

July 5, 2013

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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 2013 Year-End Closing Procedures and Processing Deadlines and FY 2014 Processing Dates

The following guidelines have been established to complete the current Fiscal Year 2013 business and begin business in the new Fiscal Year 2014. 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 2013 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 12, 2013**
- 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 26, 2013**.
- c. Requisitions totaling less than \$5,000 must be received in the Purchasing Office by **5:00 p.m. on Friday, August 09, 2013**.
- d. Requisitions for items available on STATE contract must be received in the Purchasing Office by 5:00 p.m. on **Friday, August 09, 2013**.
- 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 09, 2013**.
- f. **FY 2013 Direct Connect Requisitions may be processed through noon on Friday, August 30, 2013. Any FY 2013 Direct Connect Requisitions that are not budget checked and approved by noon on August 30 will be cancelled.**

B. FISCAL YEAR 2014 REQUISITIONS

- a. Requisitions for FY 2014 will be accepted starting at **8:00 a.m. Monday July 15, 2013**.
- b. **All FY 2014 requisitions must reference September 1, 2013 as the requested delivery date at the earliest. No goods or services can be accepted for delivery until September 1, 2013.**

- c. FY 2014 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 2014 budget adjustments and overrides until September 1, 2013.
- d. **No FY 2014 Direct Connect Requisitions can be processed until September 3, 2013 for our Direct Connect vendors. Any Direct Connect Requisitions processed at any date before September 1st will be processed as 2013 requisitions.**

Exceptions: To ensure that daily research and clinical operations are not adversely impacted, we will accept FY 2013 requisitions for vital lab and clinical supplies until **Friday, August 16, 2013** 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 2013 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, Senior Director of Supply Chain Management, 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 30, 2013 and will NOT be available on Saturday, August 31, 2013 so that year end processes can be completed. The Financials menu will reopen at 8:00 a.m. on Tuesday, September 3, 2013. The Data Warehouse Infoview menus will remain available during this time.

II. PROCARD PURCHASES

A. FY 2013 TRANSACTIONS

- a. Due to the timing of credit card transactions, procard purchases made **after July 30, 2013 may** be charged as FY 2014 business. The end of the billing cycle for FY 2013 transactions is **August 2, 2013**.
- b. Departmental cost allocation data entry into the Citibank Global Card Management System (GCMS) should be completed by **Thursday, August 15, 2013**. Supporting documentation should be submitted to the Purchasing Office by **Monday, August 26, 2013**.

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 22, 2013**. 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 23 through Monday, September 2, 2013**. These orders will be processed as FY 2014 business.

C. POSTAGE REQUISITIONS

Postage requisitions can be purchased at the Bursar's Office window until **4:30 p.m. Thursday, August 22, 2013**.

General Stores will be closed for inventory starting at 5:00 p.m. on Friday, August 23, 2013 and will reopen at 8:00 a.m. on Tuesday, September 3, 2013.

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 15, 2013**, travel requisitions for FY 2014 may be entered.
- b. Travel that crosses fiscal years (i.e. travel begin date is in FY 2013 and due date or End Date is in FY 2014), should be entered and paid with FY 2014 funds.
- c. All FY 2013 travel requisitions must be prepared and approved by **5:00 p.m. on Thursday, August 29, 2013**.
- d. All FY 2013 travel requisitions will be closed **after 5:00 p.m. Thursday, August 29, 2013**.

B. TRAVEL VOUCHERS

- a. Reimbursement vouchers for travel through August 31, 2013 received in the Office of Accounting by **5:00 p.m. on Thursday, September 5, 2013** will be recorded as FY 2013 business.
- b. Reimbursement vouchers for travel that begins in FY 2013 but does not end until 2014 will be recorded as FY 2014 business.

C. YEAR-END LOCAL/STATE VOUCHERS

- a. Local/State vouchers for expenses that are received in the Office of Accounting by **5:00 p.m. on Thursday, September 5, 2013** will be recorded as FY 2013 business.
- b. Local/State vouchers received **after Thursday, September 5, 2013 with FY 2013 service dates** will be recorded as an expense in FY 2014 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 2013 activity for the period of September 2012 – July 2013 must be submitted to the Office of Accounting by **Friday, August 23, 2013**.
- b. Transfers and adjustments associated with FY 2013 **payroll expenditures** for the period of September 2012 – July 2013 must be submitted to the Payroll Office by **Friday, August 23, 2013**.
- c. Transfers and adjustments associated with FY 2013 **payroll expenditures** for August 2013 must be submitted to the Payroll Office by **Tuesday, September 3, 2013**.
- d. Requests for **non-salary** expenditure transfers, adjustments or other journal entries related to August 2013 business should be received by the Office of Accounting by **Wednesday, September 4, 2013**.

