

DATE: April 26, 2011  
TO: All Campus Departments  
FROM: Bobbi McCracken  
Assoc. Vice Chancellor-Financial Services & Controller  
SUBJECT: Fiscal Closing Dates for June 30, 2011

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 month 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 FY2011 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 FY2011, but the expense is not reflected on the 6/30 campus ledgers (expense accrual).
    - Services are performed in FY2011, but not billed (revenue accrual).
    - Revenue is received in FY2011 for services to be conducted in FY2012 (revenue deferral).
    - Payment for goods /services in FY2011 with expected benefit in FY2012 (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 6\*
- \$25,000 – July 7 to 15
- \$50,000 – July 16 to 22
- \$75,000 – July 23 to Aug 2
- \$100,000 – Aug 3 to Sep 15

*\*Accruals/deferrals submitted by the July 6<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 me ([bobbi.mccracken@ucr.edu](mailto:bobbi.mccracken@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 2010/11 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 13 and ending with the July 13 posting of the June Preliminary Reports. The reports, except for the July 13 posting, will be scheduled to run on Sunday based on all transactions posted through the preceding Saturday at 8:00pm and available at [ucrfsreports@ucr.edu](mailto: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.
- ❖ 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 Accounting Services 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 be updating our website on May 1<sup>st</sup> and all fiscal closing related documents will be posted under the General Accounting-Fiscal Closing section as they become available.
  - ✓ [www.accounting.ucr.edu](http://www.accounting.ucr.edu)
    - Most current versions of the 2010/11 closing letters
    - UCRFS Correction Decision Tree Sheet
    - Valid FAU Combinations Sheet
    - 2010/11 Accrual/Deferral Worksheets
    - Closing Worksheet Examples

IMPORTANT DATES YEAR-END CLOSING DATES

Date	Contact	Action
May 13	Academic Personnel/ Accounting Office	<u>NIH Salary Cap PPS Adjustments</u> ➤ Departments should review salaries paid on NIH funds to ensure compliance with the NIH Salary Cap limitations and initiate PPS expense transfers as appropriate. For additional information refer to: <a href="http://academicpersonnel.ucr.edu/salary/NIHSalaryCapGuidelinesFY2011.pdf">http://academicpersonnel.ucr.edu/salary/NIHSalaryCapGuidelinesFY2011.pdf</a>
May 16	Resource Planning & Budget	<u>Chancellor Commitment Allocation Requests</u> ➤ Provide requests, including required supporting documentation, for allocation of any pending FY2011 Chancellor's commitments to RPB.
May 16	Accounting Office	<u>Inter-location Transfer of Funds</u> ➤ Memos requesting transfer of funds (budgetary) between campuses must be in the Accounting Office by May 16 at 5:00 p.m. ➤ Note to campus departments: this cut off applies to all UC Campuses. ➤ Allocations not appearing on the May ledgers will not be processed until the new fiscal year (July 2011). ➤ Please be sure to coordinate with the "sending" campus as soon as possible to receive your 2010/11 allocations.
May 17	Purchasing	<u>Equipment Orders</u> ➤ Use eBuy to submit new purchase requisitions ("PR") ➤ The May 17th deadline affects requisitions for equipment and facilities purchases which must have funds committed by June 30, 2011. ➤ This does not apply to contract, grant or other funds with expiration dates after June 30, 2011. ➤ Your cooperation is requested in anticipating your needs as far in advance of the May 17th deadline as possible.

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, 2011.</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, 2011.</li> <li>➤ This does not apply to contract, grant or other funds with expiration dates after June 30, 2011.</li> <li>➤ Your cooperation is requested in anticipating your needs as far in advance of the May 17th deadline as possible.</li> </ul>
May 27	Resource Planning & Budget	<p><u>Permanent BEA’s</u></p> <p>Process all permanent BEA’s for establishing/changing your permanent budget for 2011/12 by May 27, 2011.</p> <ul style="list-style-type: none"> <li>➤ Additional information will be distributed by RPB via separate correspondence for the 2011/12 Staffing and Permanent Budget Process.</li> </ul>
May 31	Equipment Management	<p>Ensure annual certification or bi-annual physical inventories are completed and marked in the Equipment Management System for FY 2011.</p>

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. For questions, contact 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), prepared 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. For questions contact Christina Gidley in Accounting.</p>

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 2011/11 appropriations and still ensure issue of the orders by June 30, 2011.</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, 2011 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, 2011</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 UCR Purchasing buyers. For a detailed breakdown of the buyer’s commodity assignments please refer to the Purchasing website at: <a href="http://www.purchasing.ucr.edu/purchasing/index.php?content=who_buys_what/whobuys.html">http://www.purchasing.ucr.edu/purchasing/index.php?content=who_buys_what/whobuys.html</a></li> <li>➤ Contact Chip Staples at extension 2-5192, 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 15	Accounting Office	<p><u>Annual Transfer to Asset Acquisition/Reserve for Equipment Sales &amp; Service and Auxiliary enterprises are eligible to submit 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 “Service/Aux Enterprise YE Transfer of Funds” located under “Forms” at <a href="http://www.accounting.ucr.edu/">http://www.accounting.ucr.edu/</a></u></p>
June 16	Accounts Payable	<p><u>Form 5 and Entertainment Check Requests including Petty Cash</u></p> <ul style="list-style-type: none"> <li>➤ All check requests must be in the Accounting Office by June 16 at 5:00 p.m. to ensure posting to the Period 12 Ledger.</li> <li>➤ Form 5s submitted after this date will be prioritized for Period 12 Ledger processing; departments will need to evaluate invoices not processed in FY2011 as potential accrual items.</li> </ul>

