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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 2015 Year-End Closing Procedures and Processing Deadlines and FY 2016 Processing Dates

The following guidelines have been established to complete the current Fiscal Year 2015 business and begin business in the new Fiscal Year 2016. 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 2015 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 10, 2015**
- 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 24, 2015**.
- Requisitions totaling less than \$5,000 must be received in the Purchasing Office by **5:00 p.m. on Friday, August 14, 2015**.
- 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, 2015**.
- FY 2015 Direct Connect Requisitions may be processed through noon on Friday, August 28, 2015. Any FY 2015 Direct Connect Requisitions that are not budget checked and approved by noon on August 28 will be cancelled.**

B. FISCAL YEAR 2016 REQUISITIONS

- Requisitions for FY 2016 will be accepted starting at **8:00 a.m. Monday July 13, 2015**.
- All FY 2016 requisitions must reference September 1, 2015 as the requested delivery date at the earliest. No goods or services can be accepted for delivery until September 1, 2015.**

- c. FY 2016 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 2016 budget adjustments and overrides until September 1, 2015.
- d. **No FY 2016 Direct Connect Requisitions can be processed until September 1, 2015 for our Direct Connect vendors. Any Direct Connect Requisitions processed at any date before September 1st will be processed as 2015 requisitions.**

Exceptions: To ensure that daily research and clinical operations are not adversely impacted, we will accept FY 2015 requisitions for vital lab and clinical supplies until **Friday, August 14, 2015** 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@uthscsa.edu with the requisition number and request an exception to the FY 2015 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 28, 2015 and will NOT be available through Monday, August 31, 2015 so that year end processes can be completed. The Financials menu will reopen at 8:00 a.m. on Tuesday, September 1, 2015. The Data Warehouse Infoview menus will remain available during this time.

II. PROCARD PURCHASES

A. FY 2015 TRANSACTIONS

- a. Due to the timing of credit card transactions, procard purchases made **after July 31, 2015 may** be charged as FY 2016 business. The end of the billing cycle for FY 2015 transactions is **August 3, 2015**.
- b. Departmental cost allocation data entry into the Citibank Global Card Management System (GCMS) should be completed by **Friday, August 14, 2015**. Supporting documentation should be submitted to the Purchasing Office by **Monday, August 24, 2015**.

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 20, 2015**. Requisitions received by General Stores after 5:00 p.m. will be cancelled. NO EXCEPTIONS will be made.

B. MANUAL REQUISITIONS

Liquid nitrogen and dry ice orders can be ordered on a [Manual General Stores Requisition](#) form, from **Friday, August 21 through Monday, August 31, 2015**. These orders will be processed as FY 2016 business.

C. POSTAGE REQUISITIONS

Postage requisitions can be purchased at the Bursar's Office window until **4:30 p.m. Thursday, August 20, 2015**.

General Stores will be closed for inventory starting at 5:00 p.m. on Friday, August 21, 2015 and will reopen at 8:00 a.m. on Tuesday, September 1, 2015.

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

IV. TRAVEL REQUISITIONS AND TRAVEL REIMBURSEMENT VOUCHERS

A. TRAVEL REQUISITIONS

- a. Starting at 8:00 a.m. on **Monday, July 13, 2015**, travel requisitions for FY 2016 may be entered.
- b. Travel that crosses fiscal years (i.e. travel begin date is in FY 2015 and due date or End Date is in FY 2016), should be entered and paid with FY 2016 funds.
- c. All FY 2015 travel requisitions must be prepared and approved by **5:00 p.m. on Thursday, August 27, 2015**.
- d. All FY 2015 travel requisitions will be closed **after 5:00 p.m. Thursday, August 27, 2015**.

B. TRAVEL VOUCHERS

- a. Reimbursement vouchers for travel through August 31, 2015 received in the Office of Accounting by **5:00 p.m. on Wednesday, September 2, 2015** will be recorded as FY 2015 business.
- b. Reimbursement vouchers for travel that begins in FY 2015 but does not end until 2016 will be recorded as FY 2016 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 Wednesday, September 2, 2015** will be recorded as FY 2015 business.
- b. Local/State vouchers received **after Wednesday, September 2, 2015 with FY 2015 service dates** will be recorded as an expense in FY 2016 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** adjustments or other journal entries related to FY 2015 activity for the period of September 2014 – July 2015 must be submitted to the Office of Accounting by **Friday, August 21, 2015**.
- b. Transfers and adjustments associated with FY 2015 **payroll expenditures** for the period of September 2014 – July 2015 must be submitted to the Payroll Office by **Friday, August 21, 2015**.
- c. Transfers and adjustments associated with FY 2015 **payroll expenditures** for August 2015 must be submitted to the Payroll Office by **Wednesday, September 2, 2015**.
- d. Requests for **non-salary** adjustments or other journal entries related to August 2015 business should be received by the Office of Accounting by **Wednesday, September 2, 2015**.

B. AUGUST MONTH-END & FY 2015 YEAR-END CLOSE

- a. Accounting records for the month of August 2015 will be closed by Thursday, **September 10, 2015**. Departments should review final accounting ledgers after the August 2015 records are closed.
- b. *Any additional necessary corrections and adjustments (including payroll expense transfers) for FY 2015 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 11, 2015**. 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 11, 2015**. 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 14, 2015**.

C. INVOICES PAID IN SEPTEMBER FOR FY 2015 COSTS

- a. The Accounting Office closely examines all bills and invoices received in the month of September, to determine if the related goods and services were delivered or performed in the old fiscal year. If so, in certain cases, Accounting records the related expense in the old year's business. The Accounting Office is highly dependent on each Health Science Center department to assist with this effort.
- b. **All departments are urged to forward all unpaid invoices to the Accounting Office for payment as early as possible in the month of September, along with the related Local/State Voucher and backup documentation.** This will allow the Accounting Office to ensure that the payment is expensed in the correct fiscal year, and will help reduce potential errors for financial reporting purposes.