B. AUGUST MONTH-END & FY 2013 YEAR-END CLOSE

- a. Accounting records for the month of August 2013 will be closed by Wednesday, **September 11, 2013**. Departments should review final accounting ledgers after the August 2013 records are closed.
- b. *Any additional necessary corrections and adjustments (including payroll expense transfers) for FY 2013 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 13, 2013**. 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 13, 2013**. 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 16, 2013**.

VI. BURSAR ACCOUNTING

A. PETTY CASH REIMBURSEMENTS

- a. Reimbursements for petty cash accounts need to be replenished by **4:30 p.m. Friday, August 30, 2013** 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 30, 2013** to the Office of the Bursar.

B. CASH RECEIPTS VOUCHERS

- a. To receive credit for deposits in FY 2013, please be sure the Office of the Bursar receives a cash receipt voucher by **4:30 p.m. Friday, August 30, 2013**.

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 26, 2013** if items are in stock. If the item must be ordered, the Bookstore must receive a Bookstore Requisition by **Friday, August 2, 2013** for billing in FY 2013. All merchandise ordered but not picked up by close of business **Monday, August 26, 2013** will be considered FY 2014 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 2013 Year-End Processing Deadlines FY 2014 Processing Dates	
Friday, July 12, 2013	<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.
Monday, July 15, 2013	<u>Purchasing</u> : REQ's for FY 2014 may be entered starting at 8:00 a.m. <u>Travel</u> : FY 2014 Travel REQ's open starting at 8:00 a.m.
Friday, July 26, 2013	<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.
Friday, August 2, 2013	<u>Bookstore</u> : Last day to place order for Bookstore merchandise not in stock to be billed as FY 2013 business <u>Procard</u> : Last posting date for FY 2013 activity
Friday, August 9, 2013	<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.
Thursday, August 15, 2013	<u>Procard</u> : Data entry for on-line Citibank GCMS for procard transactions must be complete
Thursday, August 22, 2013	<u>Postage Requisitions</u> : Last day to purchase postage requisitions at the Bursar's Office window, by 4:30 p.m.
Thursday, August 22, 2013	<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>Friday, August 23, 2013</p>	<p><u>Payroll</u>: Deadline to transfer payroll expenditures from the period of September 2012 – July 2013 (all funds).</p> <p><u>Accounting</u>: Deadline for non-salary expenditure transfers, adjustments, or other journal entries from the period of September 2012 – July 2013 (all funds)</p>
<p>Friday, August 23, 2013 – Monday, September 2, 2013</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 2014 business.</p> <p style="text-align: center;">GENERAL STORES CLOSED FOR ANNUAL INVENTORY</p>
<p>Monday, August 26, 2013</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 2013 billing</p>
<p>Thursday, August 29, 2013</p>	<p><u>Travel</u>: REQ's for FY 2013 must be entered and <u>approved</u></p>
<p>Friday August 30, 2013</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 3, 2013</p> <p><u>Bursar</u>: FY 2013 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 2013 business. If not approved by noon, these will be cancelled.</p>
<p>Saturday, August 31, 2013 through Monday, September 2, 2013 (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 3, 2013</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 2014 business.</p> <p><u>Payroll</u>: Deadline to transfer any payroll expenditures on all funds for August 2013 activity.</p>
<p>Wednesday, September 4, 2013</p>	<p><u>Accounting</u>: Deadline for non-salary expenditure transfers, adjustments, or other journal entries related to August 2013 activity.</p>
<p>Thursday, September 5, 2013</p>	<p><u>Travel</u>: Reimbursement vouchers for travel through August 31, 2013 will be accepted in the Office of Accounting until 5:00 p.m. and will be recorded as FY 2013 business.*</p> <p><u>Local/State Vouchers</u>: Vouchers for expenses received by 5:00 p.m. will be recorded as FY 2013 business.</p> <p><u>Interdepartmental Transfers</u>: IDTs for FY 2013 business are due in the Office of Accounting by 5:00 p.m.</p> <p>*Travel that begins in FY 2013 and ends in FY 2014 will be recorded as FY 2014 business.</p>
<p>Wednesday, September 11, 2013</p>	<p><u>Accounting</u>: August 2013 accounting records closed</p>
<p>Friday, September 13, 2013</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 16, 2013</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>

Final Closing of FY 2013 financial ledger

Accounting: Once FY 2013 accounting records are closed, we will notify DW Users that the year is closed and final FY2013 financial reports can be run.