

COLLEGE OF ARTS AND SCIENCES Year-End Closing 2010-11

Following are guidelines and instructions for preparation for year-end closing activities. Please contact the Dean's Office immediately if you anticipate these activities cannot be completed on a timely basis due to scheduling or other conflicts, or if further clarification for any of the items below is needed.

All adjustments to accounts should be completed (cleared routing and approvals) by Friday, June 24th (this is a College-specific deadline, not institutional).

ANY adjustments to 2010-11 activity after June 30 should be cleared with the College Budget Office (Chris, Janet, Linda, Sue) prior to initiating any YE documents!

ALL FUND GROUPS

NOTE: An easy way to get a list of all open encumbrances is to run an IUIE report: (under: IUIE/Financial/General Ledger/ Outstanding Encumbrance Report). Enter fiscal year, chart, org code.

Purchasing Encumbrances:

The deadline for purchasing requisition addition to be included as current year activity is **June 1st !!**. *"This date is a week earlier than previous year end deadlines, accommodating recent staff transitions and increased demand. Please submit all requisitions a few days prior to this deadline, allowing ample time for the routing process" – call Purchasing!*

Most of your outstanding purchasing encumbrances should be current, but they should be reviewed to ensure erroneous entries have been updated or removed. Please review your outstanding encumbrances, and if you have any that you think should not be there, you should take the following actions:

In EPIC, perform a document search, enter the PO number (from the FIS screen opened above), open the document, scroll to the bottom, and click the "Close Order" button. A note should be entered on the Notes screen (and saved). We recommend completing this process no later than **Friday, June 17** to ensure the encumbrances are closed as of June 30.

If you are setting up new recurring orders, make sure the begin date is no earlier than July 1. These should be set up on a fiscal-year bases.

Travel Encumbrances:

NOTE: There should be **no** travel (employee or non-employee) charged on 10 accounts other than any which were covered by a carry-forward balance from the prior fiscal year (encumbered last fiscal year). All other charges should be moved to a non-gen account.

To **remove an outstanding travel encumbrance**, send the following information to travelbl@indiana.edu : (put "remove encumbrance" in subject line).

- ❖ Account number
- ❖ TR reference number
- ❖ Object code
- ❖ Traveler's name

The deadline for submission of these travel dis-encumbrance requests is Monday, June 20th. Best to get travel reimbursements initiated no later than June 20th as well!

Subaccounts:

All subaccounts must have a \$0 (for General Fund) or positive balance by year end.

General Fund Subaccounts: Check *Consolidated Balance* under account inquiries in FIS, and make sure “detail” option is checked and the subacct is listed. The variance [current budget – (actual + encumbrances)] should equal zero, by level, on each subaccount. All variances – positive and negative – should be ‘closed’ by preparing a budget adjustment between the “parent” account and the subaccount.

Non-General Fund Subaccounts: These must be covered by a Transfer of Funds document – from object code 9900 for the funding source, to the sub-acct object code 9915.

FIS Transactions:

Please note that all FIS-TP documents (except Salary Expense Transfers and DVs) initiated but not having final approval **by June 30th will be automatically disapproved centrally!** Please track the progress of documents initiated during the next two weeks closely to ensure they reach “approved” status prior to June 30, and be prepared to contact approvers of those documents to facilitate timely processing as needed.

To check on the approval status of outstanding documents, go to the FIS Inquiries screen, select document search, enter your user name in the “initiator” blank, and fill in the Status blank as follows: **(Control key +!)A(Control key +!)C(Control key +!)E** (it will look like the following: **!A!C!E**, but the explanation points will be blue). Then select the search key.

NON-GENERAL FUNDS (2x-xxx-xx or 6x-xxx-xx accounts)**Contract and Grant Accounts:**

All cost transfers for 2010-11 involving grant accounts must be APPROVED before June 30.

Other Non-General Fund Negative Balances:

All non-general fund departmental accounts which show a deficit cash balance in the FIS must be covered by June 30, as required by the University Trustees. Please review the enclosed report for all departmental accounts reported currently to be in cash deficit. The **departments must cover these balances prior to June 24th** (College deadline) using outstanding commitments from other IU departments (including the Dean’s Office), Foundation gift funds, internal and external billings or other sources as appropriate.

