

# Florida International University Memorandum

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**TO:** University Community

**FROM:** Thom Davis, Associate Vice President & Controller  
Charlene Blevens, Assistant Vice President Financial Planning

**SUBJECT:** Year End Deadlines for Fiscal Year 2008-2009 (ALL FUNDS)

**DATE:** March 16, 2009

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## **New Deadlines This Year**

The University is upgrading and improving the Universities Financial System which will impact this year's closing process. The timeline has been shortened so that we can close the year faster. This will help reduce the amount of down time that we have in July as we perform the necessary technical functions to the Financial System. The system will be closed to the University Community for update on July 1<sup>st</sup>. It will re-open to the University on July 13<sup>th</sup>. There will be inquiry access from July 1<sup>st</sup> to July 13<sup>th</sup>.

## **Close Process will Impact on All Funds**

At year end we typically close PO's for E&G but allow all other funding sources to continue processing financial information. For this year end we will need to have all encumbrances from all funds closed at year end. TAR's and PO's for the next fiscal year cannot be entered in the system until it reopens in July. We will have manual processes in place to accommodate the University Operations. Adherence to these deadlines is essential to the success of the PeopleSoft project. All deadlines are final.

## **Grants and Contracts**

C&G project ID's will continue to issue PO's. When possible, please try and time purchases to adhere to the closing timeline. C&G project ID's will continue with manual purchase order numbers being issued by Purchasing Services.

## **Deadlines**

The following dates have been established as deadlines for processing transactions to be charged to Fiscal Year 2008-2009. Please plan purchases so that goods and services are ordered prior to **June 30, 2009**.

### **I. Requisitions and Change Orders**

#### **A. Deadlines for Fiscal Year 2008-2009**

1. Requisitions and Specifications for purchases above \$75,000, that require Competitive Solicitation (i.e., ITB, RFP, ITN), must be received in Purchasing Services by **April 30, 2009**.
2. Requisitions that require formal contracts for purchase of goods or services under \$75,000 must be received in Purchasing Services by **April 30, 2009**. Contracts received after this date will be processed against FY 2009-2010.

3. All Documents and Requisitions for goods or services that require a Sole Source Certification must be received in Purchasing Services by **June 1, 2009.**
4. Requisitions for purchases under \$75,000, must be entered and approved in PantherSoft and sourced to Purchasing Services by **June 5, 2009.**

**Exceptions will be made for the following emergencies only:**

Reasonable unforeseen need that will cause

- a) a financial loss
- b) a life-threatening condition to the University environment
- c) cause interruption to the University's mission by impacting academic instruction.

Requests for exceptions will be considered on a case-by-case basis and those not meeting the above criteria will be denied. All requests must be approved by either Stephen D. Millspaugh, Director of Purchasing or Jimmy Carmenate, Associate Director of Purchasing.

5. Requisition Change Orders on outstanding FY 2008-2009 encumbrances, must entered and approved in PantherSoft and sourced to Purchasing Services by **June 5, 2009.**
6. Requisition Change Orders on Blanket Purchase Orders, which expire on June 30, 2009, must be entered and approved in PantherSoft and sourced to Purchasing Services by **June 5, 2009.** All blanket purchase orders will be closed on June 30<sup>th</sup>.

**B. Fiscal Year 2009-2010 Requisitions**

1. Departments may start entering Requisitions for purchase of goods and services in FY 2009-2010 on **July 13, 2009.** No pre-encumbrance will be charged to FY 2008-2009. Encumbrance will be charged to FY 2009-2010 budget once Purchase Orders are issued after **June 30, 2008.**

**II. Purchase Orders**

**A. Deadlines for Fiscal Year 2008-2009**

1. All Purchase Orders established prior to **June 30, 2009,** will be closed on June 30, 2009. All non E&G purchase orders will be recreated in FY 2009-2010 with the same purchase order number but will have a 9 as a prefix to identify that the purchase order was recreated under the people soft 9.0 release
2. All E&G purchase orders will be recreated in FY 2009-2010 within their original Dept ID except those POs that have been approved to be paid out from the central pool prior to June 30, 2009 by the office of Financial Planning.

### III. Petty Cash Reimbursements

#### A. Deadlines for Fiscal Year 2008-2009

1. Petty cash will be reimbursed up until **June 15, 2009**. Petty cash reimbursements received after this date may be charged to your FY 2009-2010 budget.

### IV. Travel Reimbursements

#### A. Deadlines for Fiscal Year 2008-2009

1. Travel Reimbursements received on or prior to **June 16, 2009** will be charged to your FY 2008-2009 budget. A "TAR/PO Budget Retention Request" form will need to be approved for a travel occurring between **June 16, 2009** and **June 30, 2009** to be paid out of FY 2008-2009. All other reimbursements received during this period will be processed as soon as possible, but may be charged to your FY 2009-2010 budget.

