

# UNIVERSITY OF HAWAII

Vice President for Budget and Finance  
Chief Financial Officer

August 8, 2007

Business Affairs Circular 2007-08

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

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

SUBJECT: **Cut-off Dates for the Quarters Ending September 30, 2007, December 31, 2007 and March 31, 2008.**

DOCUMENT	Central Processing Office	Time	Cut-off Dates for Quarters Ending		
			09/30/07	12/31/07	03/31/08
<b><u>ENCUMBRANCES:</u></b>					
1. Purchase Orders-Amts within FO authority					
- ePurchasing	OPRPM	5:30 p.m.	09/28/07	12/31/07	03/31/08
- FMIS Purchasing - POCF's only	OPRPM	5:30 p.m.	09/28/07	12/31/07	03/31/08
- Hard Copy	Disbursing	11:00 a.m.	09/14/07	12/14/07	03/14/08
2. ePurchasing POs exceeding FO's authority	OPRPM	11:00 a.m.	09/07/07	12/03/07	03/07/08
3. Contracts & Contract Modifications Amounts exceeding FO's authority	OPRPM	11:00 a.m.	08/31/07	11/16/07	02/28/08
4. Miscellaneous Encumbrances	Disbursing	11:00 a.m.	09/14/07	12/14/07	03/14/08
<b><u>PAYMENTS:</u></b>					
1. Encumbered Payments(includes PO,eAFP,Contracts)	Disbursing	11:00 a.m.	09/14/07	12/14/07	03/14/08
2. Direct Payments (Refund of Revenues, Imprest/Petty Cash Reimb, etc.)	Disbursing	11:00 a.m.	09/14/07	12/14/07	03/14/08
3. Travel Completions	Disbursing	11:00 a.m.	09/14/07	12/14/07	03/14/08
4. DCS Payments	Disbursing	5:30 p.m.	09/28/07	12/31/07	03/31/08
<b><u>eDEPOSITS:</u></b>					
1. State Funds (G & B)	Treasury	5:30 p.m.	09/21/07	12/21/07	03/21/08
2. University Held Funds (A, F, P, R & S)	Treasury	5:30 p.m.	09/28/07	12/31/07	03/31/08
<b><u>JOURNAL VOUCHERS:</u></b>					
1. On-Line (Screen 81) - Yellow hard copy to GALC	General Acctg	11:00 a.m.	09/25/07	12/26/07	03/26/08
2. Manual	General Acctg	11:00 a.m.	09/21/07	12/21/07	03/21/08
3. University Funds ORS accounts	ORS	11:00 a.m.	09/14/07	12/14/07	03/14/08
<b><u>ELECTRONIC FEEDS:</u></b>					
(Banner, Bookstore, RCUH Telecom)	Various	3:00 p.m.	09/28/07	12/31/07	03/31/08
<b>QUARTER END CLOSES; ON-LINE ENTRIES MUST BE COMPLETED BY</b>			09/28/07 5:30 p.m.	12/31/07 5:30 p.m.	03/31/08 5:30 p.m.
<b>DISTRIBUTION OF COMPUTER REPORTS</b>			10/03/07	01/04/08	04/03/08