

To: Finance System Users
From: Ramona Adams, Associate Controller
Date: May 27, 2016
Re: Fiscal Year-End Cutoff Dates

The Accounting Office has established a series of critical deadlines for departments to charge expenses to the 2015-2016 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.

FISCAL YEAR END ACCOUNTING DEADLINES * NO DEADLINE EXCEPTIONS.		
TRAVEL EXPENSE VOUCHERS, INTERDEPARTMENTAL FORMS (IDB'S, Cost Transfer, Cash Transfer & Correcting Entries), & Spreadsheets to post as SSI Journals	JULY 8, 2016 4:00 pm	Forms must be received in <u>Accounting or Grant & Contract Accounting (grant funds)</u> by this date for entry by Accounting Office.
RECEIVING REPORTS, AP VOUCHERS and JOURNAL VOUCHERS- entered by Accounting Office	JULY 11, 2016 4:00 pm	Same as above
AP VOUCHERS- entered on-line by departments	JULY 14, 2016 4:00 pm	Final date on-line, AP vouchers can be applied back to fiscal/budget year 2015-2016.

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 fiscal 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.

Deficits in Local Funds

Fiscal year-end deficits are not allowed in departmental local funds at NDSU. Local funds are all funds other than appropriated (#30000 to 39999) or grants (#40000 to 49999). Please contact gary.wawers@ndsu.edu for any questions.

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, 2016, or earlier, must be applied to fiscal 2015-2016 budgets.
- Payments for goods and services received July 1, 2016, or later, must be applied to fiscal 2016-2017 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 INTER-DEPARTMENTAL BILLING JOURNALS		
JOURNAL ID	BILLING CUTOFF DATE	INTERDEPARTMENTAL CHARGES
TELECOM/IT	JUNE 15, 2016	Combined Phone and Telecom charges
EMLAB	JUNE 30, 2016	Electron Microscope charges
POSTAGE	JUNE 15, 2016	Postal charges
POSTAGEAMH	JUNE 15, 2016	American Warehouse Bulk Postage
PCSAUD PCSJTGRAPH	JUNE 15, 2016	Printing Center service charges
FAMIS (motor pool, garage, central stores and work orders)	JUNE 15, 2016 JUNE 27, 2016 JULY 7, 2016	* (Transactions 6/1/16 – 6/15/16) (Transactions 6/16/16 – 6/24/16) (Transactions 6/25/16 – 7/7/16 – backdate file to 6/30/16)
FMUTILITY	JUNE 15, 2016	Facilities management charges: utilities
CATERING	JUNE 30, 2016	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 FY2016-2017.

Facilities Management (FAMIS):

Please note the change in the FAMIS billing cutoff dates this fiscal year. Instead of just one billing cutoff date, as was the case in past fiscal years, this fiscal year there will be 3 billing cutoff dates in order to better capture all charges that pertain to the current fiscal year.

JPMorgan Purchasing card – Billing Cutoff Date June 30, 2016

Reminder: JP Morgan Purchasing card transactions are no longer brought in as a general ledger journal entry titled 'JPMCARD'. The transactions are now brought into an Accounts Payable voucher.

The monthly credit card statement for JP Morgan cuts off on July 1, 2016. All of the expenses in this statement will be applied to FY2015-2016, because they will be for June purchases. Any purchases and/or deliveries after June 30th will be in the next month's (August 3rd) statement and will be applied to FY2016-17.

Important Note: Users will have from July 5th (when statements are available) to July 8th 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 a Journal Voucher form will not be needed to redistribute the expenses.

Payroll Posting

The July 15th payroll is for the June 16 – 30, 2016 work period, the payroll journal will be applied back to charge the June expense against the fiscal 2015-2016 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 FY2015-2016. Any retro forms or other adjustments related to this pay period are posted in the next payroll which will be recorded in FY2016-2017. 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 2016, 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.

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 8, 2016**, to be properly recorded in the fiscal 2015-2016 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 **12:00 pm on June 30, 2016**, 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 the Customer Account Services office by **July 8, 2016** for these to be manually recorded in the fiscal 2015-2016 financial transactions and budget. The Customer Account Services office can be contacted at 231-8782 or by email at ndsu.customer.account@NDSU.edu.

Departmental Deposits

All monies received are expected to be deposited in full, on a daily basis to Customer Account Services. Exceptions may be made for departments with incidental amounts of cash or checks of less than \$500, which are typically deposited weekly. However, at fiscal year-end **all** deposits must be made by **Friday, July 15th at 12:00 pm** regardless of the total. Please note that during the period of July 1st – 15th all incoming departmental deposits will be requested to identify, at time of delivery, to which fiscal year the deposit should be recorded.

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 31, 2016**. Please contact Melanie at 231-7297 or melanie.correll@ndsu.edu for any questions you may have.