

Office of the Controller

**TO:** University Community  
**FROM:** Katharine A. Brophy, Associate Vice President and University Controller  
**SUBJECT:** Year End Deadlines for Fiscal Year 2016-17 (ALL FUNDS)  
**DATE:** April 10, 2017

**What To Do Now**

As we prepare to enter into the upcoming fiscal year end closing process, it is important that all departments review and reconcile their ledgers; verifying that all purchase orders, invoices, travel expenses, and payroll transactions pertaining to FY 2016-17, have been recorded accurately and all corrections have been posted. Before closing, it is also necessary to ensure the accuracy of any outstanding encumbrances (purchase orders and travel authorizations) for the year so that budget balances for State funds can be accurately carried forward.

If you should need clarification on any of these dates, please contact the appropriate area of responsibility. Contacts for the various areas of responsibility are noted below:

<b>Contacts</b>		
<b>Area of Responsibility</b>	<b>Extension</b>	<b>Contact</b>
<b>Budgets</b>		
<ul style="list-style-type: none"> <li>• E&amp;G-Academic Affairs (AA)/ UTS</li> <li>• E&amp;G-Business &amp; Finance/ Office of President/ Advancement/ External Relations/ Governmental Relations/ General Counsel/ Facility Operations/ Engagement</li> <li>• E&amp;G-Student Affairs (SA)/ Student Activities</li> </ul>	<p>1138</p> <p>7092</p>	<p>Anneyra Espinosa</p> <p>Collette O'Meally</p>
<ul style="list-style-type: none"> <li>• Auxiliaries-AA/ SA/ UTS/ Facility Operations</li> <li>• Athletics</li> <li>• Technology Fee</li> <li>• Office of Research &amp; Economic Development (ORED)</li> </ul>	<p>1193</p>	<p>David Snider</p>
<ul style="list-style-type: none"> <li>• Financial Aid</li> <li>• Athletics Fee</li> <li>• Tuition/ Enrollment and Student Fees</li> </ul>	<p>1399</p>	<p>Janet Medina</p>
<b>Accounts Payable</b>	<p>3889</p> <p>2559</p> <p>2553</p>	<p>Liza del Campo</p> <p>Maria Martinez</p> <p>Zoila Romero</p>
<b>Cash Transfers</b>	<p>2542</p>	<p>Dawn Patrick</p>
<b>Construction Cash Transfers</b>	<p>3412</p> <p>4564</p>	<p>Barbara Matthews</p> <p>Herlan Dominguez</p>

<b>Internal Transfer Requests (ID transfers)</b>	2550	Alicia Sagastume
<b>Smart Billing (System issues)</b>	7200	FSSS
<b>Smart Billing (Accounting issues)</b>	2550	Alicia Sagastume
<b>Deposits</b>	6763	Emily Burt
<b>Petty Cash</b>	6763	Emily Burt
<b>Travel Reimbursements/TARs</b>	2543	Inez Stokes
<b>University Credit Card payments/charges</b>	2920	Tracye Eades-Mickle
	2419	Nicolette Turnquest
<b>University Credit Card transfer of charges</b>	2920	Tracye Eades-Mickle
	3150	Jonathan Seife
<b>Requisitions and Purchase Orders</b>	2161	Purchasing Help Desk
	1246	Kelly Loll
	2164	Crystal Herrera
	1244	Tere Portuondo
	1243	Donald Corbitt
	6897	Cheryl Cobb
	4320	Jacob Zade
<b>Competitive Solicitations and Contracts</b>	1242	Kenia Junco
<b>Vendors</b>	2413	Chandra Nix
	6585	Pam Johnson
	6498	Edgar Rozier

