cost Transfer forms.</li> <li>➤ The form with required approvals must be received in the Accounting Office no later than 5:00 p.m. on June 26.</li> <li>➤ The forms can be found at the Accounting Office website at: <a href="http://accounting.ucr.edu/forms.html">http://accounting.ucr.edu/forms.html</a>.</li> <li>➤ It is extremely important that cost transfers be processed within 120 days of the original transaction. Untimely FCT transfers have been noted during past UC A133 audits. Continued findings of this nature may jeopardize new federal funding opportunities for UCR and UC overall.</li> <li>➤ EXCEPTION: Expenses posted after June 26, relating to FY2011/12 AND requiring a paper cost transfer form may be submitted through July 5, 2012.</li> </ul>
June 26	Departments w/ NIH grants	Verify NIH Salary Cap PPS Adjustments have been initiated. Salaries charged to NIH funds cannot exceed the caps.
June 27	Cashiers	<u>Cash Deposits</u> The Cashiers Office must receive all cash and checks by June 27 at NOON to ensure that they will be recorded in Period 12 Ledgers. <ul style="list-style-type: none"> <li>➤ Departments should continue to prepare cash deposits and submit to the Cashiers Office on a timely basis.</li> </ul>
June 28	Payroll Office	<u>Payroll Expenditure Transfers For Fiscal Year 2011/12</u> <ul style="list-style-type: none"> <li>➤ Last day to enter salary/benefit expenditure transfers for FY2012 to ensure transaction appears in the Period 12 Ledger.</li> <li>➤ Please use pay cycle code "MA" with pay end date of "06/30/12".</li> <li>➤ It is extremely important that cost transfers be processed within 120 days of the original transaction.</li> </ul>
June 28	Payroll Office	<u>Payroll/Personnel System Database Changes for June MA Payroll</u> <ul style="list-style-type: none"> <li>➤ Final day to enter time worked/leave taken and make any changes to the PPS that will affect June monthly current (MA) payroll</li> </ul>

Completed By Date	Contact	Action
June 29	Accounting Office	<u>Addition/Reduction to Valid DAPO Encumbrances</u> ➤ Last day to process a change order through eBuy against the applicable PO line(s) to reflect adjustments to June 30 encumbrance balances on DAPO purchase commitments. ➤ Refer to e <a href="#">Encumbrances: eBuy Change Order Guide</a> for a process guide.
June 29	Resource Planning & Budget	<u>Balance Staffing</u> ➤ Staffing needs to be balanced by June 29th. ➤ For reference please see Staffing instructions under the <u>Budget and Resource Analysis</u> section of RPB's web site. ➤ Additional Staffing related deadlines will be distributed the first of May.
June 29	Physical Plant	<u>Construction and Repair Work Orders</u> ➤ Department accounts will be charged in the Period 12 Ledger for all work completed on construction and repair orders through June 29th.
June 29	Purchasing	<u>Encumber DAPO Orders.</u> ➤ All DAPO eBuy orders must be marked as either "Encumbered" or "OK to Pay" to ensure they are encumbered on the June 30th ledgers.
June 29	Accounting Office	<u>Encumbrance Release</u> ➤ Last day to close out a purchase commitment for the June 30th ledgers. Process a PO Reconciliation transaction through UCRFS if the PO encumbrance is; <ul style="list-style-type: none"> <li>✓ older than 90 days,</li> <li>✓ a voucher payment is not pending,</li> <li>✓ at least one voucher has been processed,</li> <li>✓ the outstanding encumbrance is \$1,000 or less and</li> <li>✓ the PO was initially created within the same accountability structure as the transactor.</li> </ul> ➤ The action must be completed by 5:00 p.m., June 29th. <ul style="list-style-type: none"> <li>➤ Refer to <a href="#">Encumbrances: The UCRFS Close PO &amp; Encumbrance Release</a> for a process guide.</li> </ul> ➤ <b>Please do not process encumbrance adjustments and/or releases related to fiscal year 2012/13 until after July 15, 2012.</b>
June 29	Fleet Services	<u>Fleet Work Orders</u> ➤ Fleet Services will accept on-line Work Orders up to June 29, at 5:00 p.m. Work completed by June 29 will be charged in the Period 12 Ledger
June 29	Mail Services	<u>Mail Work Orders</u> ➤ Mail Services will accept on-line Work Orders up to June 29, at 5:00 p.m. Work completed by June 29 will be charged in the Period 12 Ledger

