

In This Issue

- Fiscal Year-End Processing

Helpful Links

[Accounting](#)

[Budget and Planning](#)

[Payroll](#)

[Purchasing](#)

These links will take you to the related Business Affairs department web sites

Contact Us

Accounting

Acctg-admin@uthscsa.edu

Budget & Planning

Bud-admin@uthscsa.edu

Payroll

Pay-admin@uthscsa.edu

Purchasing

Purchadmin@uthscsa.edu

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 2017 Year-End Closing Procedures and Processing Deadlines and FY 2018 Processing Dates

The following guidelines have been established to complete the current Fiscal Year 2017 business and begin business in the new Fiscal Year 2018. Please adhere to these dates in planning your needs. These dates are also summarized in the table at the end of this bulletin for your reference.

I. PURCHASE REQUISITIONS

A. DEADLINES FOR FISCAL YEAR 2017 REQUISITIONS

- Requisitions totaling more than or equal to \$50,000, which require an Invitation to Bid, must be received in the Purchasing Office by **5:00 p.m. on Friday, July 7, 2017**
- Requisitions totaling more than or equal to \$15,000 (\$5,000 for procurements charged to federal funds) but less than \$50,000 which require a Request for Quotation, must be received in the Purchasing Office by **5:00 p.m. on Friday, July 21, 2017**.
- Requisitions totaling less than \$15,000 (\$5,000 for procurements charged to federal funds) must be received in the Purchasing Office by **5:00 p.m. on Friday, August 11, 2017**.
- Requisitions for items with an [Exclusive Acquisition Justification \(EAJ\)](#) must be received in the Purchasing Office by 5:00 p.m. on **Friday, August 11, 2017**.
- FY 2017 Jaggaer (Direct Connect) Requisitions may be processed through noon on Thursday, August 31, 2017. Any FY 2017 Jaggaer (Direct Connect) Requisitions that are not budget checked and approved by noon on August 31 will be cancelled.**

B. FISCAL YEAR 2018 REQUISITIONS

- Requisitions for FY 2018 will be accepted starting at **8:00 a.m. Wednesday July 12, 2017**.
- All FY 2018 requisitions must reference September 1, 2017 or later as the requested delivery date. None of these goods or services can be accepted for delivery before September 1, 2017.**



- c. FY 2018 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 2018 budget adjustments and overrides until September 5, 2017.
- d. **No FY 2018 Jaggaer (Direct Connect) Requisitions can be processed until September 5, 2017 for our Jaggaer (Direct Connect) vendors. Any Jaggaer (Direct Connect) Requisitions processed and fully approved at any date before September 1st will be processed as 2017 requisitions.**

Exceptions: To ensure that daily research and clinical operations are not adversely impacted, we will accept FY 2017 requisitions for vital lab and clinical supplies until **Friday, August 18, 2017** 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 2017 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 Eric R. Walls, Senior Director of Supply Chain Management, or Christelle Farias, Assistant Director of Purchasing.

*Please note that the PeopleSoft Financials menu options in the UT Health portal will be unavailable beginning at 12:00 noon on **Thursday, August 31, 2017** and will **NOT** be available through **Monday, September 4, 2017** so that year-end processes can be completed. The Financials menu will reopen at 8:00 a.m. on **Tuesday, September 5, 2017**. Financial data inquiry through Data Warehouse SSRS, Hyperion Reporting, and Enterprise Analytics templates will remain available during this time.*

II. PROCARD PURCHASES

A. FY 2017 TRANSACTIONS

- a. Due to the timing of credit card transactions, procard purchases made **after July 28, 2017 may** be charged as FY 2018 business. The end of the billing cycle for FY 2017 transactions is **August 3, 2017**.
- b. Departmental cost allocation data entry into the Citibank Global Card Management System (GCMS) for the billing period ending August 3rd should be completed by **Friday, August 11, 2017**. Supporting documentation should be submitted to the Purchasing Office by **Friday, August 18, 2017**.



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 24, 2017**. 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 25 through Monday, September 4, 2017**. These orders will be processed as FY 2018 business.

C. POSTAGE REQUISITIONS

Postage requisitions can be purchased at the Bursar's Office window until **4:30 p.m. Thursday, August 17, 2017**.

General Stores will be closed for inventory starting at 5:00 p.m. on Thursday, August 24, 2017, and will reopen at 8:00 a.m. on Tuesday, September 5, 2017.