<b>Quick Reference</b>	
<b>FY 2016-17 Year End Processing Deadlines</b>	
<b>05/12/17</b>	Last day to request deactivation of activity numbers or projects or changes to activity number or project chart field strings for FY 2016-17.
<b>05/31/17</b>	Last day to submit Transfer of Departmental Card Charges Request to the Controller's Office for FY 2016-17.
<b>05/31/17</b>	The last day to submit to the Controller's Office requests for reclassification of charges by A/P journal vouchers for FY 2016-17.
<b>06/02/17</b>	Last day for Payroll Transfers subject to ORED approval.
<b>06/09/17</b>	Last day for Accounts Payable to Receive Petty Cash/Participant Payment Cash Fund Replenishments.
<b>06/09/17</b>	Last day for Accounts Payable to Receive Invoices for Encumbered and Unencumbered Payments.
<b>06/09/17</b>	Last day for Travel Reimbursements for FY 2016-17.
<b>06/09/17</b>	Last day to submit contracts and associated requisitions for the purchase of goods or services under \$75,000.
<b>06/09/17</b>	Last day to submit Sole Source Certification documents and associated requisitions.
<b>06/09/17</b>	Last day Requisitions and Change Order Requisitions can be entered and approved in Panther Soft for FY 2016-17.
<b>06/10/17-07/02/17</b>	eProcurement Requisitions Page shut-down period.
<b>06/13/17</b>	Last day to submit DSO Reimbursement requests to the FIU Foundation for expenses posted by May 31, 2017.
<b>06/16/17</b>	Payroll Transfers for FY 2016-17 must be entered and approved in the PR on-line system.
<b>06/19/17</b>	Last day to submit an E&G PO retention request form.
<b>06/19/17</b>	Last day for Purchases using Departmental Card to be charged to FY 2016-17.

<b>06/23/17</b>	Last day to submit original, signed Internal Transfer requests (ID transfers) to Controller's Office for charges other than Financial Aid Institutional Transfers which have a different deadline.
<b>06/23/17</b>	Last day to submit Construction Cash transfer reimbursement requests.
<b>06/30/17</b>	Last day to approve Smart Billing Invoices for FY 2016-17.
<b>06/30/17</b>	Last day to record Smart Journals.
<b>06/30/17</b>	Last day for Deposits to be credited to FY 2016-17.
<b>07/03/17</b>	Departments may start entering requisitions for FY 2017-18.
<b>07/05/17</b>	Last day to submit Financial Aid transfers to cover institutional scholarship awards
<b>07/06/17</b>	Last day to enter Merchant Sale Journal Entries for FY 2016-17.
<b>07/07/17 (noon)</b>	Last day to approve Departmental Card Charges (June 1st – June 30 <sup>th</sup> transactions) for FY 2016-17 budget.
<b>07/07/17</b>	Last day for departments to enter Journal Entries for FY 2016-17.
<b>07/11/17</b>	Last day to clear Budget Exceptions.
<b>07/14/17</b>	Last day to post all entries required before Auxiliary Allocations.
<b>07/17/17</b>	Complete allocations and other processes to complete the June month close.
<b>08/01/17</b>	Last day for Controller's Office to record fiscal year-end adjustments.
<b>08/01/17</b>	<b>General Ledger for FYE June 30, 2017 will be closed.</b>
<b>08/02/17</b>	University Community will be able to run reports as desired.

**YEAR END PROCEDURES AND DEADLINES**

Key closing dates and important deadlines for the closing process are outlined below and summarized in the attached Quick Reference Guide table provided. Please share this information with your staff as needed. If you have questions or need further information, please contact the Controller's Office at 305-348-2161. **Please note that except for the procedures and deadlines applicable to eProcurement Requisitions, which apply to all university activities and projects,** all other year-end deadlines do not apply to sponsored projects and grants managed by the Office of Research and Economic Development (ORED) since these are not based on a fiscal year time frame. **See detailed instructions below as it relates to requisitions on ORED project IDs.**

The following dates have been established as deadlines for processing transactions to be charged to FY 2016-17. Please plan purchases so that **goods and services are ordered, received in Panther Soft and paid for prior to June 30, 2017.**

**Purchasing and Commitments**

Review all purchasing encumbrances and notify Purchasing Services of any discrepancies as soon as possible. All requisitions must be in Purchasing Services by close of business on the day indicated below. Please make sure that all required change orders to purchase orders are processed timely to enable Accounts Payable to process invoices without delay.

