

UNIVERSITY OF HAWAII


Vice President for Administration
Office of the President

Business Affairs Circular No. 2005-02

March 16, 2005

MEMORANDUM

TO: Chancellors and Systemwide Administrators

FROM: Sam Callejo 
Vice President for Administration

SUBJECT: **PROCEDURES TO CLOSE THE FISCAL YEAR ENDING JUNE 30, 2005**

The attached ***Schedule of Cut-Off Dates*** and ***calendars for June and July 2005*** provide the procedures for closing the University's 2005 fiscal year. Adherence to these procedures will ensure maximum usage of funds, as well as, timeliness and completeness in the recording of financial data as of June 30, 2005.

Significant procedures and dates are as follows:

- As in the past, the June 1-15 payroll for SCOPIS (F1-F4) and after-the-fact employees (hired after June 30, 1998) shall be encumbered with FY 2005 funds. The June 16-30 payroll shall be accrued (**not encumbered**) with FY 2005 funds, and paid with FY 2006 funds. Recording of these encumbrances, to the extent that funds are available, shall be done centrally by FMIS.
- General fund expenditure transfers to Tuition Fee Special fund accounts are due by June 9th.
- On-line Journal Voucher deadline for General funds is June 17th and all other funds is June 29th. Screen 80, which allows users to create new on-line JVs will be disabled June 28th at 5:30 pm. Yellow manual JVs must be sent to the appropriate central office and must be on Status: Pending approval-GALC/ORS/PFMO by 11 am June 29th. JVs not processed by the system will be marked for deletion by the system and must be prepared in FY 2006 (if applicable).
- The last DCS check shall be cut on June 30th.
- The last FMIS check run will be on June 30th.
- June 30 reports are expected for distribution on July 7th after 12:00 p.m.
- Accrual basis transactions are due on July 13th.
- On-line access to FMIS for FY2005 will end on July 1st. Specific sub-systems such as DCS and Purchasing have earlier cut-off dates. Your adherence to on-line input deadlines is required for a successful fiscal closing.
- On-line access to FMIS for FY2006 will begin on July 11th.
- P-Card use deadline is June 14th. FY 2005 P-Card charges which are NOT posted to PVSNet by 06/14/05 must be recorded as Accounts Payable by FOs.
- Funds for fiscal year 2006 must not be encumbered or expended prior to July 1, 2005.

Should you have any questions, please call the appropriate central office for assistance.