Date	Contact	Action
June 16	Accounts Payable	<u>ePay Check Requests</u> <ul style="list-style-type: none"> <li>➤ ePay Check requests must be approved and in the Accounting Office ePay queue by June 16 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 FY2011 as potential accrual items.</li> </ul>
June 16	Accounts Payable	<u>Invoices from Vendors</u> <ul style="list-style-type: none"> <li>➤ Approved invoices must be in the Accounting Office by June 16 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 FY2011 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 16	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 16 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 FY2011 as potential accrual items.</li> </ul>
June 20	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 19 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 23	Cashiers	<u>Petty Cash Reimbursement</u> <ul style="list-style-type: none"> <li>➤ All petty cash reimbursement through the Cashier's Office must be turned into the Cashier's Office by June 23 to be recorded in the Period 12 Ledger.</li> </ul>

Date	Contact	Action
June 24	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 24 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 1<sup>st</sup> in order to be reflected on the 6/30 ledgers.</li> </ul>
June 27	Payroll Office	<u>Payroll/Personnel System Database Changes for June Monthly Current (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 current (MO) payroll.</li> </ul>
June 28	Cashiers	<u>Cash Deposits</u> <p>The Cashiers Office must receive all cash and checks by Monday June 28 at NOON to ensure that they will be recorded in Period 12 Ledgers.</p> <ul style="list-style-type: none"> <li>➤ Departments should continue to prepare cash deposits and submit to the cashiers on a timely basis.</li> </ul>
June 28	Accounting Office	<u>Intercampus Recharges Other Than Payroll</u> <p>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 28.</p>
June 28	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 28.</li> <li>➤ The forms can be found at the Accounting Office website at: <a href="http://accounting.ucr.edu/forms.htm">http://accounting.ucr.edu/forms.htm</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 28, relating to FY2010/11 AND requiring a paper cost transfer form may be submitted through July 6, 2011.</li> </ul>
June 28	Departments with NIH grants	<p>Verify NIH Salary Cap PPS Adjustments have been initiated. Salaries charged to NIH funds cannot exceed the caps.</p>

Date	Contact	Action
June 29	Payroll Office	<u>Payroll Expenditure Transfers For Fiscal Year 2010/11</u> ➤ Last day to enter salary/benefit expenditure transfers for FY2011/11 to ensure transaction appears in the Period 12 Ledger. ➤ Please use pay cycle code “MA” with pay end date of “06/30/11”. ➤ It is extremely important that cost transfers be processed within 120 days of the original transaction.
June 29	Payroll Office	<u>Payroll/Personnel System Database Changes for June MA Payroll</u> ➤ Final day to enter time worked/leave taken and make any changes to the PPS that will affect June monthly current (MA) payroll
June 30	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 <a href="#">DAPO Encumbrance change order</a> for a process guide.
June 30	Resource Planning & Budget	<u>Balance Staffing</u> ➤ Staffing needs to be balanced by June 30. ➤ 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 30	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 30th.
June 30	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 30 ledgers.
June 30	Accounting Office	<u>Encumbrance Release</u> ➤ Last day to close out a purchase commitment for the June 30 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 30. ➤ Refer to <a href="#">PO Recon Guide</a> for a process guide. ➤ <b>Please do not process encumbrance adjustment and/or releases related to fiscal year 2011/12 until after July 15, 2011.</b>

