

# Welcome to the Fiscal Year End Closing Meeting!

Office of Business Affairs



# Fiscal Year End Closing Instructions

Presented by the  
Office of Business Affairs  
May 16, 2007

# Preparation for Fiscal Year End Closing

# Preparation: Scrub

Scrub your:

- ✓ Indexes
- ✓ Funds
- ✓ Accounts



# Scrub - Step 1

Look for *income* accounts with *debit* balances

- ✓ Banner print or web report FGIBDST for income accounts, 0XXXX

## Scrub - Step 2

Look for *expense* accounts with *credit* balances

- ✓ Banner print or web report FGIBDST for expense accounts, types 1XXXX - 8XXXX

## Scrub - Step 3

Look for negative cash & fund balances by fund:

- ✓ Banner screen report FGITBSR account A0901 (Negative Cash = C)
- ✓ Banner screen report FGITBSR account D0010 & current fund balance (Negative Fund Balance = D)

# Preparation: Collect

- ✓ Collect all funds due to your department
- ✓ If funds will not be in hand by 6/29, gather documents for AR by 6/22
- ✓ Deposit all funds with BAO Cashiers by June 29 at 12 noon

# Preparation: Purchase

Complete all FY 2007 purchases early enough so that goods will be delivered by 6/29

- ✓ Vendors are able to get June invoices to you in a timely manner
- ✓ You will have no difficulty getting invoices entered and approved in Banner by the Period 12 deadline

# Staffing Requirements for Fiscal Year End Closing

# Now through 5pm July 11

Each department must continuously maintain staff on campus who will be able to:

- ✓ Enter
- ✓ Complete
- ✓ Approve

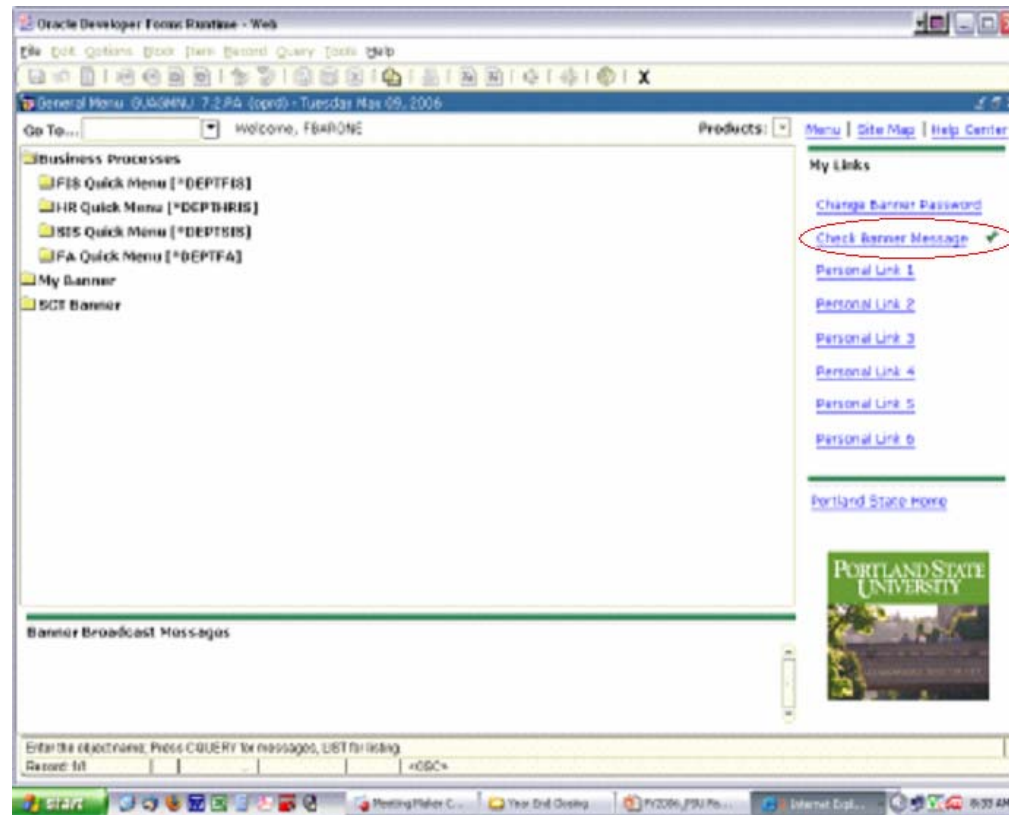
financial documents in Banner

# From July 12 through 5pm July 25

Each department must continuously maintain staff on campus who will be able to:

- ✓ Answer questions about the department's financial matters
- ✓ Correct, approve, and balance Banner funds, accounts, and transactions

# Read your Banner messages



# Enter Document Text in Banner

Especially on:

- ✓ Invoices

(Note in text date goods received)

- ✓ Journal Vouchers

- ✓ PO's

**Deadlines must be met!**

# Key FY07 Deadlines

- June 11 & 18: Payroll, HR
- June 22: Accounts Receivable - reconcile Funds/Index through Period 11
- June 25: Last day for FY07 VISA
- June 26: Last day for FY07 Costco  
Transactions close to these dates may NOT be processed in FY07
- June 29: Cash Deposits
- July 5: Inter-Institutional JV's
- July 6: Travel and Personal Reimbursements & Fixed Asset Invoices

# Key FY07 Deadlines (cont'd)

- July 9:
  - ✓ Invoices
  - ✓ Budget JV's
  - ✓ VISA Distributions JV's
  - ✓ Interdepartmental billings
  - ✓ JV's, JV corrections
  
