

**COLORADO STATE UNIVERSITY
YEAR-END CLOSING SCHEDULE
FISCAL YEAR 2009
May 12, 2009**

Business & Financial Services announces the year-end closing schedule for fiscal year FY 2009.

All accounts close as of June 30. This close is required to assure that all revenue & expense attributable to FY 2009 are recorded properly & in compliance with state laws and Generally Accepted Accounting Principles. The deadlines listed below must be strictly adhered to. Documents submitted or entered after the deadlines will be processed in FY 2010.

TRAINING

Tuesday May 12th – 9:00-11:00AM
Lory Student Center – Room 228

This session is designed to assist those individuals responsible for closing departmental accounts at year-end. University staff that deal with year-end accounting issues, and others who are curious about what happens behind the scenes are encouraged to attend.

During this session we will quickly go over the theory, requirements, needs and deadlines. Central Administrative departments that are responsible for closing the University financial activity for the year will present the session. Representatives from Accounts Receivable Operations, Office of Budgets, Business & Financial Services, Central Receiving, Payroll, Purchasing and Sponsored Programs will be there to help with your questions.

SPECIAL NOTES FOR FY 2009

Closing Dates

June I Close	July 07	6:00 p.m.
June II Close	July 24	6:00 p.m.
July Close	August 05	6:00 p.m.

FRS Hours

FRS normally begins overnight processing at 6:00 pm. During the period June 22 thru July 23 (except July 7), FRS will begin overnight processing at 7:00 pm.

Reports

FAF10 & FBM090/91/92 reports will run weekly-Friday evenings during year-end. They will run the evenings of June 12, 19, 26 and July 2, 7, 22.

System Processing

All major system processing (Accounts Payable accruals, ARIES, Cashnet, and Payroll) will be completed by the evening of July 2. During the period of July 5-6, these are the major transactions that will process to your accounts:

Acard – Late June transactions	CIS Journal Entries
Payroll – Labor redistributions	Travel – Travel documents

CIS IMO's

CIS IMO functionality will be deactivated in stages during the FY2009 year-end period. The Kuali Financial System (KFS) Internal Order document or the Internal Billing document will replace the CIS IMO document.

CIS Work Order Authorization (WOA) functionality will also be deactivated and replaced with the KFS WOA document.

IMO Buyers – Documents must be input and approved by 4:00p.m. July 1, 2009. To be charged to FY2009, suppliers must supply the document by 4:00pm July 6, 2009.

- Incomplete documents - will need to be re-created in KFS as an Internal Order document or Work Order Authorization document.
- Review your act on pending documents screen for in process IMO's and WOA's. Clear documents that are in a pending status (denied, over tolerance or order items couldn't be filled).

IMO Suppliers – Clear your orders from your IMO Supplier Fill Screen as quickly as possible during the remaining months of FY2009.

- Documents supplied thru 4:00pm July 6, 2009 will be charged to FY2009.
- Documents not filled in FY2009 –will need to either be:
billed by the supplying unit as a KFS Internal Billing document in FY2010
OR
re-created by the buying unit as a KFS Internal Order document in FY2010.

Please instruct your customers on your preferred method.

Special Note for Transportation Services – Transportation Services will not require departments to recreate documents. They will honor existing IMO documents.

- Over-Tolerance documents not approved by the buying unit will need to be re-created by the supplying unit as a KFS Internal Billing document
- Documents for FY2010 orders:
Each supplying unit will need to decide how they want to handle documents for FY2010 orders. This plan should be communicated with your customers.

Options include:

<u>Buyer</u>	<u>Seller</u>
FY2009 -Input order in CIS as an IMO	FY2010 - Supply as an Internal Billing document
Hold order until July 1, 2009 and input as a KFS Internal Order	FY2010 - Supply as an Internal Order document

WOA Time & Material documents supplied by departments and accepted by Facilities Management by 4:00pm June 30, 2009 will be charged to the department through the Facilities FAMIS work order system at the end of each month as costs are incurred. This may be in FY2009 or in FY2010, depending on work flow.

WOA Fixed Cost documents supplied by departments and accepted by Facilities Management by 4:00pm June 30, 2009 will be used to authorize the project. Actual charges to the department will be based on the status of the project at June 30, 2009. No pre-billing of projects is allowed.

WOA Plant Fund Transfers submitted and accepted by Facilities and Business & Financial Services by 4:00pm July 6, 2009 will be charged to FY2009.

