

July 2, 2012

No. 04 - FY 2012

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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 2012 Year-End Closing Procedures and Processing Deadlines and FY 2013 Processing Dates

The following guidelines have been established to complete the current Fiscal Year 2012 business and begin business in the new Fiscal Year 2013. 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 2012 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 13, 2012**
- 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 27, 2012**.
- Requisitions totaling less than \$5,000 must be received in the Purchasing Office by **5:00 p.m. on Friday, August 10, 2012**.
- Requisitions for items available on STATE contract must be received in the Purchasing Office by 5:00 p.m. on **Friday, August 10, 2012**.
- 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 10, 2012**.
- FY 2012 Direct Connect Requisitions may be processed through noon on Friday, August 31, 2012. Any FY 2012 Direct Connect Requisitions that are not budget checked and approved by noon on August 31 will be cancelled.**

B. FISCAL YEAR 2013 REQUISITIONS

- Requisitions for FY 2013 will be accepted starting at **8:00 a.m. Monday July 9, 2012**.
- All FY 2013 requisitions must reference September 1, 2012 as the requested delivery date at the earliest. No goods or services can be accepted for delivery until September 1, 2012.**

- c. FY 2013 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 2013 budget adjustments and overrides until September 1, 2012.
- d. **No FY 2013 Direct Connect Requisitions can be processed until September 4, 2012 for our Direct Connect vendors. Any Direct Connect Requisitions processed at any date before September 1st will be processed as 2012 requisitions.**

Exceptions: To ensure that daily research and clinical operations are not adversely impacted, we will accept FY 2012 requisitions for vital lab and clinical supplies until **Friday, August 17, 2012** 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 2012 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 **Friday, August 31, 2012** and will **NOT be available on Saturday, September 1, 2012** so that year end processes can be completed. The Financials menu will reopen at 8:00 a.m. on Tuesday, September 4, 2012. The Data Warehouse Infoview menus will remain available during this time.*

II. PROCARD PURCHASES

A. FY 2012 TRANSACTIONS

- a. Due to the timing of credit card transactions, procard purchases made **after July 31, 2012 may** be charged as FY 2013 business. The end of the billing cycle for FY 2012 transactions is **August 3, 2012**.
- b. Departmental cost allocation data entry into the Citibank Global Card Management System (GCMS) should be completed by **Wednesday, August 15, 2012**. Supporting documentation should be submitted to the Purchasing Office by **Friday, August 24, 2012**.

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. Thursday, August 23, 2012**. 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 **Friday, August 24 through Monday, September 3, 2012**. These orders will be processed as FY 2013 business.

C. POSTAGE REQUISITIONS

Postage requisitions can be purchased at the Bursar's Office window until **4:30 p.m. Thursday, August 23, 2012**.

General Stores will be closed for inventory starting at 5:00 p.m. on Friday, August 24, 2012 and will reopen at 8:00 a.m. on Tuesday, September 4, 2012.

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 09, 2012**, travel requisitions for FY 2013 may be entered.
- b. Travel that crosses fiscal years (i.e. travel begin date is in FY 2012 and due date or End Date is in FY 2013), should be entered and paid with FY 2013 funds.
- c. All FY 2012 travel requisitions must be prepared and approved by **5:00 p.m. on Thursday, August 30, 2012**.
- d. All FY 2012 travel requisitions will be closed **after 5:00 p.m. Thursday, August 30, 2012**.

B. TRAVEL VOUCHERS

- a. Reimbursement vouchers for travel through August 31, 2012 received in the Office of Accounting by **5:00 p.m. on Thursday, September 6, 2012** will be recorded as FY 2012 business.
- b. Reimbursement vouchers for travel that begins in FY 2012 but does not end until 2013 will be recorded as FY 2013 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 Thursday, September 6, 2012** will be recorded as FY 2012 business.
- b. Local/State vouchers received **after Thursday, September 6, 2012 with FY 2012 service dates** will be recorded as an expense in FY 2013 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 2012 activity for the period of September 2011 – July 2012 must be submitted to the Office of Accounting by **Friday, August 24, 2012**.
- b. Transfers and adjustments associated with FY 2012 **payroll expenditures** for the period of September 2011 – July 2012 must be submitted to the Payroll Office by **Friday, August 24, 2012**.
- c. Transfers and adjustments associated with FY 2012 **payroll expenditures** for August 2012 must be submitted to the Payroll Office by **Tuesday, September 4, 2012**.
- d. Requests for **non-salary** expenditure transfers, adjustments or other journal entries related to August 2012 business should be received by the Office of Accounting by **Wednesday, September 5, 2012**.

B. AUGUST MONTH-END & FY 2012 YEAR-END CLOSE

- a. Accounting records for the month of August 2012 will be closed by Wednesday, **September 12, 2012**. Departments should review final accounting ledgers after the August 2012 records are closed.
- b. *Any additional necessary corrections and adjustments (including payroll expense transfers) for FY 2012 will be accepted on an exception basis ONLY.* All payroll transfers and adjustments requested on State and non-State funds should be submitted to the Budget & Planning Office for approval by **Friday, September 14, 2012**. The Budget & Planning Office will forward any approved requests to the Payroll Office for processing. Any non-salary transfers and adjustments requested on State funds should be submitted to the Budget & Planning Office for approval by **Friday, September 14, 2012**. The Budget & Planning Office will forward any approved requests to the Office of Accounting for processing. Any non-salary transfers and adjustments requested on non-State funds should be submitted to the Office of Accounting by **Monday, September 17, 2012**.