- July 11: Period 12 close

# June 11: Payroll - HRIS

Deliver to Human Resources by 5pm all  
FY06-07 Payroll Documentation

- ✓ New Employee contracts
- ✓ Deduction changes
- ✓ LDF's
- ✓ Leave Rosters
- ✓ May & prior timesheets

# June 18: Payroll - HRIS

Complete and deliver to Human Resources  
by 5pm all June

- ✓ Hourly web timesheet approvals
- ✓ Hourly employee paper timesheets

# June 22: Accounts Receivable

- ✓ Documentation for Accounts Receivable (\$\$ owed to departments)
- ✓ Delivered to the Cashier's Office no later than 5pm

# June 29: Cash Transactions

- ✓ All Cash received must be deposited no later than **12 noon** at Cashiers
- ✓ Cash Paid Out documents for FY07 must be taken to Cashiers by **12 noon**. Reimbursements for FY07 after this deadline will need to be processed through Accounts Payable

**Last Day for FY07 Cash Activity**

# July 5: Departmental Accounting

- ✓ Inter-institutional JV's (activity between OUS institutions)
- ✓ Review Fund/Index activity for Period 12 to begin reconciliation for Closing

# July 6: Personal and Travel Reimbursements

All reimbursements for *Travel* completed on or before June 30:

- ✓ Documents must be received by **12 noon** in the Specialized Accounting office, NH 12A
- ✓ Forms must be complete, with required receipts attached

Reminder: Submitted within 60 days must be in correct fiscal year

# July 6: Personal and Travel Reimbursements (con't)

- ✓ All *Personal* Reimbursements for FY06-07 must be received by **12 noon** in the Specialized Accounting office, NH 12A
- ✓ Forms must be complete, with required receipts attached
- ✓ The goods must have been received on or before June 30, 2007

60 days & correct fiscal year deadlines apply

# July 6: Fixed Assets

- ✓ Invoices for equipment purchases of \$5,000 or greater (account codes 40101 and A8011) received on or before June 30, 2007, need to be input and original documents turned in to Specialized Accounting Services by **12 noon**

# July 9: Accounts Payable

- ✓ All invoices for purchases received by June 30, 2007, are to be input, department approved, and delivered to Specialized Accounting in NH 12A by **12 noon**
- ✓ Be sure that FY 06-07 Invoices entered into Banner after June 30 have the transaction date back-dated to 30-JUN-2007

# 28995 VISA and Costco

- ✓ Account code 28995 must be zero as of June 30. The expense must be moved by JV by **12 noon** on July 9th.
- ✓ Process with a 30-JUN-2007 date
- ✓ VISA purchases through June 20 should be on the statement. After June 20, it will depend on the vendor.

# Centralized Billings

- ✓ The centralized billings will be processed by BAO as they are received. All should be posted prior to July 9th.

# FY06-07 Encumbrances

- ✓ Purchase Orders will not be rolled over into FY07-08
- ✓ All FY06-07 Purchase Orders will be liquidated on Thursday, July 12th.
- ✓ All remaining Payroll encumbrances will be liquidated after the June payroll is posted

# Required Fund Conditions at Year-End Close

- ✓ By **12 noon** on Monday, July 9th, departments are expected to have input and approved all FY06-07 transactions and balanced all their funds

# General Fund

- ✓ Must have a balanced budget
- ✓ No budget overdrafts

If there are concerns, contact the Budget Office early

# Designated Operating Funds (05xxxx)

- ✓ Positive cash balance
- ✓ Positive fund balance
- ✓ Fund balances carried forward may not exceed \$25,000, or 20% of revenue

*Exceptions must be approved  
by the VP for Finance*

# Service Centers (09xxxx)

- ✓ Positive cash balance
- ✓ Positive fund balance

# Gifts, Affiliated Foundations

- ✓ Cash balance must be \$0, or positive

# Clearing Funds

General Ledger and Operating Ledger  
Account Codes

- ✓ All must be \$0
- ✓ No accruals

# Auxiliaries (1xxxxx)

- ✓ Positive cash balance
- ✓ Positive fund balance

# Agency Funds

- ✓ Cash balance must be \$0, or positive
- ✓ No accruals
- ✓ No transfers
- ✓ No payroll

# Grant Funds (general fund)

- ✓ Transactions entered in correct FY
- ✓ Grant award period vs. Fiscal Year
- ✓ Impact on general fund
- ✓ Billings & accruals current

# Prepaid Expense and Unearned Income

Contact Margaret Hernandez, 5-3238, or Kathy Abernathy, 5-4731, for detailed instructions on how to process your transactions if your department:

- ✓ Has *paid expenses* in FY06-07 that really pertain to FY07-08
- ✓ Has *received income* in FY06-07 that really pertains to FY07-08
- ✓ Summer term rules have changed

# Equipment Leases

- ✓ We are required to report to OUS all lease obligations
- ✓ BAO will review all lease transactions and may require departmental assistance in preparing required reports

# Capital Leases

If the lease is non-cancelable and meets one of more of the following criteria, it is a capital lease:

- ✓ PSU will become owner of the property
- ✓ The lease contains a bargain purchase option
- ✓ The lease term is 75% or more of the property's economic life
- ✓ The present value of the minimum lease payment is 90% or more of the fair value of the property

# Operation Leases

- ✓ Leases that do not meet any of the four criteria to be a capital lease

# Lease vs. Rental Agreement

- ✓ If you have a written contract with a fixed termination date, it is a lease

**For more detailed information  
and updates or changes:**

**[www.pdx.edu/bao](http://www.pdx.edu/bao)**

**[www.ous.edu/cont-div/closing06\\_07/](http://www.ous.edu/cont-div/closing06_07/)**