

The Ledger

A Newsletter of the University Controller's Organization

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FISCAL YEAR-END CLOSING SCHEDULE 2012-2013 (FY13)

The FY13 year-end closing dates for disbursement of funds are listed below. Documents received after the dates listed will be processed in the 2013-2014 (FY14) fiscal year.

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| Fri., March 1 | The July 2013 accounting period will be opened in Banner to allow departments to enter HokieMart purchase orders in the new fiscal year if the goods and services will not be received prior to July 1, 2013. Departments do this by entering July 1, 2013 accounting date on their HokieMart purchase requisition. FY13 invoices cannot be paid against FY14 purchase orders. |
| Wed., May 8 | Approximate last day for Bank of America VISA procurement card transactions to be charged to FY13 funds. Some vendors send charges to Bank of America VISA faster than others. To help you determine if a charge will be posted in FY13, look at your previous month's Bank of America VISA bills to determine the number of days it takes your suppliers' charges to be posted to Bank of America VISA records. Transactions billed on the May 15 th Bank of America VISA bill will be charged in FY13. Transactions billed on the June 15 th bill will be charged to FY14 funds. |
| Wed., May 8 | Approximate last day to purchase airline tickets to be charged on FY13 funds. Tickets charged on the May 15 th billing will be posted to departmental funds in FY13. Tickets charged on the June 15 th billing will be charged to FY14 funds. |
| Thurs., May 16 | Salary payroll retroactive funding changes greater than 90 days must be entered and approved by the department by 5:00 pm to ensure processing in FY13. This will ensure that Sponsored Program approval can occur if applicable. |
| Mon., June 3 | Wage funding changes dating greater than 90 days entered and approved by departments by 5:00 pm to ensure processing in FY13 (for 6/14/13 wage payroll interface to Banner Finance). |
| Thurs., June 6 | Salary payroll retroactive funding changes less than 90 days entered and approved by the department (not requiring Sponsored Program approval) by 5:00 pm to ensure processing in FY13. |

Tue., June 11	Final salary payroll posted for FY13-Pay #11 for the period May 25 th -June 9 th with a pay date of June 14, 2013.
Fri., June 14	Last day to submit disbursement documents including invoices, travel vouchers, and revenue refunds which are to be charged to FY13 funds.
Fri., June 14	Last day for Fleet Services vehicles to be returned and charged on FY13 funds. (Must be turned in by 5:00 pm). Charges will be posted to department funds approximately June 18.
Mon., June 17	Last day to submit departmental journal entry transfers to the Controller's Office.
Mon., June 17	Last day for HokieMart Internal Vendors to process HokieMart ISRs (on FZAISRP) to charge FY13 funds. The FZAISRP form will be closed at 5:00 pm and will not be available again until July 1 st . Open purchase orders not processed as of June 17 th will roll forward into the new fiscal year on June 30 th .
Mon., June 17	Last day for Facilities, Software Sales, and Fleet Services to submit automated ISR batch files to the Controller's Office for FY13.
Mon., June 17	Wage funding changes less than 90 days entered and approved by departments to ensure processing in FY13 (for 6/14/13 wage payroll interface to Banner Finance).
Wed., June 19	Final wage payroll posted for FY13-Pay #12 for the period June 1 st – June 15 th with a pay date of July 1, 2013. The Banner Finance screens will reflect wage expenditures on June 20, 2013. Please plan on wage expenditures when submitting final disbursement documents.
Thur., June 27	Last day to make deposits at Bursar's Office for FY13. Deposits must be made prior to 3:00 pm.

NOTES:

Please note the following year end payroll dates:

- The final payroll for regular (non -Summer Session) salary for Academic Year faculty that will post to FY13 is SA 09 with a pay date of May 16, 2013.
- The final salary payroll that will post to FY13 is SA 11 with a pay date of June 14, 2013.
- The final wage payroll that will post to FY13 is WA 12 with a pay date of July 1, 2013.

Please proactively manage salary funding changes in accordance with the above cut-off dates so that such changes can be posted to the Banner system and therefore can be included in the Spring Semester PARS to be issued on July 1, 2013.

If a salary redistribution is entered that should not post until FY14, the department should not process the approval as Payroll will make every effort to process all pending transactions in FY13.

Departments using HokieMart need to remember that the invoice must be received in the Controller's Office by 5:00 pm on Friday, June 14th in order to be paid against FY13 funds. Departments may need to work with vendors to ensure receipt of the invoice in the Controller's Office by this deadline.

Please make certain that invoices, travel vouchers and other charges are submitted to the Controller's Office using Banner funds with sufficient budget balances available. Invoices received from vendors must be paid within 30 days on funds having available balances. Expenses are not affected by payment due dates. Invoices submitted for payment by June 15th with July due dates will be charged to departmental funds in June.

To avoid delays in processing and recording disbursements on your funds, please send vouchers and invoices to the Controller's Office DAILY. The closing schedule provides the maximum times available to departments to process invoices arriving late in the fiscal year. However, the departmental processing deadline creates a massive workload for the accounts payable staff during May and June. It is important that department encumbrance reports are monitored closely to ensure that payments are being processed as expected.

Your assistance in observing the schedule and in closing the current fiscal year is appreciated. If you have questions to the closing procedures, please call Erin Poff (231-2544) or Mike Long (231-9308).

End-of-Fiscal-Year Procurements

The following schedule has been previously distributed by the Purchasing Department and posted on their website, but is shared here again for your information. In order to allow for sufficient time to complete the procurement, receipt and payment cycle, requisitions should be received in Purchasing and IT Acquisitions by the following dates:

April 12: All purchases valued over \$50,000 except contract computer hardware. All purchases of furniture and vehicles of any value.

May 10: All purchases valued under \$50,000 and all computer hardware of any value. Last day for P-card purchases to be applied to FY 2013 funds.

Purchasing and IT Acquisitions will continue to accept and act upon requisitions received after these dates. However, no assurance can be offered that the business cycle will be completed before the end of the fiscal year.

HokieMart: Purchase orders to outside suppliers may continue to be processed in HokieMart using Punch-out catalogs, hosted catalogs for contract suppliers, contract suppliers, and non-catalog suppliers where the value is under \$2,000. The above cut-off dates do not apply if the goods/services can be received and invoiced prior to the final date for processing invoices. If goods/services cannot be received and invoiced by the final date, users must apply the accounting date of 7/1/13 to avoid an encumbrance against FY 2013 funds.

Departmental Requests for Call Detail Records

With the university's launch of Unified Communications services in 2012, direct-dialed domestic long distance calls placed from university phone lines are no longer billable and do not appear on departments' monthly telecommunication bills. Departmental management may still wish to review calls placed from one of their department's phone lines.

To obtain call records for a wired university phone line, a written request (email is acceptable) must be forwarded to the Executive Director of Network Infrastructure & Services. Such requests must come from the Dean, Department Head, or Director of the department billed for the phone line(s). Requests are to include the university telephone number(s) and the start and end dates for which data is to be retrieved (for each line). Please note that this is the same procedure used in the past to request call detail information for *local* calls.

For questions about this procedure, please contact Communications Network Services at 540-231-6460 and ask for Accounts Receivable or send email to cnsar@vt.edu.