

**To: Finance System Users**  
**From: Gary Wawers, Controller**  
**Date: May 7, 2014**  
**Re: Fiscal Year-End Cutoff Dates**

The Accounting Office has established a series of critical deadlines for departments to charge expenses to the 2013-2014 fiscal year. These dates apply to **all funds; appropriated, non-appropriated, grant and contract funds** and apply to accounts payable vouchers, receiving reports, travel expense vouchers, interdepartmental forms (paper forms), accounts receivable charges, spreadsheet journals and journal entries.

<b>FISCAL YEAR END ACCOUNTING DEADLINES * NO DEADLINE EXCEPTIONS.</b>		
TRAVEL EXPENSE VOUCHERS, INTERDEPARTMENTAL FORMS (IDB'S, Cost Transfer, Cash Transfer & Correcting Entries), & Spreadsheets to post as SSI Journals	JULY 8, 2014 4:00 pm	Forms must be received in <b><u>Accounting or Grant &amp; Contract Accounting (grant funds)</u></b> by this date for entry by Accounting Office.
RECEIVING REPORTS AND AP VOUCHERS- entered by Accounting Office	JULY 9, 2014 4:00 pm	Same as above
AP VOUCHERS- entered on-line by departments	JULY 15, 2014 4:00 pm	Final date on-line, AP vouchers can be applied back to fiscal/budget year 2013-2014.

**Special Reminders:**

- Forms received by the deadlines that are unsigned or missing other critical elements are considered late and may have to be applied to the new year.
- If documents need to be routed to other offices before reaching Accounting or Grant & Contract Accounting, please start the process earlier to meet the deadlines.
- Departments need to do the best they can to ensure that the paper documents submitted near the deadline will properly pass the budget checking requirements when they are entered in PeopleSoft. Also, take special note of the Overdrawn Funds section of this memo.

**Applying payments to the proper fiscal year**

By applying payments to the proper fiscal year, the University's actual expenditures and year-end liabilities are recorded in the accounting system. The accounting system is used to prepare the official financial reports of the University; therefore, it is just as important to properly apply payments in non-appropriation funds as it is in state appropriation funds. Detailed Oracle/PeopleSoft instructions for entering payments in July that are to be applied to the old fiscal year will be sent out at a later date.

- Payments for goods and services received June 30, 2014, or earlier, must be applied to fiscal 2013-2014 budgets.
- Payments for goods and services received July 1, 2014, or later, must be applied to fiscal 2014-2015 budgets.
- The date goods and services were received should be indicated on the input documents and attached invoices. This date determines the fiscal year to which the bill will be applied. Documents should be separated by fiscal year.

NDSU departments acquiring goods & services from other departments that bill using spreadsheet imports should be aware of earlier billing cutoffs for fiscal year-end processing. Those cutoff dates are as follows:

PAPERLESS INTERDEPTMENTAL BILLING JOURNALS		
JOURNAL ID	BILLING CUTOFF DATE	INTERDEPARTMENTAL CHARGES
TELECOM/IT	JUNE 15, 2014	Combined Phone and Telecom charges
EMLAB	JUNE 13, 2014	Electron Microscope charges
POSTAGE	JUNE 13, 2014	Postal charges
POSTAGEAMH	JUNE 13, 2014	American Warehouse Bulk Postage
JPMCARD	See " <b>JPMcard Note</b> " below JUNE 30, 2014	Procurement card transactions
PCSAUD PCSJTGRAPH	JUNE 13, 2014	Printing Center service charges
FAMIS	JUNE 30, 2014	Facilities management charges: motor pool, garage, central stores and work orders
FMUTILITY	JUNE 16, 2014	Facilities management charges: utilities
CATERING	JUNE 30, 2014	Dining Services catering charges

The spreadsheet journal files will be sent to Accounting after the billing cutoff date noted above, please allow **7-10 working days** for these journals to be processed and posted to the General Ledger. Paperless Interdepartmental billing charges occurring after the above listed dates will be posted to FY2014-2015.

**JPMcard Note (see JPMCARD Journal ID, above)**

The monthly credit card statement for JP Morgan cuts off on July 1, 2014. All of the expenses in this statement will be applied to FY2013-2014, because they will be for June purchases. Any purchases after June 30<sup>th</sup> will be in the next month's (August 1st) statement and will be applied to FY2014-15.

**Important Note:** Users will have from July 3<sup>th</sup> (when statements are available) to July 8<sup>th</sup> to view the monthly charges for June on the JP Morgan credit card website and adjust funding on their charges before they are uploaded to Oracle/PeopleSoft. Making these adjustments on the website will save time so an Interdepartmental Billing will not be needed to redistribute the expenses.

### **Payroll Posting**

The July 15<sup>th</sup> payroll is for the June 16 – 30, 2014 work period, the payroll journal will be applied back to charge the June expense against the fiscal 2013-2014 budget. We will attempt to get this journal posted to the Oracle/PeopleSoft general ledger as soon as possible, an email will be sent to the staff list serve when this journal has successfully posted.

**Important Note:** Departments need to be as accurate as possible in processing this payroll, as it is one of the last expense entries posted before the fiscal year-end is closed and there is no opportunity to make corrections in FY2013-14. Any retro forms or other adjustments related to this pay period are posted in the next payroll which will be recorded in FY2014-15. It is also important for departments to estimate the amount of this pay period's payroll expense and leave room in their budgets for it, so the funds and projects do not overdraw when this payroll journal is posted.

### **Overdrawn Funds**

When an expense is posted by the Accounting Office and we find that it will overdraw the budget, we normally return the document to the department or contact the department for another funding source. As we near the fiscal year-end deadlines there is insufficient time to contact or return the document to the department. During July 2014, instead of contacting or returning the documents to the departments, the Accounting Office will choose a department local fund to charge the expense. If your department prefers the Accounting Office use a certain local fund, please email that information to:

[ramona.adams@ndsu.edu](mailto:ramona.adams@ndsu.edu).

### **Accounts Receivable billing**

For those departments that complete Departmental Billing Invoices, the Customer Account Services Copy must be completed and received by Customer Account Services on or before **July 11, 2014**, to be properly recorded in the fiscal 2013-2014 financial transactions and budget.

For those departments that upload group postings through the SOPHIE server or directly into Campus Connection, Customer Account Services needs to be notified by **3:30 pm on June 30, 2014**, in order to post the group postings within Campus Connection. Group postings cannot be back-dated to **June 30th**. If you have June charges within groups that are posting in July, please contact Sandy Klemetson by July 11, 2014 for these to be manually recorded in the fiscal 2013-2014 financial transactions and budget. Sandy may be contacted at 231-9724 or [s.klemetson@ndsu.edu](mailto:s.klemetson@ndsu.edu) for any questions.

### **Annual Equipment inventory**

If you have not done so, please complete the annual inventory list and return to Melanie Correll in the Accounting Office by **May 30, 2014**. Please contact Melanie at 231-7297 or [melanie.correll@ndsu.edu](mailto:melanie.correll@ndsu.edu) for any questions you may have.