### V. TARs

#### A. Deadlines for Fiscal Year 2008-2009

1. Last day to process TARs with related travel reimbursement request for FY 2008-2009 will be **June 23, 2009**.
2. TARs for travel periods **June 24, 2009** through **July 12, 2009** should be created utilizing the Excel TAR form on the Controller's website. Obtain signatures and retain the document in the respective departments. Departmental personnel will systematically create new TARs in Peoplesoft 9.0 effective **July 13, 2009** and then fax to the Travel Dept.

### VI. Accounts Payable Invoices

#### A. Deadlines for Fiscal Year 2008-2009

1. Unencumbered payment requests received on or prior to **June 15, 2009** will be processed by June 30, 2009 against the fiscal year 2008-09 budget.
2. Encumbered payments, payment requests received on or prior to June 23, 2009 will be processed by June 30, 2009.

### VII. Cash Transfers

#### A. Deadlines for Fiscal Year 2008-2009

1. The last day to process Cash Transfers between accounts will be on **June 25, 2009.**

## **VIII. Deposits**

### **A. Deadlines for Fiscal Year 2008-2009**

1. The last day for deposits to be credited to FY 2008-2009 will be on **June 25, 2009.** Deposits made after this date may post to FY 2009-2010. Please note: Any E & G deposit made to reimburse an expense that occurred in FY 2008-2009 must be received by **June 25, 2009.** Otherwise, the funds will not be credited to the department.

## **IX. Interdepartmental Charges**

### **A. Deadlines for Fiscal Year 2008-2009**

1. The last day for receipt of interdepartmental charge requests in Controller's Office for posting to FY 2008-2009 budget will be on **June 23, 2009.** These include copy machine charges, telephone charges, error corrections, duplicating, media, physical plant charges, etc.

## **X. Procurement Card (ProCard) Charges**

### **A. Deadlines for Fiscal Year 2008-2009**

1. The last day to make purchases using the purchasing card that are intended to be recorded against the 2008-09 budget will be **June 16, 2009.** It should be noted that if the transaction is not presented to Bank of America by the merchant by this day and processed, it may be charged against the FY 2009-10 budget. Examples of when this might happen are (a) merchants using manual systems, (b) back order items, (c) purchases from foreign merchants and (d) merchants that do not ship within 24 hours. To avoid any issues when the intent is to charge FY 2008-09 budget, departments may want to consider making purchases prior to this date.
2. All ProCard charges for FY 2008-09 must be processed in the People Soft system no later than 5:00 p.m. on Tuesday, June 30, 2009.

## **XI. Financial Closing Calendar**

### **A. Deadlines for Fiscal Year 2008-2009**

1. Accounts Payable and Expense Modules will be closed on **June 26 and 30, 2009** respectively.
2. The last day to post all entries will be on **July 2, 2009.**
3. The Controller's Office will reconcile and make necessary year-end adjustments **by July 3, 2009.**

4. The General Ledger for June 2009 will be closed by end of business day July 3, 2009.
5. University community will be able to run reports as needed as of July 6, 2009.

## **XII. Budget Closing Calendar**

### **A. Deadlines for Fiscal Year 2008-2009**

1. Budget Exception Reports will be updated and emailed to Executive Area Budget Managers (EABM) daily, between June 15, 2009 and July 1, 2009.
2. The last day for EABMs and finance managers to clear budget exceptions will be on July 1, 2009.
3. The last day for Office of Financial Planning (OFP) and Office of Sponsored Research Administration (OSRA) to clear budget exceptions will be on July 2, 2009.
4. The last day to submit an "E&G PO and TAR Budget Retention Request Form" will be July 6th, 2009. It should be noted that only construction related POs and TARs pertaining to travel expenses that took place after June 23<sup>rd</sup>, 2009 can be eligible to be paid from the central pool, thus not affecting the units FY 2009-2010 budget. For more details regarding the criteria used in determining eligibility, please refer to the PO/TAR Budget Retention Request Form.

If you should need clarification on any of these dates, please contact the appropriate area of responsibility:

