

UNIVERSITY OF HAWAII

Vice President for Budget and Finance

August 3, 2006

Business Affairs Circular 2006-05

MEMORANDUM TO: Chancellors, Deans, Directors, Systemwide Administrators and Fiscal Officers

FROM: Howard Todo 
Vice President for Budget and Finance and Chief Financial Officer

SUBJECT: **Cut-off Dates for the Quarters Ending September 30, 2006, December 31, 2006 and March 31, 2007.**

DOCUMENT	Central Processing Office	Time	Cut-off Dates for Quarters Ending		
			09/30/06	12/31/06	03/31/07
<u>ENCUMBRANCES:</u>					
1. Purchase Orders-Amts within FO authority					
- ePurchasing	OPRPM	5:30 p.m.	09/29/06	12/29/06	03/30/07
- FMIS Purchasing - POCF's only	OPRPM	5:30 p.m.	09/29/06	12/29/06	03/30/07
- Hard Copy	Disbursing	11:00 a.m.	09/15/06	12/15/06	03/16/07
2. ePurchasing POs exceeding FO's authority	OPRPM	11:00 a.m.	09/08/06	12/01/06	03/09/07
3. Contracts & Contract Modifications Amounts exceeding FO's authority	OPRPM	11:00 a.m.	08/31/06	11/17/06	02/23/07
4. Miscellaneous Encumbrances	Disbursing	11:00 a.m.	09/15/06	12/15/06	03/16/07
<u>PAYMENTS:</u>					
1. Encumbered Payments(includes PO,eAFP,Contracts)	Disbursing	11:00 a.m.	09/15/06	12/15/06	03/16/07
2. Direct Payments (Refund of Revenues, Imprest/Petty Cash Reimb, etc.)	Disbursing	11:00 a.m.	09/15/06	12/15/06	03/16/07
3. Travel Completions	Disbursing	11:00 a.m.	09/15/06	12/15/06	03/16/07
4. DCS Payments	Disbursing	5:30 p.m.	09/29/06	12/29/06	03/30/07
<u>eDEPOSITS:</u>					
1. State Funds (G & B)	Treasury	5:30 p.m.	09/22/06	12/22/06	03/23/07
2. University Held Funds (A, F, P, R & S)	Treasury	5:30 p.m.	09/29/06	12/29/06	03/30/07
<u>JOURNAL VOUCHERS:</u>					
1. On-Line (Screen 81) - Yellow hard copy to GALC	General Acctg	11:00 a.m.	09/27/06	12/27/06	03/28/07
2. Manual	General Acctg	11:00 a.m.	09/25/06	12/26/06	03/27/07
3. University Funds ORS accounts	ORS	11:00 a.m.	09/15/06	12/15/06	03/16/07
<u>ELECTRONIC FEEDS:</u>					
(Banner, Bookstore, Bursar, Financial Aid, Student Refunds, RCUH, Telecom)	Various	3:00 p.m.	09/29/06	12/29/06	03/30/07
QUARTER END CLOSES; ON-LINE ENTRIES MUST BE COMPLETED BY			09/29/06 5:30 p.m.	12/29/06 5:30 p.m.	03/30/07 5:30 p.m.
DISTRIBUTION OF COMPUTER REPORTS			10/04/06	01/04/07	04/03/07