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

IV. TRAVEL REQUISITIONS AND TRAVEL REIMBURSEMENT VOUCHERS

A. TRAVEL REQUISITIONS

- a. Starting at 8:00 a.m. on **Wednesday, July 12, 2017**, travel requisitions for FY 2018 may be entered.
- b. Travel that crosses fiscal years (i.e. travel begin date is in FY 2017 and due date or End Date is in FY 2018), should be entered and paid with FY 2018 funds.
- c. All FY 2017 travel requisitions must be prepared and approved by **5:00 p.m. on Wednesday, August 30, 2017**.
- d. All FY 2017 travel requisitions will be closed **after 5:00 p.m. Wednesday, August 30, 2017**.

B. TRAVEL VOUCHERS

- a. Reimbursement vouchers for travel through August 31, 2017 received in the Office of Accounting by **5:00 p.m. on Tuesday, September 5, 2017** will be recorded as FY 2017 business.
- b. Reimbursement vouchers for travel that begins in FY 2017 but does not end until 2018 will be recorded as FY 2018 business.



C. YEAR-END PAYMENT REQUESTS

- a. Payment Requests for FY 2017 expenses that are received in the Office of Accounting by **5:00 p.m. on Tuesday, September 5, 2017** will be recorded as FY 2017 business.
- b. Payment Requests received **after Tuesday, September 5, 2017 with FY 2017 service dates** will be recorded as an expense in FY 2018 business.

V. GENERAL ACCOUNTING

A. JOURNAL ENTRY DEADLINE

Financial reports can be reviewed at any time for the month of August, in either SSRS Data Warehouse, Hyperion Reporting, or Enterprise Analytics, to determine year-to-date activity. Departments should run departmental accounting ledgers to identify necessary adjustments and send requests for adjustments as early as possible.

- a. Requests for **non-salary** adjustments or other journal entries related to FY 2017 activity for the period of September 2015 – July 2017 must be submitted to the Office of Accounting by **Friday, August 18, 2017**.
- b. Transfers and adjustments associated with FY 2017 **payroll expenditures** for the period of September 2015 – July 2017 must be submitted to the Payroll Office by **Friday, August 18, 2017**.
- c. Transfers and adjustments associated with FY 2017 **payroll expenditures** for August 2017 must be submitted to the Payroll Office by **Thursday, August 31, 2017**.
- d. Requests for **non-salary** adjustments or other journal entries related to August 2017 business should be received by the Office of Accounting by **Thursday, August 31, 2017**.

B. AUGUST MONTH-END & FY 2017 YEAR-END CLOSE

- a. Accounting records for the month of August 2017 will be closed by Tuesday, **September 12, 2017**. Departments should review final accounting ledgers after the August 2017 records are closed.
- b. *Any additional necessary corrections and adjustments (including payroll expense transfers) for FY 2017 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 8, 2017**. 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 **Wednesday, September 13, 2017**. 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 **Wednesday, September 13, 2017**.



C. INVOICES PAID IN SEPTEMBER FOR FY 2017 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 Payment Request 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. Thursday, August 31, 2017** at the Office of the Bursar.
- b. Expired projects with petty cash accounts need to be turned in by **4:30 p.m. Thursday, August 31, 2017** to the Office of the Bursar.

B. CASH RECEIPTS VOUCHERS

- a. To receive credit for deposits in FY 2017, please be sure the Office of the Bursar receives a cash receipt voucher by **4:30 p.m. Thursday, August 31, 2017**.

VII. BOOKSTORE REQUISITIONS

A. YEAR-END DEADLINE

- a. The last day to purchase items from the UT Health Bookstore using a Bookstore Requisition is **Thursday, August 31, 2017** if items are in stock. If the item must be ordered, the Bookstore must receive a Bookstore Requisition by **Friday, July 28, 2017** for billing in FY 2017. All merchandise ordered but not picked up by close of business **Thursday, August 31, 2017** will be considered FY 2018 business. You may direct any questions to Judy Ogburn, 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 Payment Requests. See attached table summarizing year-end deadlines and processing dates.

FY 2017 Year-End Processing Deadlines FY 2018 Processing Dates	
Friday, July 7, 2017	<p><u>Purchasing</u>: REQs totaling more than or equal to \$50,000 must be received in the Purchasing Office by 5:00 p.m.</p>
Wednesday, July 12, 2017	<p><u>Purchasing</u>: REQs for FY 2018, excluding Jaggaer (Direct Connect) requisitions, may be entered starting at 8:00 a.m.</p> <p><u>Travel</u>: FY 2018 Travel REQs open starting at 8:00 a.m.</p>
Friday, July 21, 2017	<p><u>Purchasing</u>: REQs totaling more than \$15,000 (\$5,000 for procurements to be paid from Federal funds) but less than \$50,000 must be received in the Purchasing Office by 5:00 p.m.</p>
Friday, July 28, 2017	<p><u>Bookstore</u>: Last day to place order for Bookstore merchandise not in stock to be billed as FY 2017 business.</p> <p><u>Procard</u>: Last date for procard purchases to be recorded as FY 2017 activity.</p>
Friday, August 11, 2017	<p><u>Purchasing</u>: REQs totaling less than \$15,000 (\$5,000 for procurements to be paid from Federal funds), and REQs supported by an <u>Exclusive Acquisition Justification (EAJ)</u>, 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 17, 2017	<p><u>Postage Requisitions</u>: Last day to purchase postage requisitions at the Bursar's Office window, by 4:30 p.m.</p>



