TO: Budget Managers

FROM: Brent Shields - Controller’s Office

DATE: Thursday, May 17, 2012

SUBJECT: Year-End Closing Schedule - Fiscal Year 2012

The current fiscal year ends on June 30, 2012. In order to achieve an accurate and timely close of the university's fiscal year, please adhere to the following deadlines for the processing of all transactions:

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental and Salary Budget Change Requests</td>
<td>Tuesday, June 5</td>
</tr>
<tr>
<td>Salary Reallocations through May 31, 2012</td>
<td>Friday, June 8</td>
</tr>
<tr>
<td>Salary Reallocations for June 2012</td>
<td>Friday, July 6</td>
</tr>
<tr>
<td>Requisitions entered through Procurement (furniture &amp; technology)</td>
<td>Thursday, May 31</td>
</tr>
<tr>
<td>Requisitions entered through Procurement (all other purchases)</td>
<td>Friday, June 22</td>
</tr>
<tr>
<td>Special Receipts Deposited to Fiscal Year 2012</td>
<td>Friday, June 29</td>
</tr>
<tr>
<td>Invoices submitted to Controller’s Office</td>
<td>Thursday, July 5</td>
</tr>
<tr>
<td>Request for Employee Expense/Travel Reimbursement</td>
<td>Thursday, July 5</td>
</tr>
<tr>
<td>ProCard Prepaid Form</td>
<td>Thursday, July 5</td>
</tr>
<tr>
<td>Procurement Card Approvals</td>
<td>Thursday, July 5</td>
</tr>
<tr>
<td>Departmental Credit Card Uploads</td>
<td>Thursday, July 5</td>
</tr>
<tr>
<td>Purchase Order Corrections</td>
<td>Friday, July 13</td>
</tr>
<tr>
<td>Accrual Request Form</td>
<td>Friday, July 13</td>
</tr>
<tr>
<td>Journal Entry Request Forms for June 2012</td>
<td>Friday, July 13</td>
</tr>
</tbody>
</table>
Information Sessions
Information session pertaining to the fiscal year-end 2012 close will be available to Budget Managers as follows:

**Lincoln Park Campus:** LPC Student Center, Room 325: June 11, 2012, 10:00am-11:00am
**Loop Campus:** 55 E. Jackson Suite 801: June 11, 2012, 1:00pm-2:00pm

These information sessions will offer an overview of the year-end close procedures and deadlines discussed in this communication, and will provide time for questions and answers.

Please RSVP to Helen Lobas at hlobas@depaul.edu by May 31, 2012.

DEPARTMENTAL BUDGET CHANGE REQUESTS:
Budget increases and transfers are required to cover departments which are currently over budget or are expected to be over budget at June 30, 2012. Budget Change Requests ([http://financialaffairs.depaul.edu/forms/budchgrequest.html](http://financialaffairs.depaul.edu/forms/budchgrequest.html)) must be received in the Office of Budgets and Operational Reporting no later than June 5, 2012. When determining final budget needs please consider all charges that will post to your department including monthly chargebacks such as copier, postage, printing, telephone, PC leases, and ProCard. Please contact Ken Armbruster at 2-8680 or Maggie Ramirez at 2-6641 with any departmental budget related questions.

SALARY BUDGET CHANGE REQUESTS:
If your department is underfunded, budget dollars must be moved from another source to cover the expenses by completing the Budget Change Request Form located on the Financial Affairs website ([http://financialaffairs.depaul.edu/forms/budchgrequest.html](http://financialaffairs.depaul.edu/forms/budchgrequest.html)). Budget Change Request Forms must be received by the Office of Budgets and Operational Reporting no later than June 5, 2012.

Budget Managers can determine the current financial status of their salary accounts by viewing the “FINACTVTY12” and/or the “Salary Cost” (LBR/RPT_8) reports located in Campus Connect under “For Employees > Reports > Financials.” If you have any questions please contact Keith Hayes at 2-6121.

SALARY REALLOCATION REQUESTS:
You will need to complete the Salary Reallocation Request form if employees appear on your report that are charged to an incorrect salary account or should not be charged to your department/grant. The Salary Reallocation Request form is located on the Financial Affairs website ([http://financialaffairs.depaul.edu/forms/Reallocation_Form.pdf](http://financialaffairs.depaul.edu/forms/Reallocation_Form.pdf)) and will require the following information: employee ID, position number, effective date, account code, and amount to be reallocated.

Salary Reallocation requests for transactions posted through May 31, 2012 should be submitted using the Salary Reallocation Request form and sent to Bob McCarthy (Grants) or Kevin Achettu (all other Dept IDs) no later than June 08, 2012. Additionally, if corrections are necessary for transactions posted during the month of June 2012, please submit Salary Reallocation Requests to Bob McCarthy (Grants) or Kevin Achettu (all other Dept IDs) by July 6, 2012.
**SALARY PAYMENT REQUESTS:**
Payment requests, including one-time payments, to employees for services rendered in fiscal year 2012 must be submitted in the Payment Request Application by June 11, 2012. Please contact Kevin Achettu at 2-5515 no later than July 13, 2012 if payment requests for fiscal year 2012 services will not submitted by June 11, 2011.

**PURCHASE REQUISITIONS:**
Requisitions for fiscal year 2012 furniture and technology (computer hardware or software purchases) must be submitted no later than May 31, 2012. Requisitions for all other fiscal year 2012 orders must be submitted no later than June 22, 2012.