*All Requisitions must be entered and approved in Panther Soft by **June 9, 2017.** Requisitions in "Pending Approval" and "Open" status will be canceled after this date.*

**eProcurement Requisition Page Shutdown Period is from June 10, 2017 to July 2, 2017; however, PeopleSoft will be available on July 3, 2017 for Departments to enter FY 2017-18 requisitions:**

- We ask Departments to plan ahead and submit requisitions by the June 9th deadline to cover a 30-45 day supply of any goods or services you anticipate needing during the system downtime period.
- myFIUmarket expedited orders can be placed on the Departmental Card. Additionally, any purchase allowed per the Departmental Card guidelines can also be processed with the Departmental Card during the system downtime period.
- Requests for purchases on ORED project IDs will be approved if sent to Kelly Loll, Director of Procurement via email. The email must be sent by the requester's approver and contain the pertinent information found in a requisition and as noted below.
- All other requests for exceptions will be considered on a case-by-case basis based on the criterion that there was a reasonably unforeseeable need that will cause a financial loss, a life-threatening condition or impact to academic instruction. All requests must be approved by Kelly Loll, Director of Procurement via email. The email must be sent by the requester's approver and contain the following pertinent information found in a requisition and as noted below.

Information found in a requisition and needed to process a request:

Item Description	Price	Quantity	Unit of Measure
Category Code	Supplier ID	Supplier Location	Supplier Name
Ship to Location	Attention To:	Activity/Project Number	Comments/Attachments

For orders tied to Competitive Solicitations, Contracts, and Sole Source Certifications:

- Purchases above \$75,000 that require Competitive Solicitation (i.e., ITB, RFP, ITN), may be processed against FY 2017-18 depending on when the final award is made. For information on the timeframe for new competitive solicitations needed for FY 2016-17, please contact Chandra Nix, Procurement Agent 3, at (305) 348-2413 or [nixc@fiu.edu](mailto:nixc@fiu.edu).
- Requisitions that require formal contracts for purchase of goods or services under \$75,000 may be processed against FY 2017-18 depending on when the contract is fully executed. Please submit your contract to [contracts@fiu.edu](mailto:contracts@fiu.edu) by June 9, 2017.
- Requisitions for goods or services that require a Sole Source Certification may be processed against FY 2017-18 depending on when the certification is approved. Please submit your requisition and Sole Source Certification by June 9, 2017 to Jacob Zade, Category Analyst, at [ypinasza@fiu.edu](mailto:ypinasza@fiu.edu).

Change Orders

- Change Orders on outstanding FY 2016-17 encumbrances, must be entered and approved in Panther Soft by June 9, 2017.
- Change Orders on Blanket Purchase Orders, which expire on June 30, 2017, must be entered and approved in Panther Soft by June 9, 2017. Please note that all blanket orders except for Office of Research & Economic Development (ORED) sponsored grants and contracts Blanket Purchase Orders will be closed on June 30, 2017.

***Fiscal Year 2017-18 Requisitions (also applies to ORED projects)***

The eProcurement Requisition page will be temporarily shut down from June 10, 2017 – July 2, 2017. Budget checking will be disabled during this period. The approval process will resume after July 2<sup>nd</sup>. Departments may start entering requisitions for the purchase of goods and services in FY 2017-18 on **July 3, 2017**. For *Special Requests* requisitions entered and approved after July 3, 2017 please anticipate a PO turnaround time of more than six business days.

***Purchase Orders***

Departments are encouraged to begin reviewing all outstanding Purchase Orders (PO). Any POs that are no longer needed should be canceled or closed out. For all funds, communicate to Crystal Herrera, Assistant Director of Procurement, those purchase orders that you wish to close prior to June 30, 2017. Send your requests to close purchase orders via email only to [cherrera@fiu.edu](mailto:cherrera@fiu.edu).

All Non-E&G POs established prior to June 30, 2017, where goods and services have not been received, will automatically roll over to FY 2017-18 on July 1, 2017.

All E&G Open POs established prior to July 1, 2017 will rollover into FY 2017-18 in the same Activity Number and Fund where the POs were originally established. Units are expected to cover expenses related to these POs with their E&G FY 2017-18 base budget or utilizing their Carry Forward.

An extension may be requested for additional Carry Forward budget authority for PO's falling under the following categories:

- Purchase of Furniture, Fixture and Equipment (FF&E) and
- Professional services that have been rendered on or before June 30, 2017 but whose payment has not been submitted or processed.