| <b>Contacts</b>  |                  |  |
|--|------------------|--|
| <b>Area of Responsibility</b>  | <b>Extension</b> | <b>Contact</b>                                   |
| Budgets:   |                  |  |
| • E&G (Academic Affairs and Student Affairs) Activity & Service (SGA)                | 1138             | Anneyra Espinosa                                 |
| • E&G (President, General Counsel, External Relations, and Finance & Administration) | 7827             | Marco Benitez                                    |
| • Auxiliaries  |                  |  |
| • E&G (Human Resources), Contracts and Grants  | 2106             | Jeff Krablin                                     |
|  | 0255             | Diane Lee-Singh                                  |
| • Scholarships   | 1399             | Janet Medina                                     |
| Accounts Payable   | 2559             | Maria Martinez                                   |
|  | 2747             | Maria Luisa Roque                                |
|  | 2553             | Zoila Romero                                     |
| Cash Transfers   | 2542             | Robert Alvarez                                   |
| Interdepartmental Transfers  | 2550             | Alicia Sagastume                                 |
| Deposits   | 2826             | Nikki Zovath                                     |
| Petty Cash   | 2826             | Nikki Zovath                                     |
| Travel Reimbursements/TARs   | 2543             | Inez Stokes                                      |
| Procurement Card (ProCard) payments  | 2920             | Tracye Eades-Mickle,<br>Pro Card Area/Purchasing |
| Procurement Card (ProCard) charges   | 1250             | Linda Pagliaro,<br>Pro Card Area/Purchasing      |
| Requisitions and Purchase Orders   | 2161             | Purchasing Help Desk                             |
| • Construction, Equipment Maintenance, Automotive                                    | 6551             | Emily Font                                       |
| • Furniture, Printing  | 1244             | Tere Portuondo                                   |
| • Computer Hardware and Peripherals, Office Machines and Equipment                   | 1243             | Donald Corbitt                                   |
| • Scientific and Biochemical   | 2413             | Chandra Nix                                      |
| • Promotional and Food Items   | 6897             | Cheryl Cobb                                      |
| Competitive Solicitations and Contracts  | 2269             | Richard Vera, Life Sciences                      |
|  | 1241             | Stephen Millspaugh,<br>All Others                |

| <b>FY 2008-2009 Year End Processing Deadlines<br/>PeopleSoft Implementation</b> |   |
|---|---|
| <b>04/30/2009</b>   | Requisitions and Specifications for Competitive Solicitations                                     |
| <b>04/30/2009</b>   | Requisitions for purchases under \$75,000 that require formal contracts                           |
| <b>06/01/2009</b>   | Sole Source Certification documents and Requisition due   |
| <b>06/05/2009</b>   | Final Day for Requisitions for purchases under \$75,000   |
| <b>06/05/2009</b>   | Requisition Change Orders on outstanding FY2008-2009 encumbrances                                 |
| <b>06/05/2009</b>   | Requisition Change Orders to Blanket Purchase Orders that expire on June 30, 2009                 |
| <b>06/05/2009</b>   | Final Day Requisitions can be entered and approved in PeopleSoft for FY2008-09                    |
| <b>06/15/2009</b>   | Last Day for Accounts Payable to Receive Petty Cash Reimbursements                                |
| <b>06/15/2009</b>   | Last Day for Accounts Payable to Receive Invoices for Unencumbered Payments                       |
| <b>06/15/2009</b>   | Payroll Transfers for all Projects Due to OSRA for Approval                                       |
| <b>06/16/2009</b>   | Last day for Purchases using ProCard to be charged to FY 2008-2009                                |
| <b>06/16/2009</b>   | Travel Reimbursements Due for Reimbursement in FY 2008-2009                                       |
| <b>06/22/2009</b>   | Payroll Transfers for FY 2008-09 Due to Payroll Office  |
| <b>06/23/2009</b>   | Final Day to Enter TAR's in PeopleSoft for June Travel (No FY2009-10 TAR's can be created in 8.4) |
| <b>06/23/2009</b>   | Last Day for Accounts Payable to Receive Invoices on PO's   |
| <b>06/23/2009</b>   | Last day to Submit ID transfers to Controller's Office  |
| <b>06/24/2009</b>   | Credit Card Transactions for June 1-22 Due  |
| <b>06/25/2009</b>   | Last day for Cash Transfers   |
| <b>06/25/2009</b>   | Last day for Deposits to be credited to FY 2008-2009  |
| <b>06/30/2009</b>   | Last day for ProCard Approvers to Process FY 2008-2009 in PantherSoft                             |
| <b>06/30/2009</b>   | Last Day to Enter JE's except for June 30 transactions  |
| <b>06/30/2009</b>   | ALL Purchase Orders, Blanket Purchase Orders, and TAR's will be closed                            |
| <b>07/01/2008</b>   | Last day for EABMs to clear Budget Exceptions   |
| <b>07/01/2009</b>   | Credit Card Transactions for June 23 -30 <sup>th</sup> Due  |
| <b>07/01/2009</b>   | Last Day to Enter JE's for June 30 Transactions   |
| <b>07/02/2009</b>   | Last day to post all entries  |
| <b>07/02/2008</b>   | Last day for OFP and OSRA to clear Budget Exceptions  |
| <b>07/03/2009</b>   | Last day for Controller's Office to reconcile and make year-end adjustments                       |
| <b>07/03/2009</b>   | Run Allocations OSRA and Auxiliary by End of Day  |
| <b>07/03/2009</b>   | General Ledger for June 2009 will be closed   |
| <b>07/04/2009</b>   | Snapshot of 8.4 for Conversion  |
| <b>07/06/2009</b>   | Last day to submit a TAR/PO retention request form  |
| <b>07/06/2009</b>   | University Community will be able to run reports as desired                                       |
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