Completed By Date	Contact	Action
June 29	Printing and Reprographics	<u>Printing Work Orders</u> ➤ Printing and Reprographics will accept on-line Printing Work orders for specific jobs up to June 29 at 5:00 p.m. Work orders completed by June 29, will be charged in the Period 12 Ledger.
June 29	EMF Accounting	<u>PAMIS BEAs</u> ➤ PAMIS BEAs meeting all of the following conditions must have the budget category breakdown completed and submitted by 5:00 p.m., June 29. <ul style="list-style-type: none"> <li>✓ In departmental queues as of June 29, 2012</li> <li>✓ Budget period begin dates of June 30, 2012 or before.</li> <li>✓ The “Submit BEA” button is active</li> </ul>
June 29	Accounting Office	<u>Resolve and eliminate deficits in all funding sources</u> ➤ This action will reduce the necessity for prior year cost transfers. ➤ This task is critical for contracts and grant funds.
June 29	Storehouse	<u>Storehouse Orders</u> ➤ If it is necessary to ensure your Storehouse transaction is recorded in FY 2011/12, please submit your request no later than 3:00 p.m., June 29th. ➤ The Storehouse will be open until 5:00 p.m. on June 30, 2012.
June 29	Student Business Services	<u>Sundry Debtor Bills</u> ➤ Sundry Debtor Bills must be posted in SIS by June 29 at 5:00 p.m. to be reflected on the Period 12 Ledger.
June 29	Accounting Office	<u>Web Recharge System</u> ➤ Last day for Service Providers to bill via the Web Recharge System website for work completed by June 29. ➤ Transactions must be marked “billable” by 5:00 p.m. on June 29 to be recorded in the Period 12 Ledger.
July 02	Accounting Office	<u>Feeder Systems</u> All feeder system departments must submit transactions for June 2012 to UCRFS no later than July 2nd.
July 05	Accounting Office	<u>Accruals and Deferrals</u> Requests for accruals and deferrals of FY 2011/12 expenses and/or revenues must be received in the Accounting Office by 5:00p.m., July 5. ➤ Specific accrual/deferral templates will be published via the UCRFS_USERS list and posted at <a href="http://accounting.ucr.edu/general/">http://accounting.ucr.edu/general/</a> under the tab “Fiscal Closing”, no later than mid-May, 2012.

Completed By Date	Contact	Action
July 05	Accounting Office	<p><u>Non Payroll Expenditure Cost Transfers - FCT and NCT</u></p> <ul style="list-style-type: none"> <li>➤ All NCT and FCTs affecting fiscal year 2011/12 must be completed and marked for posting no later than 5:00 p.m. on July 5.</li> <li>➤ The journal created on date will default to 6/30/2012.</li> <li>➤ Please note that all NCT and FCT journals must be marked for posting and error free at the end of the business day, July 5 in order to be recorded on your Period 12 Ledger.</li> </ul>
July 05	Accounting Office	<p><u>ProCard Cost Transfers - PCT</u></p> <p>All ProCard expenses appearing in account 780315 (ProCard Expense Clearing) MUST be re-distributed to the appropriate FAU by July 5, 2012.</p> <ul style="list-style-type: none"> <li>➤ Account 780315 must have a zero balance for June 30, 2012 year-end reporting.</li> <li>➤ No prior year adjustments will be allowed.</li> <li>➤ PCTs must be completed no later than 5:00 p.m. on July 5. The created on date will default to 06/30/12.</li> <li>➤ All PCT journals must be marked for posting and error free by July 5 in order to be recorded on your Period 12 Ledger.</li> <li>➤ Submit Use Tax reversals requests and documentation to Accounts Payable by June 18.</li> <li>➤ Transactions occurring after June 18 must be submitted to Accounts Payable by NOON on July 5.</li> </ul>
July 05	<p>Resource Planning &amp; Budget – Budgeted Funds Temporary BEA's</p> <p>Accounting - Non-Budgeted Funds</p>	<p><u>Temporary Budget Establishment and Adjustments - BEA</u></p> <ul style="list-style-type: none"> <li>➤ Temporary Budget Establishment and/or Adjustments (BEA) for fiscal year 2011/12 must be entered in UCRFS by July 5 at 5:00 p.m. using <b>6/30/2012</b> as the journal date (user must manually change the date).</li> <li>➤ Please note that all BEAs must be marked for posting and error free by July 5 in order to be reflected on your Period 12 Ledger.</li> <li>➤ Permanent BEA's in the month of June can be done with the approval of your Dean/Vice Chancellor office with the same deadline as Temporary BEA's.</li> </ul>