SciQuest

All purchase requisitions/orders for FY 2009 will post their encumbrances into FRS on the evening that the final approval is made in SciQuest. Purchases processed and approved prior to June 30th with a FY 2009 accounting date will be encumbered in FY09. The encumbrance will roll into FY 2010 in KFS if the order is not received and invoiced by June 30. Any orders created with an accounting date greater than 6/30 will be encumbered in KFS in FY 2010.

- G type purchase orders – If the order is shipped and charged by the vendor on or before June 30th the purchase will be recorded in FY 2009. Plan your purchases to allow time for the vendors to process if you want to use FY 2009 funds (similar to ACARD).
- S type purchase orders – Orders that are received and invoice received by Accounts Payable by 4p.m. on June 30th will be paid in FY 2009. Orders received and/or invoiced after that time will be paid in FY10 on KFS (similar to FRS purchase orders)

Departmental Input

All departmental input must be received in the designated office/entered into the appropriate system by the deadlines listed. **All input** received after the first (June I) close will be processed to FY 2010.

YEAR-END ACCOUNTING ISSUES

ACARD

ACARD transactions received by July 1, for purchases made through June 30, must be reallocated by 6:00 pm July 6. Any un-reallocated transactions for FY 2009 will be charged to the cardholders default account at that time. All reallocations and **re**-reallocations completed on or after July 7 will need to be made in KFS in FY 2010.

Do not count on ACARD purchases that are made in late June to hit FY 2009 - CSU is dependent upon the vendors to process your transactions through the banking system in a timely manner. However, we cannot control when these transactions will occur and we do not accrue for “late” ACARD transactions. All transactions processed thru the banking system after July 6th will be processed to FY 2010.

ACCOUNTS PAYABLE

Under accounting principles, the University has the obligation to record all expenditures within the Fiscal Year in which services or goods are received. Additional procedures will be used to ensure that all items are charged to the correct fiscal year. First, a listing of all outstanding POs and AFEs will be sent to college business officers to identify items that should or should not be accrued for FY09. Secondly, a post-payment review will be done by Accounts Payable to identify items paid after year-end that should have been accrued for FY09.

Check requests (AFEs)

- Any un-invoiced amounts existing (document amount less invoices that have been posted thru June 30) on AFEs will accrue to the old year. This applies to those AFEs and check requests created, fully routed and approved prior to 4:00 pm on June 30, 2009.

Purchase Orders

- Open POs (P9s) will only be charged according to the invoices received through June 30, 2009. You can check the payment status of your purchase orders through Purchasing's renewal web site:

<http://www.purchasing.colostate.edu/renewal/>

- If you know of other invoices that did not arrive in time, but materially affect your account, please email the proper Accounting Technician in Accounts Payable by 4:00 pm on July 2.

B-F	Parvin Naysary	Parvin.Naysary@colostate.edu
G-O,77	Jeff Fotsch	Jeff.Fotsch@colostate.edu
A, P-Z	Cheri Akin	Cheri.Akin@colostate.edu
Telecom	Cheri Akin	Cheri.Akin@colostate.edu
Indiv.	Beth Fritzler	Beth.Fritzler@colostate.edu

PAYROLL-HRS

The hourly pay-period that ends June 19 will be charged to FY 2009.
Hourly pay-periods that end after that date will be charged to FY 2010.

Payroll-HRS cycles will be processed to FRS on the evenings listed. The data will be available for queries the next day.

PPE-June 30 monthly	FRS-June 19
PPE-June 19 hourly	FRS-June 29
Final Redistributions	FRS-July 6

PAYROLL-HRS MANAGEMENT REPORTS

<u>Available online:</u>	<u>Month</u>
June 19	June – Interim (Salary)
June 29	June – Final (Hourly/Final Salary)

SPECIAL COURSE FEES

Refer to the Special Course Fee Manual

http://www.provost.colostate.edu/files/course_fee/SCFMANUALJune2006.pdf for additional guidance regarding the management of 25 funds at year end. Departments choosing to refund positive fund balances should plan to submit their load sheets to Accounts Receivable Operations by May 8.

Contact your Campus Services representative with any questions.

STATE OF COLORADO AGENCY PROJECTS

For State of Colorado Agency Projects with an end date of June 30, 2009 (accounts 530002 – 530799), notify Sponsored Programs by June 19, 2009 of any unpaid vendor invoices or other unposted expenses that must be billed to the sponsor. All unspent funds revert back to the sponsor as of June 30, 2009.