VI. BURSAR ACCOUNTING

A. PETTY CASH REIMBURSEMENTS

- a. Reimbursements for petty cash accounts need to be replenished by **4:30 p.m. Monday, August 31, 2015** at the Office of the Bursar.
- b. Expired projects with petty cash accounts need to be turned in by **4:30 p.m. Monday, August 31, 2015** to the Office of the Bursar.

B. CASH RECEIPTS VOUCHERS

- a. To receive credit for deposits in FY 2015, please be sure the Office of the Bursar receives a cash receipt voucher by **4:30 p.m. Monday, August 31, 2015**.

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 24, 2015** if items are in stock. If the item must be ordered, the Bookstore must receive a Bookstore Requisition by **Friday, July 31, 2015** for billing in FY 2015. All merchandise ordered but not picked up by close of business **Monday, August 24, 2015** will be considered FY 2016 business. You may direct any questions to Cory Rainey, Bookstore Manager, ext. 7-2841.

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 summarizing year-end deadlines and processing dates.

FY 2015 Year-End Processing Deadlines FY 2016 Processing Dates	
Friday, July 10, 2015	<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>
Monday, July 13, 2015	<p><u>Purchasing</u>: REQ's for FY 2016 (excluding Direct Connect requisitions) may be entered starting at 8:00 a.m.</p> <p><u>Travel</u>: FY 2016 Travel REQ's open starting at 8:00 a.m.</p>
Friday, July 24, 2015	<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, July 31, 2015	<p><u>Bookstore</u>: Last day to place order for Bookstore merchandise not in stock to be billed as FY 2015 business</p> <p><u>Procard</u>: Last posting date for FY 2015 activity</p>
Friday, August 14, 2015	<p><u>Purchasing</u>: REQs totaling less than \$5,000, and REQs supported by sole source justification, must be received in the Purchasing Office by 5:00 p.m.</p> <p><u>Procard</u>: Data entry for on-line Citibank GCMS for procard transactions must be complete</p>
Thursday, August 20, 2015	<p><u>Postage Requisitions</u>: Last day to purchase postage requisitions at the Bursar's Office window, by 4:30 p.m.</p> <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 21, 2015</p>	<p><u>Payroll</u>: Deadline to transfer payroll expenditures from the period of September 2014 – July 2015 (all funds)</p> <p><u>Accounting</u>: Deadline for non-salary adjustments or other journal entries from the period of September 2014 – July 2015 (all funds)</p>
<p>Friday, August 21, 2015 – Monday, August 31, 2015</p>	<p><u>General Stores</u>: Liquid nitrogen and dry ice orders will be accepted on a Manual General Stores Requisition form and will be processed as FY 2016 business.</p> <p style="text-align: center;">GENERAL STORES CLOSED FOR ANNUAL INVENTORY</p>
<p>Monday, August 24, 2015</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 2015 billing</p>
<p>Thursday, August 27, 2015</p>	<p><u>Travel</u>: REQs for FY 2015 must be entered and <u>approved</u></p>
<p>Friday August 28, 2015</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 1, 2015</p> <p><u>Direct Connect Requisitions</u>: All Direct Connect Requisitions entered and approved by noon will be processed as FY 2015 business. If not approved by noon, these will be cancelled.</p>
<p>Saturday, August 29, 2015 through Monday, August 31, 2015</p>	<p><u>Portal</u>: All PeopleSoft Financials menu options in the HSC portal will be unavailable</p>
<p>Monday, August 31, 2015</p>	<p><u>Bursar</u>: FY 2015 petty cash reimbursements (including petty cash reimbursements for expired project ids) and cash receipt vouchers due by 4:30 p.m.</p>

<p>Tuesday, September 1, 2015</p>	<p><u>Portal</u>: PeopleSoft Financials menu options in the HSC portal will be available at 8:00 a.m. for processing. Direct Connect requisitions for FY 2016 may be entered beginning at this time.</p> <p><u>General Stores</u>: General Stores will be open for FY 2016 business.</p>
<p>Wednesday, September 2, 2015</p>	<p><u>Payroll</u>: Deadline to transfer any payroll expenditures on all funds for August 2015 activity.</p> <p><u>Accounting</u>: Deadline for non-salary adjustments or other journal entries related to August 2015 activity.</p> <p><u>Travel</u>: Reimbursement vouchers for travel through August 31, 2015 will be accepted in the Office of Accounting until 5:00 p.m. and will be recorded as FY 2015 business.*</p> <p><u>Local/State Vouchers</u>: Vouchers for expenses received by 5:00 p.m. will be recorded as FY 2015 business.</p> <p><u>Interdepartmental Transfers</u>: IDTs for FY 2015 business are due in the Office of Accounting by 5:00 p.m.</p> <p>*Travel that begins in FY 2015 and ends in FY 2016 will be recorded as FY 2016 business.</p>
<p>Thursday, September 10, 2015</p>	<p><u>Accounting</u>: August 2015 accounting records closed.</p> <p><u>Budget</u>: Hyperion will only be updated once with August transactions upon the final closing of the FY 2015 financial ledger. Hyperion users will be notified when August variance reports are available.</p>
<p>Friday, September 11, 2015</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 14, 2015</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>
<p>Final Closing of FY 2015 financial ledger</p>	<p><u>Accounting</u>: Once FY 2015 accounting records are closed, we will notify DW Users that the year is closed and final FY2015 financial reports can be run.</p> <p><u>Budget</u>: Hyperion users will be notified that August variance reports are available to run.</p>