Attachments

2444 DOLE STREET • BACHMAN HALL • HONOLULU, HAWAII 96822 • TEL (808) 956-9922 • FAX (808) 956-9119

c: Fiscal Officers
Russell Miyake

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION INSTITUTION

UNIVERSITY OF HAWAII
SCHEDULE OF CUT-OFF DATES
FOR THE FISCAL YEAR ENDING JUNE 30, 2005

3/17/2005

DOCUMENT	DUE IN CENTRAL PROCESSING OFFICE / SYSTEM			
	Office/Sys	Time	Date	Comments
ENCUMBRANCES				
1. Contracts/Purchase Orders exceeding FO authority				
- For goods and/or services (non-construction) that require competitive solicitation	OPRPM	4:30 p.m.	04/01/05	Note: Deadline for construction related projects: 12/31/04
- For sole source purchases	OPRPM	4:30 p.m.	04/15/05	
- For exempt purchases	OPRPM	4:30 p.m.	05/02/05	Includes PO's for short term leases
- Contract modifications (including renewals)	OPRPM	4:30 p.m.	05/02/05	
2. Interdepartmental Orders (IDO) exceeding FO authority	OPRPM	4:30 p.m.	05/13/05	
3. For amounts within FO authority				
- General Funds				
-- ePurchasing POs, AFPs , IDOs	FMIS	11:00 a.m.	06/20/05	(Note: eAFP's w/GL & Revenue subcodes are not encumbered.)
-- Hard copy POs	Disbursing	11:00 a.m.	06/20/05	
- Non General Funds				
-- ePurchasing POs, AFPs, IDOs	FMIS	11:00 a.m.	06/30/05	(Note: eAFP's w/GL & Revenue subcodes are not encumbered.)
-- Hard Copy POs	Disbursing	11:00 a.m.	06/29/05	
4. Payroll Miscellaneous Encumbrances	Disbursing	11:00 a.m.	06/14/05	Payroll encumbrance for vacation, overtime, night differential premium and other payroll items for the pay period thru 06/15/05
5. Non Payroll Miscellaneous Encumbrances	Disbursing	11:00 a.m.	06/21/05	Encumbrance others
PAYMENTS & OTHERS				
1. Individual Time Sheets for Overtime, Night Shift, Split Shift, Standby for payperiod 6/1-6/15 for pymt on 7/5	Payroll	4:00 p.m.	06/15/05	See Administrative Procedures A8.873
2. General Funds				
- PO and AFP payments	Disbursing	11:00 a.m.	06/20/05	Includes ePurchasing & hard copy PO & AFP payments.
- Direct payments, Imprest/Petty Cash Reimbursement	Disbursing	11:00 a.m.	06/20/05	
- Travel Completion Report (TCR) and Adjustments	Disbursing	11:00 a.m.	06/20/05	Travel made in FY2005. NOTE: Treasury deadline for deposits affects TCR recordation.
- Bookstore, Outreach & Student Housing electronic feeds	Disbursing	11:00 a.m.	06/20/05	Electronic feeds (trans type 04x).
- Departmental Checking, including ePurchasing DCS	FMIS	4:30 p.m.	06/20/05	Must print checks and enter all Voids
3. Non General Funds				
- PO and AFP payments	Disbursing	11:00 a.m.	06/21/05	Includes ePurchasing & hard copy PO & AFP payments.
- Direct payments, Imprest/Petty Cash Reimbursement	Disbursing	11:00 a.m.	06/21/05	
- Travel Completion Report (TCR) and Adjustments	Disbursing	11:00 a.m.	06/21/05	Travel made in FY2005. NOTE: Treasury deadline for deposits affects TCR recordation.
- Banner, Bookstore, Outreach & Student Housing electronic feeds	Disbursing	11:00 a.m.	06/30/05	Electronic feeds (trans type 04x).
- Departmental Checking, including ePurchasing DCS	FMIS	4:30 p.m.	06/30/05	Must print checks and enter all Voids
4. P-Card Use/Charges	OPRPM	4:30 p.m.	06/14/05	Charges not posted to PVSNet by 06/14/05 must be recorded as Accts Payable by FOs.

UNIVERSITY OF HAWAII
SCHEDULE OF CUT-OFF DATES
FOR THE FISCAL YEAR ENDING JUNE 30, 2005

DOCUMENT	DUE IN CENTRAL PROCESSING OFFICE / SYSTEM			
	Office/Sys	Time	Date	Comments
DEPOSITS				
1. Receipts to reimburse expenditures (REX) charged to appropriated General fund accts (G 011-199 F)	eDeposits	3:30 p.m.	06/17/05	REX receipts received after 06/17/05 are deposited into G-000 acct.
2. Other receipts	eDeposits	3:30 p.m.	06/30/05	
3. Receipts for unrecorded direct bank deposits	eDeposits	12:00 p.m.	07/01/05	Receipts for deposits made directly to BOH as of 06/30/05 by community colleges, Aquarium, etc.
JOURNAL ENTRIES				
1. General fund JVs (manual, electronic feeds and on-line)				Adjustments/distributions between General (G) and
- Expenditure transfers to Tuition Fee (TFSF)	Acctg	11:00 a.m.	06/09/05	a. Other General fund appropriations
- Expenditures incurred thru May (including RCUH reclass JVs)	Acctg/ORS/PFMO	11:00 a.m.	06/09/05	b. Other sources of funds (F,P,R,S)
- Expenditures incurred in June (including RCUH reclass JVs)	Acctg/ORS/PFMO	11:00 a.m.	06/16/05	
2. Other non-General fund JVs				
-manual	Acctg/PFMO	11:00 a.m.	06/22/05	Adjustments to correct object symbol, etc.
-Fast Track hard copy	ORS/PFMO	11:00 a.m.	06/21/05	
-electronic feeds	FMIS	11:00 a.m.	06/30/05	
-on-line JV creation	FMIS	5:30 p.m.	06/28/05	Screen 80 disabled by 5:30 pm
-on-line approvals	FMIS	11:00 a.m.	06/29/05	JVs must be on Status: Pending aproov-GALC/ORS/PFMO
-Reclass of RCUH advances incurred thru May	Acctg/PFMO	11:00 a.m.	06/09/05	
-Reclass of RCUH advances incurred thru June	Acctg/PFMO	11:00 a.m.	06/28/05	
3. Bank debit and credit memos	Accounting	4:30 p.m.	07/01/05	
4. Accounts Receivable System (ARS)				Invoices must be dated no later than 06/30/05.
- Dishonored checks 'D'	FMIS-ARS	5:30 p.m.	07/01/05	Complete & finalize invoice document initiated by Treasury
- Salary overpayments 'SA'	FMIS-ARS	11:00 a.m.	07/01/05	Complete & finalize invoice document initiated by Payroll
- Customer invoices 'S'	FMIS-ARS	5:30 p.m.	07/01/05	Finalize all in-process ARS invoices
1. EQUIPMENT	PFMO	11:00 a.m.	06/07/05	Additions, deletions & changes; including fabrication in progress.
2. INSTALLMENT CONTRACTS PAYABLE	PFMO	11:00 a.m.	06/22/05 07/08/05	Adjustments between principal and interest. Recording of new installment contracts.
3. LIBRARY BOOKS	PFMO	11:00 a.m.	07/08/05	Increase/decrease
4. ACCOUNTS PAYABLE	Disbursing	11:00 a.m.	07/13/05	Listing of pmts to be processed in FY05-06 for goods/services rec'd on or before 6/30/05. Include commission & royalties payable, RCUH charges (See Admin Procd A8.866) and P-card charges between 6/15 thru 6/30.
5. ACCOUNTS RECEIVABLE - JVs only	Accounting	11:00 a.m.	07/13/05	To record Non-ARS revenues/REX receivables, & Non-ARS allowance for doubtful accts.
6. INVENTORY - MERCHANDISE/SUPPLIES	Accounting	11:00 a.m.	07/13/05	Includes merchandise in transit & work in process
7. OTHER ACCRUALS - JVs	Accounting	11:00 a.m.	07/13/05	Deferred revenue, deferred/prepaid expenditures, tuition waivers. (See APM A8.671)

