

**Office of Finance & Administration**

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To: All Departments

From: Dee Wendler, Associate VP for Finance and Controller  
Office of Finance and Administration

Date: May 15, 2007

**Subject: Year-End Closing of the Books -- Due Dates and Instructions**

The end to the 06-07 fiscal year is rapidly approaching! Each department's cooperation and assistance is needed to ensure revenues and expenditures are accurately categorized. Remember, once the fiscal year is closed, departments will no longer be able to access certain prior year funds. Thus, it is *crucial* that departments review fiscal activity and accounting records for *all* funds including research grants and contracts to ensure all transactions are accurately recorded. Please follow the closing instructions and adhere to the due dates listed below. **All dates and instructions in this letter are subject to change; please consult the website frequently at <http://www.pdx.edu/bao/forms.html> for further updates.**

***A campus-wide meeting to discuss fiscal year-end closing requirements is scheduled from 9:00 to 11:30 AM, Wednesday, May 16, 2007, 355 SMSU. Each department must send at least one representative to this meeting.***

Departmental deadlines are as follows:

**Payroll: All payroll documentation for FY06-07 must be received in the Human Resource Center (HRC) by the following deadlines:**

**Monday, June 11, 2007:**

- Hiring information for new employees, reactivation of former employees and other changes;
- Letters of Offer;
- Labor Redistribution change forms (LDF's) (**please mark clearly as FY06-07 or FY07-08**);
- Monthly Leave Rosters and salaried timesheets reporting leave activity through May 2007;
- Timesheets for May and prior pay to be processed in June 2007 (differentials, overtime, etc.).

**Monday, June 18, 2007:**

- Electronic Approval of Student Web timesheets for June 2007;
- June paper timesheets for hourly workers

**Documents should be sent to HRC daily, via the Research Accounting office for their approval if grant or contract funded. *Please do not hold documents until the deadline date!*** If you have questions about any of these processing deadlines, please contact Pam Babb Hutchins at 5-5990 or [babbp@pdx.edu](mailto:babbp@pdx.edu).

**Accounts Receivable:** Has your department provided services or materials to someone prior to June 30 but have not yet received payment,, you have an accounts receivable which needs to be recorded in FY06-07. **All accounts receivable items must be received in the Accounts Receivable Office by 5:00 PM, Friday, June 22, 2007.** Contact Deb Brackeen at 5-5453 ([bracked@pdx.edu](mailto:bracked@pdx.edu)) if you have any questions about accounts receivable.

**Cash Receipts:** All cash deposits for FY 06-07 *must* be received in the Cashiers Office by 12:00 noon, Friday, June 29, 2007. Cash deposited after this deadline will NOT be posted to fiscal year 06-07. Contact Lisa Whedon at 5-3743 ([whedonl@pdx.edu](mailto:whedonl@pdx.edu)) if you have any questions about cash receipts.

**Inter-Institutional Journal Vouchers:** Transactions between PSU and other OUS institutions (OSU, UO, SOU, WOU, EOU, OIT, and the Chancellor's/Controller's offices) are processed by inter-institutional JV. Paperwork for inter-institutional JVs *must* be submitted to Business Affairs, mail code BO-SAS by 5:00 PM Thursday, July 5th. If you have any questions about inter-institutional JVs, contact Asli Berhane at 5-4351 ([asli@pdx.edu](mailto:asli@pdx.edu)).

**Personal and Travel Reimbursement Requests:** All reimbursement requests (Personal or Travel) for items received/travel completed on or prior to June 30, 2007 *must* be submitted to the Specialized Accounting Services office (mail code BO-SAS; Neuberger Hall Room 12A) by *noon on Friday, July 6, 2007*. Departmental approvers must watch for personal reimbursements to appear in Banner approvals. Contact Kathy Abernathy at 5-4731 ([abernak@pdx.edu](mailto:abernak@pdx.edu)) if you have any questions about reimbursements.

**Fixed Assets:** All invoices for equipment or other Fixed Assets (40101, other 4xxxx or A8xxx account codes) must be submitted to the Specialized Accounting Services office (mail code BO-SAS; Neuberger Hall Room 12A) by Friday, July 6, 2007, noon. . Contact Lisa Guerrero at 5-3109 ([sablan@pdx.edu](mailto:sablan@pdx.edu)) if you have any questions about fixed assets.