Submit all PO extension requests to [finplan@fiu.edu](mailto:finplan@fiu.edu) by June 19, 2017.

If approved, the Office of Financial Planning (OFP) will establish an additional budget authority in the department's Carry Forward Activity Number. OFP will notify Crystal Herrera, Assistant Director of Procurement in the Controller's Office, of these approved carry forward orders so that they can be reclassified to Carry Forward Fund 211. For more details regarding the process and criteria used in determining eligibility, please refer to the Open E&G PO Extension Memo from OFP.

### **Deposits**

The last day for deposits to be credited to FY 2016-17 will be on **June 30, 2017**. Deposits made after this date may post to FY 2017-18. **Please note:** Any E & G deposits made to reimburse an expense that occurred in FY 2016-17 must be received by **June 30, 2017**. Otherwise, the funds will not be credited to the department. Without exception, Departments will no longer be entitled to these funds.

### **Petty Cash & Participant Payment Cash Fund Replenishments**

All Petty cash funds should be replenished by **June 9, 2017** in order to record expenditures in the proper fiscal period. Petty cash reimbursements received after this date may be charged to your FY 2017-18 Budget.

### **Travel Authorizations (TA's) and Employee Expense Reimbursements**

Please take the time now to review and cancel all TAs not needed in the Travel and Expense Module. This needs to be completed by **June 9, 2017**. All TA's which have been approved by June 30, 2017 will roll over and post against the FY 2017-18 budget. To expedite the processing of year end transactions, please review your Panther Soft work list daily and take action on each item. It is important to enter and submit expense reports with the required documentation (i.e. receipts) prior to **June 9, 2017** to ensure they will be processed against the FY 2016-17 budget.

All approved Non E&G TA's established prior to **June 30, 2017**, where travel has not occurred, will automatically roll over to FY 2017-18 on **July 1, 2017**.

All open and approved E&G TA's will rollover on **July 1, 2017** into FY 2017-18 in the same Activity Number and Fund that the TA was originally established. Units are expected to cover expenses related to these TAs with their E&G FY 2016-17 base budget or utilizing their Carry Forward.

TAs that meet the following criteria will be automatically granted additional Carry Forward budget authority:

- Business trip took place on or before June 30, 2017, and
- Travel reimbursement submitted within 10 days after completion of business trip

If approved, OFP will establish an additional budget authority in the department's Carry Forward Activity Number.

### **Accounts Payable**

Please receive merchandise in Panther Soft as soon as you receive the goods or service. Keep in mind that invoices are charged to the current fiscal year if the goods or services were received by June 30, 2017, not by the date of the invoice nor by the date of the requisition or the purchase order. If you receive invoices in your department please approve these and forward to Accounts Payable as quickly as possible. All encumbered payments submitted must have a receiving report in the system on or prior to **June 9, 2017**.

For purposes of FYE accrual of expenses, all invoices which are entered into Panther Soft after **June 30, 2017** and received in Panther Soft before **July 1** will be accrued via journal entry recorded to the corresponding activity number for inclusion in its expenses for FY 2016-17.

All (encumbered and unencumbered) payment requests received on or prior to **June 9, 2017** will be processed by **June 28, 2017** against the FY 2016-17 budget.

The last day to submit to the Controller's Office requests for reclassification/transfer of charges by A/P journal vouchers for FY 2016-17 is **May 31, 2017**. **Any such requests that are not project or grant related, that are submitted to the Controller's Office more than 90 days after the original transaction, will not be processed.**

### **Cash Transfers**

The last day to process Cash Transfers between accounts will be on **June 30, 2016**; therefore, the last day to approve Smart Journals for Cash Transfers is **June 30, 2017**.

### **Payroll Transfers**

Any payroll transfers subject to approval from the Office of Research & Economic Development (ORED) must be entered into the PR on-line system by 5:00 p.m. on **June 2, 2017**, in order to complete the approval process by **June 16, 2017**.

All other payroll transfers must be **entered and approved** in the PR on-line system by 5:00 p.m. on **June 16, 2017**.



