



UNIVERSITY OF HAWAII

Vice President for Budget and Finance and Chief Financial Officer

Business Affairs Circular No. 2006-03

April 4, 2006

MEMORANDUM

TO: Chancellors and Systemwide Administrators

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

SUBJECT: **PROCEDURES TO CLOSE THE FISCAL YEAR ENDING JUNE 30, 2006**

The attached ***Schedule of Cut-Off Dates*** and ***calendars for June and July 2006*** provide the procedures for closing the University's 2006 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, 2006.

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 2006 funds. The June 16-30 payroll shall be accrued (**not encumbered**) with FY 2006 funds, and paid with FY 2007 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 16th and all other funds is June 29th. Screen 80, which allows users to create new on-line JVs will be disabled June 28th at 6:30 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 2007 (if applicable).
- The last DCS check shall be cut on June 30th.
- The last FMIS check run will be on June 29th.
- June 30 reports are expected for pagecenter viewing/distribution on July 7th after 12:00 p.m.
- Accrual basis transactions are due on July 14th.
- On-line access to FMIS for FY2006 will end on July 3rd . Specific sub-systems such as DCS and EPurchasing 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 FY2007 will begin on July 11th.
- P-Card use deadline is June 14th. FY2006 P-Card charges which are NOT posted to PVSNet by 06/30/06 must be recorded as Accounts Payable by FOs.
- Funds for fiscal year 2007 must not be encumbered or expended prior to July 1, 2006.

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

Attachments

c: Fiscal Officers
Russell Miyake

UNIVERSITY OF HAWAII
SCHEDULE OF CUT-OFF DATES
FOR THE FISCAL YEAR ENDING JUNE 30, 2006

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.	04/03/06	Note: Deadline for construction related projects: 12/31/06
- For sole source purchases	OPRPM	4:30 p.m.	04/13/06	
- For exempt purchases	OPRPM	4:30 p.m.	05/01/06	Includes PO's for short term leases
- Contract modifications (including renewals)	OPRPM	4:30 p.m.	05/01/06	
2. Interdepartmental Orders (IDO) exceeding FO authority	OPRPM	4:30 p.m.	05/12/06	
3. For amounts within FO authority				
- General Funds				
-- ePurchasing POs, AFPs , IDOs	FMIS	11:00 a.m.	06/19/06	(Note: eAFP's w/GL & Revenue subcodes are not encumbered.
-- Hard copy POs	Disbursing	11:00 a.m.	06/19/06	
- Non General Funds				
-- ePurchasing POs, AFPs, IDOs	FMIS	11:00 a.m.	06/30/06	(Note: eAFP's w/GL & Revenue subcodes are not encumbered.
-- Hard Copy POs	Disbursing	11:00 a.m.	06/29/06	
4. Payroll Miscellaneous Encumbrances	Disbursing	11:00 a.m.	06/14/06	Payroll encumbrance for vacation, overtime, night differential premium and other payroll items for the pay period thru 06/15/06
5. Non Payroll Miscellaneous Encumbrances	Disbursing	11:00 a.m.	06/20/06	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.	06/15/06	See Administrative Procedures A8.873
2. General Funds				
- PO and AFP payments	Disbursing	11:00 a.m.	06/19/06	Includes ePurchasing & hard copy PO & AFP payments
- Direct payments, Imprest/Petty Cash Reimbursements	Disbursing	11:00 a.m.	06/19/06	
- Travel Completion Report (TCR) and Adjustments	Disbursing	11:00 a.m.	06/19/06	Travel made in FY2006. NOTE: Treasury deadline for deposits affects TCR recordation.
- Bookstore, Outreach & Student Housing electronic feeds	Disbursing	11:00 a.m.	06/19/06	Electronic feeds (trans type 04x).
- Departmental Checking, including ePurchasing DCS	FMIS	4:30 p.m.	06/19/06	Must print checks and enter all Voids
3. Non General Funds				
- PO and AFP payments	Disbursing	11:00 a.m.	06/20/06	Includes ePurchasing & hard copy PO & AFP payments
- Direct payments, Imprest/Petty Cash Reimbursements	Disbursing	11:00 a.m.	06/20/06	
- Travel Completion Report (TCR) and Adjustments	Disbursing	11:00 a.m.	06/20/06	Travel made in FY2006. Treasury deadline for deposits affects TCR recordation.
- Bookstore, Outreach & Student Housing electronic feeds	Disbursing	11:00 a.m.	06/30/06	Electronic feeds (trans type 04x).
- Departmental Checking, including ePurchasing DCS	FMIS	4:30 p.m.	06/30/06	Must print checks and enter all Voids
- Student Refunds - Banner electronic feed	FMIS	5:00 p.m.	06/29/06	
4. P-Card Use/Charges	OPRPM	4:30 p.m.	06/14/06	P-card transactions posted to PVSNet between 06/15/06-06/30/06 will be recorded as Accts Payable by System; FOs must review transactions for proper account coding.

