Business & Finance
FY 2015 Year-End Cutoff Dates

Year-end is quickly approaching and we would like to thank you for another year of hard work. The month of September and Fiscal Year 2015 will close on Monday, October 5, 2015. The Business Office has established the following deadlines to ensure transactions are entered in FY 2015:

VENDOR VOUCHERS
For guaranteed entry into the system, please submit either e-vouchers or paper vouchers to Procurement & Payment services (PPS- 311 Ingram Hall) by Wednesday, September 23, 2015. All vouchers received after September 23rd will be processed on a time available basis.

PURCHASE REQUISITIONS (PR’s)
PR's that do not require a bid must be received in PPS no later than Friday, September 11, 2015. PR's submitted after this date will be processed on a time available basis.

PR’s that require a bid must be received in PPS no later than Wednesday, August 26, 2015. PR's that cannot be issued on FY 2016 funds should have that notation clearly referenced in the Document Text.

Purchase Change Orders with Vouchers for payment must be received in PPS no later than Friday, September 11, 2015.

TRAVEL VOUCHERS
Travel Vouchers must be received in PPS by Wednesday, September 23, 2015. Vouchers received after September 23rd will be processed on a time available basis.

PURCHASING CARD RECONCILIATIONS
Purchasing Card Reconciliations must be received in PPS by Tuesday, September 22, 2015.

INTERNAL TRANSACTION VOUCHERS (ITVs)/Direct Charges (CRGs) & DEPARTMENT ERROR CORRECTIONS (DECs)
ITVs/CRGs must be queued to the Financial Reporting queue by Wednesday, September 30, 2015. Documents queued after this date will be processed on a time available basis.

DECs (other than contract and grant funds) not processed in Fiscal Year 2015 will need to have budget transfers completed in Fiscal Year 2016.

BUDGET TRANSFERS
For guaranteed entry into the system, Budget Transfers must be completed with approvals by Wednesday, September 30, 2015. Transfers received after September 30th will be processed on a time available basis.

OTHER ITEMS:
Accounts Receivable Reconciliations
We would like to remind the applicable units who are responsible for accounts receivable to submit their detailed accounts receivable listing as of September 30, 2015, along with the reconciliation to the Banner Funds/Accounts to Student Financial Services and Internal Audit by Wednesday, October 7, 2015.

Inventory Listing
We would like to remind the applicable units who are responsible for inventory to submit their detailed inventory to Financial Reporting/Controller’s office and Internal Audit by Wednesday, October 7, 2015.

Service Centers
We would like to remind all Service Center Units to return the Fiscal Year 2015 Rate Development Calculations to Financial Reporting by Friday, September 4, 2015.

Please contact Procurement and Payment Services at 4-7771 or Financial Reporting at 4-3600 if you have any questions.