Financial accounting standards require that all expenses be recorded in the fiscal year that goods are received or services are rendered, regardless of which fiscal year the requisition is created or the invoice is paid. Creating a requisition in fiscal year 2012 does not guarantee that the expense will be applied to the fiscal year 2012 budget as the expense will be applied to the fiscal year in which the goods are received or services are rendered. As such, consider the delivery date when contacting vendors and preparing requisitions so that appropriate delivery lead time is provided.

Please contact the Procurement Services Department at 2-7510 if you have any questions regarding purchase requisitions or purchase orders. Departments needing an emergency requisition should contact Laurie Krauel at extension 2-5272 for assistance.

**PURCHASE ORDER CORRECTIONS:**
If erroneous open purchasing commitments appear on your June 30, 2012 financial activity report, contact Laurie Krauel at 2-5272 no later than July 13, 2012. Please have information available such as vendor name, PO number, Dept ID, and a description of the problem.

**SPECIAL RECEIPTS:**
University policy requires departments to deposit cash/checks received within 24 hours of receipt. Payments received on June 29, 2012 should be deposited at the Cashiers Office on June 29, 2012 by 4:00 PM in order to apply the deposit to fiscal year 2012.

Receipts of cash or checks that constitute gifts to the university should be forwarded to the Department of Gift Processing by June 29, 2012 at 1:00 PM. All gifts received through June 29, 2012 will be posted to fiscal year 2012.

Please complete the Deferred Revenue Form [here](http://financialaffairs.depaul.edu/forms/Deferred_Revenue_Form.xlsx) for checks that are received and deposited prior to June 30, 2012 which apply to services that will be rendered by the university on or after July 1, 2012. This form is due to Financial Accounting no later than July 5, 2012. For any questions regarding the Deferred Revenue Form, please contact Helen Lobas at 2-5598.

Please complete the Revenue Receivable Form [here](http://financialaffairs.depaul.edu/forms/Revenue_Receivable_Form.xlsx) for all checks that are or will be received and deposited on or after July 1, 2012 which apply to services that were rendered by the university prior to June 30, 2012. This form is due to Financial Accounting no later than July 13, 2012. For any questions regarding the Revenue Receivable Form, please contact Helen Lobas at 2-5598.
INVOICES:
Financial accounting standards require that all expenses be recorded in the fiscal year that goods are received or services are rendered. Departments should make every effort to submit invoices to the Controller’s Office prior to July 5, 2012 if the invoice relates to goods received or services rendered prior to June 30, 2012. For invoices that will not be received in the Controller’s Office by July 5, 2012, please complete the Accrual Request Form (see attached Year-End 2012 Forms) if the invoice relates to goods received or services rendered prior to June 30, 2012. The Controller’s Office will review invoices and apply them to the appropriate fiscal year. Please contact Brent Shields at 2-5497 if you have any questions.

For invoices submitted to the Controller’s office, please include the following documents:

- **July 5 or prior:** Invoice
- **After July 5:** Accrual Request Form and Invoice or other supporting documentation

EMPLOYEE EXPENSE / OUT OF TOWN TRAVEL REIMBURSEMENTS:
Requests for employee expense and out of town travel reimbursements between July 1, 2011 and June 30, 2012 must be received in the Controller’s Office no later than July 5, 2012. All requests must have original receipts attached. Please contact Brent Shields at 2-5497 if you have any questions. For reimbursements that will not be received in the Controller’s Office by July 5, 2012, please complete the Accrual Request Form (http://financialaffairs.depaul.edu/forms/Accrual Request Form.xlsx) if the expense or travel occurred prior to June 30, 2012.

PROCUREMENT CARD APPROVALS (ProCards):
Procurement will run one approval cycle edit report for ProCard charges made from May 16, 2012 through June 30, 2012. ProCard users should approve transaction for this cycle online in Pathway Net by July 5, 2012 (https://pwnet.procard.com/depaul). Approving managers have until July 20, 2012 to approve these transactions however any chartfields that are changed during approvals after July 5, 2012 will not be processed automatically and should be corrected by submitting a Journal Entry Request form no later than July 13, 2012.

All ProCard charges posted through June 30, 2012 will be charged to your departmental budget in fiscal year 2012. Any ProCard charges posted on or after July 1, 2012 will be charged to fiscal year 2013. ProCard transactions generally post to Pathway Net within 1-3 days of the actual purchase date. Keep this in mind when making ProCard purchases at the end of the fiscal year. In general, ProCards should not be used the last few days of June 2012.

If a payment has been processed using a ProCard prior to June 30, 2012 but the goods will be received or services will be rendered on or after July 1, 2012, please complete the ProCard Prepaid Form (http://financialaffairs.depaul.edu/forms/Procard Prepaid Form.xlsx). This form is due to Financial Accounting no later than July 5, 2012.

DEPARTMENTAL CREDIT CARD PROCESSING:
Departments accepting credit card payments will receive an upload spreadsheet from the Treasurer’s Office on July 2, 2012. These spreadsheets must be returned to the Treasurer’s Office by July 5, 2012. Please contact Liju Varughese at 2-6014 if you have any questions.
PRELIMINARY YEAR-END REPORTS:
Preliminary June 30, 2012 year-end Financial Activity Reports will be available for review daily via “FINACTVTY12” located in Campus Connect under “For Employees > Reports > Financials”. Please review your reports beginning July 10, 2012 and submit any Journal Entry Requests or Year-End Forms to Financial Accounting no later than July 13, 2012.

Please make sure all appropriate parties are aware of these deadlines and year-end procedures. Any questions regarding the fiscal year-end may be directed to Brent Shields at 2-5497 or bshield2@depaul.edu.

Thank you in advance for your cooperation.