UNIVERSITY OF HAWAII
SCHEDULE OF CUT-OFF DATES
FOR THE FISCAL YEAR ENDING JUNE 30, 2006

3/31/2006

DUE IN CENTRAL PROCESSING OFFICE / SYSTEM

DOCUMENT

Office/Sys Time Date Comments

DOCUMENT	Office/Sys	Time	Date	Comments
DEPOSITS				
1. Receipts to reimburse expenditures (REX) charged to appropriated General fund accts (G 011-317 F)	eDeposits	3:30 p.m.	06/21/06	REX receipts received after 06/21/06 are deposited into G-000 acct.
2. Other receipts	eDeposits	3:30 p.m.	06/30/06	
3. Receipts for unrecorded direct bank deposits	eDeposits	12:00 p.m.	07/03/06	Receipts for deposits made directly to BOH as of 06/30/06 by community colleges, Aquarium, etc.
JOURNAL ENTRIES				
1. General fund JVs (manual, electronic feeds and on-line)				
- Expenditure transfers to Tuition Fee (TFSF)	GALC	11:00 a.m.	06/09/06	Adjustments/distributions between General (G) and
- Expenditures incurred thru May	GALC/ORS/PFMO	11:00 a.m.	06/09/06	a. Other General fund appropriations
- Expenditures incurred in June	GALC/ORS/PFMO	11:00 a.m.	06/16/06	b. Other sources of funds (F,P,R,S)
2. Other non-General fund JVs				
-manual	GALC/PFMO	11:00 a.m.	06/22/06	Adjustments to correct object symbol, etc.
-Fast Track hard copy	ORS/PFMO	11:00 a.m.	06/28/06	Fast Track disabled by 6/29/06 4:00 pm
-on-line JV creation	FMIS	6:30 p.m.	06/28/06	Screen 80 will be disabled by 6:30 pm
-on-line approvals	FMIS	11:00 a.m.	06/29/06	JVs must be on Status: Pending apro-GALC/ORS/PFMO
3. -Reclass of RCUH advances (7232) to proper expense cod				
- Expenditures incurred thru May	GALC/PFMO	11:00 a.m.	06/09/06	
- Expenditures incurred in June	GALC/PFMO	11:00 a.m.	06/28/06	
4. Electronic feeds excluding Banner	FMIS	11:00 a.m.	06/30/06	
Banner electronic feed	FMIS	2:00 p.m.	07/01/06	
5. Bank debit and credit memos	GALC	4:30 p.m.	07/03/06	
6. Accounts Receivable System (ARS)				
- Dishonored checks 'D'	FMIS-ARS	5:30 p.m.	07/03/06	Invoices must be dated no later than 06/30/06.
- Salary overpayments 'SA'	FMIS-ARS	11:00 a.m.	07/03/06	Complete & finalize invoice document initiated by Treasury
- Customer invoices 'S'	FMIS-ARS	5:30 p.m.	07/03/06	Complete & finalize invoice document initiated by Payroll Finalize all in-process ARS invoices
EQUIPMENT				
1. EQUIPMENT	PFMO	11:00 a.m.	06/09/06	Additions, deletions & changes; including fabrication in progress.
INSTALLMENT CONTRACTS PAYABLE				
2. INSTALLMENT CONTRACTS PAYABLE	PFMO	11:00 a.m.	06/22/06	Adjustments between principal and interest.
			07/07/06	Recording of new installment contracts.
LIBRARY BOOKS				
3. LIBRARY BOOKS	PFMO	11:00 a.m.	07/12/06	Increase/decrease
ACCOUNTS PAYABLE				
4. ACCOUNTS PAYABLE	Disbursing	11:00 a.m.	07/14/06	Listing of pymts to be processed in FY06-07 for goods/services rec'd on or before 6/30/06. Include commission & royalties payable and RCUH charges, including RCUH project# if applicable. (See Admin Proced A8.866)
ACCOUNTS RECEIVABLE - JVs only				
5. ACCOUNTS RECEIVABLE - JVs only	GALC	11:00 a.m.	07/14/06	To record Non-ARS revenues/REX receivables, & Non-ARS allowance for doubtful accts.
INVENTORY - MERCHANDISE/SUPPLIES				
6. INVENTORY - MERCHANDISE/SUPPLIES	GALC	11:00 a.m.	07/14/06	Includes merchandise in transit & work in process
OTHER ACCRUALS - JVs				
7. OTHER ACCRUALS - JVs	GALC	11:00 a.m.	07/14/06	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 2006

