

Year End Closing Quick Reference Guide
Required Fund Conditions at Period 12 closing

<u>Fund Type</u>	<u>Required Condition</u>
General Funds	No Budget Overdrafts
Designated Operations (05xxxx)	Positive Cash and Fund Balance
Gifts, Affiliated Foundations	Cash Balance must be \$0 or Positive
Service Centers (09xxxx)	Positive Cash and Fund Balance
Auxiliaries (1xxxxx)	Positive Cash and Fund Balance
Clearing (095xxx)	GL and Operating Ledger Account Codes – All \$0, No Accruals
Agency Funds	Cash Balance must be \$0 or Positive, No Accruals, No Transfers, No Payroll

For more details see *Section CB1 Overdrafts* in OUS closing of the books instructions.

Complete Year End information can be found at:

<http://www.pdx.edu/bao>

http://www.ous.edu/cont-div/closing06_07/detailed_instructions.php

Invoices, JVs, and LDFs for all FY07 completed activity must be processed by the listed deadline date. Any exceptions or late payments must be approved in advance in writing by the Associate Vice President for Finance and Controller.

Departments are required to have staff available through 5:00 P.M. on the final close date, July 25, 2007, who are able to input, correct, approve, and reconcile banner documents and to answer and resolve questions about their department's financial transactions and status.