**Invoices:** All goods received/services rendered on or before June 30, 2007, *must* be processed in Banner FIS in FY06-07. The deadline for FY06-07 invoice input is Monday, July 9, noon. **FY 06-07 invoices input into the system through the July 9 noon deadline *must* have the transaction date backdated to 30-JUN-2007.**

- **Summer Session: CHANGED FROM PRIOR YEARS:** Items purchased on Summer Session funding must use indexes starting with **X**. If the goods/services were received/rendered in June or prior, they must be backdated and handled like any other departmental expense. Contact Terril Doherty at 5-4819 for questions on Summer Session expenses.
- **Centralized Billings:** Purchases distributed through central billings (i.e. Corporate Express, Clean Copy, Kinko's, etc.) will be paid according to the billing cycle of the vendor (June billing on 06-07; July on 07-08). Supplies orders placed with Corporate Express, Boise Cascade and Office Depot through Thursday June 28<sup>th</sup> which are delivered the following business day should appear on the June billings for those vendors.
- **Procurement Card Purchases:** The procurement card billing for June will include charges transmitted by vendors to the bank prior to the billing date of June 25<sup>th</sup>. Charges subsequent to the June billing will be posted as July.

Questions regarding payables should be referred to Kathy Abernathy at 5-4731 ([abernak@pdx.edu](mailto:abernak@pdx.edu)).

**FY07 Encumbrances:** Purchase orders cannot be rolled over into the next fiscal year. All FY07 Purchase Orders remaining open after final invoice processing will be liquidated by the Business Affairs office on Thursday, July 12. All remaining payroll encumbrances for FY06-07 will automatically be liquidated after the June payroll posts. Please DO NOT input a JV to liquidate unneeded FY 06-07 encumbrances.

**Journal Vouchers:** Beginning July 1, all FY 06-07 journal vouchers *must* use a transaction date of 30-JUN-2007. All interdepartmental charges for goods/services rendered in FY07 *must* be processed prior to the period 12 closing date in FY07; all corrections for FY07 expenses or revenues *must* also be processed by the period 12 closing date in FY07. Departments with copy services are encouraged to cut off early (reading of the meters and billing the week of June 25) to facilitate this goal. PSU Facilities has announced cutoffs as follows:

**FAC Stores cutoff :** Friday, June 22, 2007. Subsequent stores orders will be processed as July transactions in FY06-07.

Journal vouchers for budget adjustments, interdepartmental billings, VISA redistributions, or corrections to revenue or expense must be processed by **Monday, July 9, 2007, noon.** *Account 28995 (VISA/Costco statement charges) must be zeroed by this deadline.*

**Unavailability of the BANNER FIS system:** Banner FIS will not be available after 5:00 PM on the following dates:

- Friday, June 29 for cash closing (and all day Saturday, June 30);
- Tuesday, July 11 for period 12 closing;
- Tuesday, July 25 for period 14 closing.

The following WEB functions will be unavailable on the following dates:

- FIS Web approvals will be unavailable on Friday, June 29 after 4:45 PM, and will remain down until Sunday, July 1<sup>st</sup>
- FIS Web approvals on Tuesday, July 11 after 4 PM.

Departmental users will be permanently locked out of FY 06-07 after 5:00 PM Wednesday July 11. However, just because you are locked out does not mean you are no longer needed for the closing process. **Appropriate departmental personnel must be available to answer questions through final closing on Wednesday, July 25, 2007.** FY 07-08 will be available as usual during this time period.

Final FY 06-07 data should be available on line Thursday, July 26, 2007. Closing will be announced as usual via the PSUBANFIS e-mail list. When running FY 06-07 reports, select the Include Accrual [Y] option to include Period 14 accruals.

**FY 08 Encumbrances:** Purchase orders for FY 07-08 (items delivered July 1, 2007 or later) can be input into the system using a 01-JUL-2007 transaction date. Please specify on the purchase order, "Do not deliver or invoice before July 1, 2007". **Fiscal year 07-08, July 2007 will be open for legitimate FY08 Purchase Order activity in June.**

We greatly appreciate your help in ensuring a timely and accurate closing of the books. If you have any questions or concerns, please contact Business Affairs personnel:

- Myron Roberts at 5-5092 ([robertsm@pdx.edu](mailto:robertsm@pdx.edu));
- Kathy Abernathy 5-4731 ([abernak@pdx.edu](mailto:abernak@pdx.edu));
- Margaret Hernandez at 5-3238 ([hernandezm@pdx.edu](mailto:hernandezm@pdx.edu));

for budget adjustments, contact:

- Susan Dodd, 5-5096 ([dodds@pdx.edu](mailto:dodds@pdx.edu)).

**FOR A SUMMARY OF CLOSING DEADLINES, SEE WEBSITE AT:  
<http://www.pdx.edu/bao/forms.html>**