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8	9
1. PNF, G2, W/C, TDB Due at Payroll by 4:00 pm Submit enc deletion (if applic) (Non-lag p/r for paydate 06/30 & Lag p/r for paydate 7/5)				1. JVs to GALC/ORS/PFMO to adj G-Fund - Transfers to Tuition Fee Spec Fund - Expenditures incurred thru May - RCUH 7232 advance reclass(thru May) 2. Equipment additions, deletions & changes to PFMO
12	13	14	15	16
HOLIDAY (KAMEHAMEHA DAY)	1. PNF for new hires Due at Payroll by 4:00 pm (Non-lag p/r for paydate 6/30 & Lag p/r for paydate 7/5) Record BU07 payroll paid on 6/15	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	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)	1. All JVs affecting General funds - Manual - Electronic Feeds - ON-LINE JVs 2. ENCUMB by OPRPM (All Funds) a. Formal contracts & agmts b. Purchase orders requiring issuance by OPRPM 3. Sys generated PAYROLL ENC via GALC 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
19	20	21	22	23
1. Encumbrances for amts within FO authority authority using General Funds: - ePurchasing PO's, AFP's, IDO's - Hard copy PO's 2. PAYMENTS using General Funds: - PO and AFP payments - Direct pymts, Imprest/Petty Cash Reimb - Travel Completion Report & Adjmts - Bkstore, Outreach & Student Hsg feeds - Dept Checking, includes ePurch DCS 3. INDIVIDUAL TIME SHEETS (D55) for hourly employees (F6N,F6O) Submit enc deletions (if applic) (Lag p/r for paydate 7/5) Record sys gen ATF Payroll encumb	1. NON-PAYROLL MISC ENC to Disb 2. PAYMENTS using Non General Funds: - PO and AFP payments - Direct pymts, Imprest/Petty Cash Reimb - Travel Completion Report and Adjmts Record sys gen SCOPIS Payroll encumb	1. Record eDeposits by 3:30 pm - REX to G funds	1. Fast Track hard copy JVs to ORS/PFMO - To correct object code errors, etc. 1. Other JVs to GALC/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	
26	27	28	29	30
	Record BU07 payroll paid on 6/30	1. ON-LINE JVs for non-General funds Screen 80 disabled at 6:30 pm 2. JVs to reclass RCUH advances to proper expense code	1. ON-LINE JVs for non-General funds Pending aprov-GALC/ORS/PFMO 2. Encumbrances for amts within FO authority - Non General Funds: - Hard copy POs 3. June 30th Scan Sheet to Payroll for payment 7/15 or 7/20 4. Student Refunds - Banner feed by 5:00	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 - Dept'l Checking, incl ePurchasing DCS 4. Last check run for FY2006

**SCHEDULE FOR FISCAL YEAR CLOSING
(Due 11:00 a.m. unless otherwise specified)
JULY 2006**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1
3 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 2007 funds may be committed/expended	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 FY2007 Non-BU07 Payday (to be recorded on 7/10)	6 Monthend processing & reports Quarterend processing & reports	7 JVs to PFMO a. New Installmt Contracts Payable JUNE 30 REPORTS reconcile and distribute as applicable JVs by Treasury - Accrued Interest Receivable for UH managed funds Close 12th month and transfer balances to new year records Budget & encumb trans generated	8 Continue YR End conversion JUNE 30 REPORTS recon and distrib as applicable JVs by Accounting a. Accrued Interest Payable b. Accrued Interest Receivable for non-UH managed funds
10 Record System Gen Accruals - Redistribution of Accrued Interest Receivable from pool account to various programs - Reversal of prior year accruals FY2007: (Before open to depts) - Reverse p/r enc recorded on 6/19 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 6/19 - Accrued Vac (Rpt FHAR031) - ARS Allow for doubtful accts FMIS FY2007 to OPEN - Notification will be sent by email when the system is ready - FIRST CHECK RUN	12 Record System Gen Accruals - Non-imposed fringe benefits for p/r pd during FY2006 (part1) JVs to PFMO - Library Books - incr/decr FY2007: - CBYR955 LOC reversal - Record payroll pd on 7/14	13 Record System Gen Accruals - Accrued Payroll per 7/14 tape for F5 p/r to 6/30	14 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 FY 2007 BU07 Payday (to be recorded 7/12)	15
17	18 Record System Gen Accruals - Reclass Cash Advance as A/R - FFX Depreciation FY2007 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 FY2007 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 6 G E N E R A T E A C C R U A L R E P O R T S
24	25	26	27	28 FY2007 Record p/r paid on 7/30	29
31 FY2007 BU07 Payday					