Note: deadlines for different types of transfers are included in this message

*An explanation MUST be submitted to the Dean’s Office for inclusion in the year-end report to the campus for any and all accounts in deficit as of year-end. Please submit the account number and name, as well as a brief description of the known source of funds not yet received, and the timing of receipt of such **directly to Chris Puckett or Sue Weaver via e-mail, no later than Friday, July 8th!***

Deficit balances not covered by departmental personnel by June 30th will be covered by the Dean's Office, using (in this order): available departmental general fund wage, S&E, capital, and unallocated balances, or accumulated cash balances held by the Dean's Office. If we use our cash, a charge will be processed against your next years' departmental operating budget to reimburse the Dean's Office cash reserves.

Payroll encumbrances

When figuring non-general fund balances, pay attention to payroll encumbrances in the 9050 line even if monthly payroll is posted. These need to be covered.

GENERAL FUNDS (10-xxx-xx accounts)

General Fund Income:

Departmental income (sales-1800/1500, IUF-1179) received but not yet budgeted can help "cover" general fund negative budget balances. Please make sure all general fund income has been recognized in the current budget using the FIS balances screens:

in FIS, select "inquiries", then "balances", then select the "consolidated balances" button. If variances are noted, process a budget adjustment document to recognize the departmental income and allocate it to appropriate expense object codes (all entries in the document will be on the "to" side).

All transactions should be initiated prior to June 24th to ensure inclusion in this fiscal year's activity.

General Fund Expenditure Reviews:

Departments are responsible for covering deficits in the following expenditure levels:

- Within Compensation ("CMPN"), only:
 - Hourly Wages ("HRCO", 3xxx)
 - Supplemental Pay (4580, 4588, 4590)
- General Expense/S&E ("GENX", 4xxx and 5xxx)
- Travel ("TRVL", 6xxx)
- Capital ("CPTL", 7xxx)
- Reserves ("RSRX", 79xx)
- Transfers ("TRSF", 99xx - *other than 992x, and 995x which are salary/benefit-related*)

For the listed expenditure levels, as long as the sum of all is a positive number, no realignments are necessary. However, if the sum is negative, the College will cover the balance at June 30 then recover the amounts **by reducing next year's budget** in parallel expense categories.

Please review handouts for current balances and make appropriate plans for bringing additional funding in as needed to ensure a positive overall balance as of June 30. **If you feel the College has commitments outstanding to cover an existing general fund deficit, please contact the Dean's Office Budget Office to verify and make arrangements for funding to be completed prior to June 24.**

The Dean's Office is responsible for covering general fund deficits in the appointed personnel categories (faculty/staff salary and benefit categories) as well as financial aid.

IU Foundation Transactions:

IU Foundation payments to IU Accounts – in order to ensure a transfer of IU Foundation funds to your IU account by June 30, all transfer requests should be at the IU Foundation Accounts Payable Office by 5 pm, June 17th, but earlier if possible.

IU Foundation check requests or transfer forms for vendor payments or transfers between IUF accounts must be **received** by the IU Foundation Accounts Payable Office by **5 pm, June 17th**, in order that payments or transfers are paid in the current fiscal year and posted to your June 30 statement of account.

Summary of Year-End Deadlines Schedule:

- June 1 IUF Scholarship reimbursement edoc deadline
- June 1 Deadline for purchase requisitions for 10-11.
- June 17 Deadline for IUF payments to IU accounts, and cash-transfer edocs.
- June 24 All adjustments to accounts should be completed by June 24. **ANY adjustments to 2010-11 activity on ANY ACCOUNTS (gen-fund, non-gen, C&G) after June 30 should be cleared with the Dean's Budget Office prior to initiating any documents!**
- June 28 Deadline for receipt by IUF of contributions of cash, check, or credit card gifts to be recorded
- June 29 Approve this Year's Trips thru Travel@IU
- June 30 All Disbursement Vouchers must be completely approved; after this date, any pending documents will go against the 2011-12 fiscal year
- June 30 Deadline for FIS transactions (except DVs) to **gain final approval** or will be automatically disapproved
- June 30 Deadline for all Travel@IU trip prepayment-Reimbursement edocs to be fully approved
- Late July YEAR-END CERTIFICATION LETTERS WILL GO OUT WITH A SHORT TURN-AROUND TIME. BE PREPARED TO REVIEW, SIGN AND RETURN FORMS TO THE DEAN'S OFFICE.**