<p>Friday, August 18, 2017</p>	<p><u>Payroll</u>: Deadline to request transfer of payroll expenditures from the period of September 2016 – July 2017 (all funds).</p> <p><u>Accounting</u>: Deadline for non-salary adjustments or other journal entries from the period of September 2016 – July 2017 (all funds).</p> <p><u>Procard</u>: Supporting documentation for procard transactions due to the Purchasing Office.</p>
<p>Thursday, August 24, 2017</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 25, 2017 – Monday, September 4, 2017</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 2018 business.</p> <p style="text-align: center;">GENERAL STORES CLOSED FOR ANNUAL INVENTORY</p>
<p>Wednesday, August 30, 2017</p>	<p><u>Travel</u>: REQs for FY 2017 must be entered and <u>approved</u>.</p>
<p>Thursday, August 31, 2017</p>	<p><u>Portal</u>: All PeopleSoft Financials menu options in the UT Health portal will be unavailable beginning at 12:00 noon, and will remain unavailable until 8:00 a.m. on Tuesday, September 5, 2017.</p> <p><u>Jaggaer (Direct Connect) Requisitions</u>: All Jaggaer (Direct Connect) Requisitions entered and approved by noon will be processed as FY 2017 business. If not approved by noon, these will be cancelled.</p> <p><u>Bursar</u>: FY 2017 petty cash reimbursements (including petty cash reimbursements for expired projects) and cash receipt vouchers due by 4:30 p.m.</p> <p><u>Bookstore</u>: Last day to purchase and pick up in-stock items from the Bookstore for FY 2017 billing.</p>



<p>Thursday, August 31, 2017</p>	<p><u>Payroll</u>: Deadline to request transfer any payroll expenditures on all funds, for August 2017 activity only.</p> <p><u>Accounting</u>: Deadline for non-salary adjustment requests or other journal entries related to August 2017 activity only.</p> <p><u>Interdepartmental Transfers</u>: IDTs for FY 2017 business are due in the Office of Accounting by 5:00 p.m.</p>
<p>Friday, September 1, 2017- Monday, September 4, 2017</p>	<p>Portal: All PeopleSoft Financials menu options in the UT Health portal will be unavailable.</p>
<p>Tuesday, September 5, 2017</p>	<p><u>Portal</u>: PeopleSoft Financials menu options in the UT Health portal will be available at 8:00 a.m. for processing. Jaggaer (Direct Connect) requisitions for FY 2018 may be entered beginning at this time.</p> <p><u>General Stores</u>: General Stores will be open for FY 2018 business.</p> <p><u>Travel</u>: Reimbursement vouchers for travel through August 31, 2017 will be accepted in the Office of Accounting until 5:00 p.m. and will be recorded as FY 2017 business.*</p> <p><u>Payment Requests</u>: Fully Approved Payment Requests for FY 2017 expenses received by 5:00 p.m. will be recorded as FY 2017 business.</p> <p>*Travel that begins in FY 2017 and ends in FY 2018 will be recorded as FY 2018 business.</p>
<p>Friday, September 8, 2017</p>	<p><u>Payroll</u>: Any final FY 2017 payroll corrections (State and non-State) are due to Budget & Planning Office. State funds corrections will be processed on an exception basis only with approval of the Budget & Planning Office.</p>
<p>Tuesday, September 12, 2017</p>	<p><u>Accounting</u>: August 2017 accounting records closed.</p>



Tuesday, September 12, 2017	<u>Budget:</u> Beginning in mid-August, Hyperion will be updated daily to coincide with the transactions populating in Enterprise Analytics. Hyperion users will be notified when the August and fiscal year-end periods have been closed so that final variance reports can be prepared.
Wednesday, September 13, 2017	<p><u>State Funds:</u> Final transfers and adjustments for FY 2017 non-salary requests due to Budget & Planning Office**</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 2017 financial ledger	<p><u>Accounting:</u> Once FY 2017 accounting records are closed, we will notify EA and DW Users that the year is closed and final FY2017 financial reports can be run.</p> <p><u>Budget:</u> Hyperion users will be notified when the August and fiscal year-end periods have been closed so that final variance reports can be prepared.</p>