VI. BURSAR ACCOUNTING

A. PETTY CASH REIMBURSEMENTS

- a. Reimbursements for petty cash accounts need to be replenished by **4:30 p.m. Friday, August 31, 2012** at the Office of the Bursar.
- b. Expired projects with petty cash accounts need to be turned in by **4:30 p.m. Friday, August 31, 2012** to the Office of the Bursar.

B. CASH RECEIPTS VOUCHERS

- a. To receive credit for deposits in FY 2012, please be sure the Office of the Bursar receives a cash receipt voucher by **4:30 p.m. Friday, August 31, 2012**.

VII. BOOKSTORE REQUISITIONS

A. YEAR-END DEADLINE

- a. The last day to purchase items from the UTHSCSA Bookstore using a Bookstore Requisition is **Monday, August 27, 2012** if items are in stock. If the item must be ordered, the Bookstore must receive a Bookstore Requisition by **Friday, August 3, 2012** for billing in FY 2012. All merchandise ordered but not picked up by close of business **Monday, August 27, 2012** will be considered FY 2013 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 2012 Year-End Processing Deadlines FY 2013 Processing Dates	
Monday, July 9, 2012	<p><u>Purchasing</u>: REQ's for FY 2013 may be entered starting at 8:00 a.m.</p> <p><u>Travel</u>: FY 2013 Travel REQ's open starting at 8:00 a.m.</p>
Friday, July 13, 2012	<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 27, 2012	<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 3, 2012	<p><u>Bookstore</u>: Last day to place order for Bookstore merchandise not in stock to be billed as FY 2012 business</p> <p><u>Procard</u>: Last posting date for FY 2012 activity</p>
Friday, August 10, 2012	<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 15, 2012	<p><u>Procard</u>: Data entry for on-line Citibank GCMS for procard transactions must be complete</p>
Thursday, August 23, 2012	<p><u>Postage Requisitions</u>: Last day to purchase postage requisitions at the Bursar's Office window, by 4:30 p.m.</p>
Thursday, August 23, 2012	<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>Friday, August 24, 2012</p>	<p><u>Payroll</u>: Deadline to transfer payroll expenditures from the period of September 2011 – July 2012 (all funds).</p> <p><u>Accounting</u>: Deadline for non-salary expenditure transfers, adjustments, or other journal entries from the period of September 2011 – July 2012 (all funds)</p>
<p>Friday, August 24, 2012 – Monday, September 3, 2012</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 2013 business.</p> <p style="text-align: center;">GENERAL STORES CLOSED FOR ANNUAL INVENTORY</p>
<p>Monday, August 27, 2012</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 2012 billing</p>
<p>Thursday, August 30, 2012</p>	<p><u>Travel</u>: REQ's for FY 2012 must be entered and <u>approved</u></p>
<p>Friday August 31, 2012</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 Tuesday , September 4, 2012</p> <p><u>Bursar</u>: FY 2012 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 2012 business. If not approved by noon, these will be cancelled.</p>
<p>Saturday, September 1, 2012 through Monday, September 3, 2012 (Labor Day)</p>	<p><u>Portal</u>: All PeopleSoft Financials menu options in the HSC portal will be unavailable</p> <p style="text-align: center;">GENERAL STORES WILL BE CLOSED</p>

<p>Tuesday, September 4, 2012</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 2013 business.</p> <p><u>Payroll</u>: Deadline to transfer any payroll expenditures on all funds for August 2012 activity.</p>
<p>Wednesday, September 5, 2012</p>	<p><u>Accounting</u>: Deadline for non-salary expenditure transfers, adjustments, or other journal entries related to August 2012 activity.</p>
<p>Thursday, September 6, 2012</p>	<p><u>Travel</u>: Reimbursement vouchers for travel through August 31, 2012 will be accepted in the Office of Accounting until 5:00 p.m. and will be recorded as FY 2012 business.*</p> <p><u>Local/State Vouchers</u>: Vouchers for expenses received by 5:00 p.m. will be recorded as FY 2012 business.</p> <p><u>Interdepartmental Transfers</u>: IDTs for FY 2012 business are due in the Office of Accounting by 5:00 p.m.</p> <p>*Travel that begins in FY 2012 and ends in FY 2013 will be recorded as FY 2013 business.</p>
<p>Wednesday, September 12, 2012</p>	<p><u>Accounting</u>: August 2012 accounting records closed</p>
<p>Friday, September 14, 2012</p>	<p><u>Payroll</u>: All payroll corrections (State and non-State) due to Budget & Planning Office**</p> <p><u>State Funds</u>: Transfers and adjustments for non-salary requests due to Budget & Planning Office**</p> <p>**Processed on an exception basis only with approval of the Budget & Planning Office for State funds</p>
<p>Monday, September 17, 2012</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 if impacting State funds.</p>

July 2, 2012

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Final Closing of FY 2012 financial ledger

Accounting: Once FY 2012 accounting records are closed, we will notify DW Users that the year is closed and final FY2012 financial reports can be run.