**Internal Transfer Requests (ID Transfers)**

The last day to submit to the Controller's Office, original, signed Internal Transfer requests (ID Transfers) for posting to FY 2016-17 budget is ***June 23, 2017, no exceptions.*** These include transfers related copy machine charges, telephone charges, duplicating, media, physical plant charges, etc. **Any expense transfers that are not project or grant related, which are submitted to the Controller's Office more than 90 days after the original transaction posted, will not be processed.**

**Financial Aid Year End Transfers**

The last day to submit Financial Aid year end transfers to Accounting and Reporting to cover institutional scholarship awards is July 5, 2017.

**Smart Billing Charges**

The last day to approve Smart Billing invoices is ***June 30, 2017.*** Please note that any Smart Bill that has an invoice date of June 15 or prior that has not been approved by the receiving department by June 30 will be automatically posted in FY 2016-17. All Smart Bills with invoice dates after June 15 that have not been approved as of June 30<sup>th</sup> will automatically carry over to FY 2017-18.

**Transfer of Departmental Card Charges**

The last day to submit Transfer of Departmental Card Charges request to the Controller's Office for FY 2016-17 is ***May 31, 2017.*** **Any transfers of charges that are not project or grant related, which are submitted to the Controller's Office more than 90 days after the original transaction, will not be processed.**

**Departmental Card (Commodity, Travel and Dual Use) Charges**

It is recommended that all purchases using the Departmental Card for transactions intended to be charged to your FY 2016-17 budget be made by ***June 19, 2017*** to ensure posting to the bank by ***June 30, 2017.*** It should be noted, if the transaction is not presented to JP Morgan Chase by this date, it may not be charged to your FY 2016-17 budget.

You may continue to use your Departmental Card through the end of the fiscal year, however all transactions posted by JP Morgan Chase after ***June 30, 2017*** will be charged to your FY 2017-18 Budget.

The May 31st billing statement (May 1<sup>st</sup> – May 31st transactions) will be available for approval as scheduled on ***June 1, 2017*** and must be approved in Panther Soft no later than ***June 15, 2017.***

The June 30<sup>th</sup> billing statement (June 1<sup>st</sup>- June 30<sup>th</sup> transactions) will be available for approval in Panther Soft on ***July 3, 2017.*** All transactions must be approved in Panther Soft **no later than noon, July 7, 2017.** These transactions will be charged to your FY 2016-17 budget by journal entry.

### **DSO Reimbursements**

Expenses incurred in DSO Activity IDs in Fund 604 must be funded before fiscal year end. DSO Reimbursement requests for expenses posted in Panther Soft through **May 31, 2017** will be processed in FY 2016-17 if submitted to the FIU Foundation by **June 13, 2017**. Only expenses posting in June 2017 will be allowed to remain in the Activity ID balance as of year-end to be submitted for reimbursement in the new fiscal year. Any expenses through May 2017 not submitted to FIU Foundation for reimbursement by the **June 13** deadline, will be charged to the department's E&G budget or other alternate Activity ID for the respective department.

### **Deactivation and Chart field Change Requests**

The last day to request deactivation of activity numbers or projects or changes to activity number or project chart field strings is May 12, 2017. Requests received after this date will be processed in FY 2017-18. **Please note:** if balances exist in fixed assets or liability accounts it is not possible to process the requested changes until the balances are moved for fixed assets or cleared for liability accounts. In these circumstances if the balances are not transferred or cleared by May 26, 2017 the requested changes will be processed in FY 2017-18.

### **Closing Calendars**

#### *Office of the Controller*

- The last day for department to enter journals will be **July 7, 2017**.
- The last day to clear all budget exceptions will be **July 11, 2017**.
- The Controller's Office will post all departmental journals by **July 14, 2017**.
- Auxiliary Allocations and other closing processes will be completed by **July 17, 2017**.
- The Controller's Office will finalize any year-end adjustments by **August 1, 2017**.
- **The General Ledger for fiscal year ended June 30, 2017 will be closed by August 1, 2017**
- University community will be able to run reports as needed as of **August 2, 2017**.

#### *Office of Financial Planning*

The last day to submit an "E&G PO Retention Request Form" will be **June 19, 2017**.