DOCUMENTS

The listed documents must be submitted or input by the dates listed to be processed to FY 2009.

Manual Load Sheets for Student & Commercial Accounts

Unapproved DPSAs to Student Accounts Accounts Receivable Operations Friday, June 19, 4 p.m.

State Projects (530xxx accounts) with a June 30, 2009 End Date

Final Expense Totals Sponsored Programs Friday, June 30, 4 p.m.

Hourly Time-sheets

HRS System Tuesday, June 23, 12 noon
for pay period ending June 19 (July 2nd payday)

Approved (routed) DPSAs to Student Accounts Accounts Receivable Operations Friday, June 26, 4 p.m.

TWARBUS & Electronic Uploads to Student & Commercial Accounts

Accounts Receivable Operations Friday, June 26, 5 p.m.

Deposit Receipts - Create

CASHNET System Tuesday, June 30, 1 p.m.

Deposit Receipts - Checks/Cash

Cashiers' Office Tuesday, June 30, 2 p.m.

Clear Salary Clearing (5394xx) accounts

HRS Oracle System Tuesday, June 30, 3 p.m.

Sciquest Check Requests

CIS System Tuesday, June 30, 4 p.m.

PO Receiving Reports

Central Receiving Tuesday, June 30, 4 p.m.

Final Inventory Valuations

Campus Services Wednesday, July 1, 12 noon
Inventory counts must be completed on or before June 30.

Intramural Orders (IMOs)

CIS System Monday, July 6, 4 p.m.

Travel Documents

Accounts Payable Thursday, July 2, 4 p.m.

Final Payroll Transactions/Labor Redistributions

HRS Oracle System Monday, July 6, 3 p.m.

Gifts of Equipment

CSU Foundation and Property Management Monday, July 6, 4 p.m.
Gifts delivered to campus prior to July 1.

Budget Change Requests (BCRs)

Budget Office or FRS System Monday, July 6, 4 p.m.

Capital Construction Purchase Orders (C & E)

Purchasing and Property Management Monday, July 6, 4 p.m.
Change Orders, Supplements, Amendments, Payment Vouchers (PVs) for goods or services received on or before June 30.

Final Service Billing Entries

FRS System Monday, July 6, 6 p.m.

ACARD Reallocations/Re-Reallocations

ACARD System Monday, July 6, 6 p.m.

All Journal Entries

CIS, Business & Financial Services or Sponsored Programs Accounting Tuesday, July 7, 12:00 noon

QUESTIONS?**PHONE:**

General year-end closing information	Joe Sparks	2899
ACARD Help Desk	Patty Cashen	5752
Accounts Payable	Bob Loosley	6513
Authorization for Expenditures (AFE)	Jackie Riba	1363
Purchase Orders	Jackie Riba	1363
Travel	Terri Bedan	6021
Accounts Receivable	Trish Torrez	6661
DPSAs	Janet Fox	6663
Budgets	Becky Trentlage	0898
	Angie Nielsen	1689
Capital Construction	Theresa Todd	1428
CashNet-Cash Receipt Deposits	Becky Everett	2767
e~Print	John Hunter	1956
Gifts of Property	Deb Ellison	2270
Inventories	Valerie Monahan	3001
Payroll	Joanne Robel	5853
	Vickie Schultz	4969
Property	Theresa Todd	1428
Purchasing	Frank Krappes	6204
Receiving Documents	Steve Burn	Steve.Burn@colostate.edu
	Dan Kelso	Dan.Kelso@colostate.edu
Sciquest	John Swaro	1880
Security - FRS	Connie MacNaughton	2099
Sponsored Programs	Dawn Sharkey	4867
Upload Journal Entries	Connie MacNaughton	2099

ADDRESSES:

Accounts Payable	Howes Admin Bldg – 3 rd Floor
Accounts Receivable Operations	Howes Admin Bldg – 1 st Floor
Budgets	318 Administration Bldg.
Bursar's Office	Howes Admin Bldg – 1 st Floor
Campus Services	Howes Admin Bldg – 3 rd Floor
Cashier's Office	118 Lory Student Center
Central Receiving	101 Central Receiving
Financial Reporting & Analysis	Howes Admin Bldg – 3 rd Floor
Payroll	Howes Admin Bldg – 2 nd Floor
Property Management	Howes Admin Bldg – 3 rd Floor
Purchasing	Howes Admin Bldg – 1 st Floor
Sponsored Programs	408 University Services Center

June 2009

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2009

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					