Date	Contact	Action
June 30	Fleet Services	<u>Fleet Work Orders</u> ➤ Fleet Services will accept on-line Work Orders up to June 30, at 5:00 p.m. Work completed by June 30 will be charged in the Period 12 Ledger
June 30	Mail Services	<u>Mail Work Orders</u> ➤ Mail Services will accept on-line Work Orders up to June 30, at 5:00 p.m. Work completed by June 30 will be charged in the Period 12 Ledger
June 30	Printing and Reprographics	<u>Printing Work Orders</u> ➤ Printing and Reprographics will accept on-line Printing Work orders for specific jobs up to June 30 at 5:00 p.m. Work orders completed by June 30th, will be charged in the Period 12 Ledger.
June 30	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 30. <ul style="list-style-type: none"> <li>✓ In departmental queues as of June 30, 2011</li> <li>✓ Budget period begin dates of 6/30/2011 or before.</li> <li>✓ The “Submit BEA” button is active</li> </ul>
June 30	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 30	Storehouse	<u>Storehouse Orders</u> ➤ If it is necessary to ensure your Storehouse transaction is recorded in FY 2010/11, please submit your request no later than 3:00 p.m., June 30. ➤ The Storehouse will be open until 5:00 p.m. on June 30, 2011.
June 30	Student Business Services	<u>Sundry Debtor Bills</u> ➤ Sundry Debtor Bills must be posted in SIS by June 30 at 5:00 p.m. to be reflected on the Period 12 Ledger.
June 30	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 30. ➤ Transactions must be marked “billable” by 5:00 p.m. on June 30th to be recorded in the Period 12 Ledger.
July 1	Accounting Office	<u>Feeder Systems</u> All feeder system departments must submit transactions through June 30 to UCRFS.
July 06	Accounting Office	<u>Accruals and Deferrals</u> Requests for accruals and deferrals of FY 2010/11 expenses and/or revenues must be received in the Accounting Office by 5:00p.m., July 6. ➤ Specific accrual/deferral templates will be published via the UCRFS_USERS list and posted at <a href="http://www.accounting.ucr.edu/general.htm">http://www.accounting.ucr.edu/general.htm</a> no later than June 3, 2011.

Date	Contact	Action
July 06	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 2010/11 must be completed and marked for posting no later than 5:00 p.m. on July 6.</li> <li>➤ The journal created on date will default to 6/30/2011.</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 6 in order to be recorded on your Period 12 Ledger.</li> </ul>
July 06	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 6, 2011.</p> <ul style="list-style-type: none"> <li>➤ Account 780315 must have a zero balance for June 30, 2011 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 6. The created on date will default to 06/30/11.</li> <li>➤ All PCT journals must be marked for posting and error free by July 6 in order to be recorded on your Period 12 Ledger.</li> <li>➤ Submit Use Tax reversals requests and documentation to Accounts Payable by June 20.</li> <li>➤ Transactions occurring after June 20 must be submitted to Accounts Payable by NOON on July 6.</li> </ul>
July 06	<p>Resource Planning &amp; Budget – 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 2010/11 must be entered in UCRFS by July 6 at 5:00 p.m. using <b>6/30/2011</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 6 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  
2010/2011 FISCAL CLOSING LETTER**

DATE	DESCRIPTION
May 13	NIH Salary Cap PPS Adjustments
May 16	Chancellor Commitment Allocation Requests
May 16	Inter-location Transfer of Funds
May 17	Equipment Orders
May 17	P.O. Blankets
May 17	Supply/Services Orders greater than \$50,000
May 27	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 13</b>	<b>FTD Reports-transactions through 6/11/2011 Available</b>
June 14	Supply and/or Services Orders less than \$50,000
June 15	Annual Transfer to Asset Acquisition/Reserve for Equipment
June 16	ePay Requests
June 16	Form 5 and Entertainment Check Requests
June 16	Invoices from Vendors (including subcontracts)
June 16	Travel Expense Vouchers
<b>June 20</b>	<b>FTD Reports-transactions through 6/18/2011 Available</b>
June 20	ProCard Use Tax Corrections/Reversals
June 23	Petty Cash Reimbursements through Cashiers
June 24	Submit Feeder journals for activity through June 24
June 27	PPS Database Changes for June MO Payroll
<b>June 27</b>	<b>FTD Reports-transactions through 6/25/2011 Available</b>
June 28	Cash Deposits
June 28	Intercampus Recharges Other Than Payroll
June 28	Paper-based Non-Payroll Expense Transfers
June 28	Verify NIH Salary Cap PPS adjustments
June 29	Payroll Expenditure Transfers
June 29	Payroll/Personnel System Database Changes for June Monthly Arrears (MA) Payroll
June 30	Addition/Reduction to Valid Encumbrances (change orders)
June 30	Balance Staffing
June 30	Construction and Repair Work Orders
June 30	Encumber DAPO Orders
June 30	Encumbrance Release
June 30	Fleet Work Orders
June 30	Mail Work Orders
June 30	Printing Work Orders
June 30	PAMIS BEAs
June 30	Resolve and eliminate deficits in all funding sources.
June 30	Storehouse Orders
June 30	Sundry Debtor Bills (through SIS)

DATE	DESCRIPTION
June 30	Web Recharge System
<b>July 01</b>	<b>June Payroll and all feeder systems posted</b>
<b>July 04</b>	<b>FTD Reports-transactions through 7/02/2011 Available</b>
July 06	Accruals/Deferrals
July 06	Non Payroll Expenditure Cost Transfer (NCT & FCT)
July 06	ProCard Cost Transfers (PCT)
July 06	Temporary Budget Establishment and Adjustment (BEA)
<b>July 13</b>	<b>Preliminary June 2011 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>Christina Gidley</b>	<b>2-1920</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>Sabrina Schuster</b>	<b>2-3474</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>Kim Padilla</b>	<b>2-1903</b>
<b>Service &amp; Auxiliary Enterprises</b>	<b>Jerry Monahan</b>	<b>2-1942</b>
	<b>Kim Padilla</b>	<b>2-1903</b>
<b>Budget 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>