**ATTACHMENT A - SUMMARY OF DEADLINE DATES  
2011/2012 FISCAL CLOSING LETTER**

Completed By Date	Description of Deadline
May 11	NIH Salary Cap PPS Adjustments
May 14	Chancellor Commitment Allocation Requests
May 14	Funding for Academic & Staff Salary Increases
May 14	Inter-location Transfer of Funds
May 17	Equipment Orders
May 17	P.O. Blankets
May 17	Supply/Services Orders greater than \$50,000
May 31	Permanent BEA's
May 31	Equipment annual certification/bi-annual physical inventories
May 31	Review BC60 transactions for classification criteria
May 31	Review Fabrications to close out
<b>June 11</b>	<b>FTD Reports with posted transactions through 6/9/2012 available</b>
June 14	Supply and/or Services Orders less than \$50,000
June 14	Annual Transfer to Asset Acquisition/Reserve for Equipment
June 14	ePay Requests
June 14	Invoices from Vendors (including subcontracts)
June 14	Travel Expense Vouchers
<b>June 18</b>	<b>FTD Reports with posted-transactions through 6/16/2012 available</b>
June 18	ProCard Use Tax Corrections/Reversals
June 21	Petty Cash Reimbursements through Cashiers
June 22	Submit Feeder journals for activity through June 22
June 25	PPS Database Changes for June MO Payroll
<b>June 25</b>	<b>FTD Reports with posted -transactions through 6/23/2012 available</b>
June 26	Intercampus Recharges Other Than Payroll
June 26	Paper-based Non-Payroll Expense Transfers
June 26	Verify NIH Salary Cap PPS adjustments
June 27	Cash Deposits to Main Cashiers Office
June 28	Payroll Expenditure Transfers
June 28	Payroll/Personnel System Database Changes for June Monthly Arrears (MA) Payroll
June 29	Addition/Reduction to Valid Encumbrances (change orders)
June 29	Balance Staffing
June 29	Construction and Repair Work Orders
June 29	Encumber DAPO Orders
June 29	Encumbrance Release

Completed By Date	Description of Deadline
June 29	Fleet Work Orders
June 29	Mail Work Orders
June 29	Printing Work Orders
June 29	PAMIS BEAs
June 29	Resolve and eliminate deficits in all funding sources
June 29	Storehouse Orders
June 29	Sundry Debtor Bills (through SIS)
June 29	Web Recharge System
<b>July 02</b>	<b>June Payroll posted</b>
<b>July 03</b>	<b>All feeder system transactions for June posted</b>
<b>July 04</b>	<b>FTD Reports with June –transactions posted through 7/03/2012 available</b>
July 05	Accruals/Deferrals
July 05	Non Payroll Expenditure Cost Transfer (NCT & FCT)
July 05	ProCard Cost Transfers (PCT)
July 05	Temporary Budget Establishment and Adjustment (BEA)
<b>July 09</b>	<b>FTD Reports with June -transactions posted through 7/07/2012 available</b>
<b>July 12</b>	<b>Preliminary June 2012 Ledgers Posted</b>

**ATTACHMENT B  
OFFICES AND TELEPHONE EXTENSIONS  
FOR FISCAL CLOSING**

<b><u>Actions</u></b>	<b><u>Contacts</u></b>	<b><u>Extension</u></b>
<b>Accruals/Deferrals</b>	<b>Jerry Monahan</b>	<b>2-1942</b>
	<b>Pauline Librenjak</b>	<b>2-1955</b>
<b>Resource Planning and Budget</b>	<b>Matt Hull</b>	<b>2-3243</b>
	<b>Cindy Williams</b>	<b>2-7375</b>
<b>Lapsing Funds</b>	<b>Matt Hull</b>	<b>2-3243</b>
	<b>Cindy Williams</b>	<b>2-7375</b>
<b>Staffing – Academic</b>	<b>Lin Slocum</b>	<b>2-6680</b>
<b>Staffing – Staff</b>	<b>Robb Miller</b>	<b>2-3244</b>
<b>Contracts &amp; Grants</b>	<b>Mark Carr</b>	<b>2-1948</b>
<b>Federal Awards</b>	<b>Rose Alonzo-Le</b>	<b>2-1954</b>
<b>State, Local Governments, Private Grants</b>	<b>Vicki Tieu</b>	<b>2-1953</b>
<b>Private Contracts</b>	<b>Montrice James</b>	<b>2-1899</b>
<b>SIS Sundry Debtor Billing-SBS</b>	<b>Rhonda High</b>	<b>2-5950</b>
<b>Cashiers</b>	<b>Suzanne Bailey</b>	<b>2-3209</b>
<b>Payroll</b>	<b>Gabe Nwandu</b>	<b>2-1956</b>
	<b>Grant Christensen</b>	<b>2-1943</b>
<b>Plant Funds</b>	<b>Christina Gidley</b>	<b>2-1920</b>
<b>General Ledger Questions</b>	<b>Jerry Monahan</b>	<b>2-1942</b>
	<b>Pauline Librenjak</b>	<b>2-1955</b>
<b>Service &amp; Auxiliary Enterprises</b>	<b>Jerry Monahan</b>	<b>2-1942</b>
	<b>Pauline Librenjak</b>	<b>2-1955</b>
<b>Budgeted Funds BEA Adjustments</b>	<b>Cindy Williams</b>	<b>2-7375</b>
<b>Non-Budgeted Funds BEA Adjustments</b>	<b>Jerry Monahan</b>	<b>2-1942</b>
<b>Accounts Payable/Travel</b>	<b>Linda Casteel</b>	<b>2-1952</b>
	<b>Marc Guerra</b>	<b>2-6345</b>
<b>Encumbrance Questions</b>	<b>Jerry Monahan</b>	<b>2-1942</b>
	<b>Marc Guerra</b>	<b>2-6345</b>