SCHEDULE FOR FISCAL YEAR CLOSING
(Due 11:00 a.m. unless otherwise specified)
JUNE 2005

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2 1. PNF, G2, W/C, TDB Due at Payroll by 4:00 pm (non-lag p/r for paydate 6/30)	3
6 1. PNF, G2, W/C, TDB Due at Payroll by 4:00 pm Submit enc deletion (if applic) (Lag p/r for paydate 7/5)	7 1. Equipment additions, deletions & changes to PFMO	8	9 1. JVs to acctg/ORS/PFMO to adj G-Fund - Transfers to Tuition Fee Spec Fund - Expenditures incurred thru May - RCUH advance reclass(exp incurred thru May) Record BU07 payroll paid on 6/15	10 H O L I D A Y (KAMEHAMEHA DAY)
13 1. PNF for new hires Due at Payroll by 4:00 pm (Non-lag p/r for paydate 6/30)	14 1. PAYROLL MISC ENC due to Disb 2. PNF for new hires Due at Payroll by 4:00 pm Submit enc deletion (if applic) (Lag p/r for paydate 7/5) 3. P-Card Charge/Use Deadline	15 1. June 15th Scan Sheet to Payroll for payment 6/30 or 7/5 2. INDIVIDUAL TIME SHEETS to Payroll (overtime, night shift, split shift & stand-by) Submit enc deletions if applic (lag payroll for paydate 7/5)	16 1. All JVs affecting General funds - Manual - Electronic Feeds - ON-LINE JVs 2. ENCUMBRANCES by OPRPM (All Funds) a. Formal contracts & agmts b. Purchase orders requiring issuance by OPRPM 3. System generated PAYROLL ENC via Acctg for payperiod 6/1-6/15 with paydate 7/5 a. After-the-fact p/r is estimated using payroll paid on 6/20 (F55, F59, F69, F77) b. SCOPIS F1-F4 per scan shts Record lag payroll paid on 6/20	17 1. Record eDeposits by 3:30 pm - REX to G funds 2. INDIVIDUAL TIME SHEETS (D55) for hourly employees (F6N,F6O) Submit enc deletions (if applic) (Lag p/r for paydate 7/5)
20 1. NON-PAYROLL MISC ENCUMB to Disb 2. Encumbrances for amts within FO authority authority using General Funds: - ePurchasing PO's, AFP's , IDO's - Hard copy PO's 3. Payments using General Funds: - PO and AFP payments - Direct payments, Imprest/Petty Cash - Travel Completion Report & Adjustments - Bookstore, Outreach & Student Housing - Departmental Checking, includes ePurch DCS	21 1. Fast Track hard copy JVs to ORS/PFMO - To correct object code errors, etc. 2. PAYMENTS using Non General Funds: - PO and AFP payments - Direct payments, Imprest/Petty Cash - Travel Completion Report and Adjustments	22 1. Other JVs to Acctg/ORS/PFMO - To correct object code errors, etc 2. ELECTRONIC JV FEEDS affecting non-General funds 3. JVs to PFMO to adjust between principal & interest on installment contracts	23	24
27 Record BU07 payroll paid on 6/30	28 1. JV's to reclass RCUH advances (non- general fund) incurred in June ON-LINE JVs - Screen 80 to be disabled at 5:30 pm	29 1. ON-LINE JVs for non-General funds 2. Encumbrances for amts within FO authority - Non General Funds: - Hard copy POS	30 1. BANK DEPOSITS & RECEIPTS to eDeposits by 3:30 pm 2. Encumbrances for amts within FO authority - Non General Funds: - ePurchasing PO's, AFP's, IDO's 3. Payments using Non General Funds: - Bookstore, Outreach & Student Housing electronic feeds - Departmental Checking, including ePurchasing DCS 4. June 30th Scan Sheet to Payroll for payment 7/15 or 7/20 6. Last check run for FY2005	

SCHEDULE FOR FISCAL YEAR CLOSING
 (Due 11:00 a.m. unless otherwise specified)
JULY 2005

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 1. JVs to Accounting - Bank debit and credit memo 2. FMIS-Accounts Receivable - Finalize all in-process invoices - SA invoices by 11:00 am - D & S invoices by 5:30 pm 3. Unrecorded direct bank deposits to eDeposits by 12:00 pm 4. Interest earned on UHGA account by Treasury 1st working day FY 2006 funds may be committed/expended	2
4 H O L I D A Y (INDEPENDENCE DAY)	5 BEGIN YEAR END PRODUCTION as soon as Central offices give ok Central Offices to verify that system is ready to close - Correct errors - Clear SUSPENSE FY2006 Non-BU07 Payday (to be recorded on 7/09)	6 Monthend processing & reports Quarterend processing & reports	7 J U N E 3 0 R E P O R T S receive, reconcile and distribute C L O S E 1 2 T H M O N T H AND TRANSFER BALANCES TO NEW YEAR RECORDS B U D G E T & E N C U M B R A N C E S TRANSACTIONS GENERATED	8 J U N E 3 0 R E P O R T S receive, reconcile and distribute C O N T Y R E N D C O N V E R S I O N S JVs to PFMO a. New Installmt Contracts Payable b. Library Books - incr/decr JVs by Treasury - Accrued Interest Receivable for UH managed funds JVs by Accounting a. Accrued Interest Payable b. Accrued Interest Receivable for non-UH managed funds	9 Record System Gen Accruals - Redistribution of Accrued Interest Receivable from pool account to various programs - Reversal of prior year accruals FY2006: (Before open to depts) - Reverse p/r enc recorded on 6/15 BEFORE recording of 7/5 p/r - Record payroll paid on 7/5
11 Record System Gen Accruals - Accrued Payroll per 7/5 tape: a. Lag p/r to 6/30 b. After-the-fact lag p/r to 6/15 c. F1-F4 p/r to 6/15 - Liquidate system generated payroll enc recorded on 6/16 - Accrued Vacation (Rpt FHAR031) - ARS Allow for doubtful accts EMIS FY2006 to OPEN - Notification will be sent by email when the system is ready FY2006: - FIRST CHECK RUN	12 Record System Gen Accruals - Non-imposed fringe benefits for p/r pd during FY2005 (part1) FY2006: - CBYR955 LOC reversal - Record payroll pd on 7/15 FY2006 Record p/r paid on 7/15	13 1. JVs to Accounting a. Accts Receivable (Non-ARS) b. Allowance for D/A (Non-ARS) c. Deferred Revenues d. Deferred/Prepaid Expenses e. Supplies Inventory and Work-in-Progress Adj 2. Accts Payable to Disbursing	14 Record System Gen Accruals - Accrued Payroll per 7/15 tape for F5 p/r to 6/30	15 FY 2006 BU07 Payday (to be recorded 7/12)	16
18 Record System Gen Accruals - Reclass Cash Advance as A/R - FFX Depreciation FY2006 Record p/r paid on 7/20	19 Record System Gen Accruals - Accrued Payroll per 7/20 tape a. After-the-fact lag p/r to 6/30 b. F1-F4 p/r to 6/30 - Non-imposed fringe benefits for accrued payroll (part2)	20 Record System Gen Accruals - Generate overhead on accruals - Generate revenue recognition - Reclass negative ORS A/R as Advance from Sponsors Generate after ORS accruals -Non-Exch Exp/Rev Deferral -Internal Svc adj FY2006 Non-BU07 Payday	21 Record System Gen Accruals -Capital Proj Rev reclass -Non-Exch OH/Inc reclass Record System Gen Accruals -Non-Exch Exp/Rev Deferral -Internal Svc adj	22 C L O S E F Y 2 0 0 5 G E N E R A T E A C C R U A L R E P O R T S	23
25	26	27	28 FY2006 Record p/r paid on 7/29	29 FY2006 BU07 Payday	30