



TO: Deans and Department Heads  
FROM: Interim Controller  
DATE: March 28, 2016  
SUBJECT: Fiscal Year-End Closing 2015/16

The process of closing the books for fiscal year 2016 has begun. Key closing dates and important deadlines are outlined below. Please take special notice of the information contained in this document, and share it with your staff and others that you deem appropriate. If you have any questions or need further information, please do not hesitate to contact the Controller's Office at 7-5850.

### **Salary Adjustments and Cost Transfers**

Departments should begin reviewing their budget statement reports, including payroll expenditures, operating expenditures and open commitments by accessing Banner Self Service or Cognos reports. Review of detail payroll information is available via e-print reports, such as the Cognos Labor report. Access request forms are located on the Controller's Main page [http://www.iit.edu/policy\\_procedures/forms-page.shtml](http://www.iit.edu/policy_procedures/forms-page.shtml).

All payroll reallocations or transfers prior to May 2016 are due to the Controller's Office no later than 12 pm on May 27<sup>th</sup>. May payroll reallocations or transfers are due to the Controller's Office no later than 12 pm on June 6<sup>th</sup>. Please send non-grant reallocation or transfer requests to Allison Baldwin and grant reallocation or transfer requests to the Grant Accountant assigned to your department.

Please remember that Students and Temporary employee PA forms are required for the new fiscal year. The current assignments will end on May 31<sup>st</sup>.

Non-salary cost transfers are due to the Controller's Office by 5 pm on June 20<sup>th</sup>. All grant cost transfers must follow Cost Transfer policy located on the Grants and Contracts website at [http://www.iit.edu/policy\\_procedures/grant\\_contract/gca\\_policy\\_and\\_procedures.pdf](http://www.iit.edu/policy_procedures/grant_contract/gca_policy_and_procedures.pdf).

### **Purchase Orders, Invoices and Procurement Card**

**Purchases that are not critical to the completion of fiscal year 2016 operations will be delayed until fiscal year 2017.** All fiscal year 2016 requisitions/purchase orders received, after April 15, 2016, will be reviewed and approved if the good or service needed to complete a project or task started before May 1, 2016. All other requests will be delayed until fiscal year 2017. Requisitions deemed to be fiscal year 2017 activity will be deleted from the system. Departments will be required to reenter the requisition in Banner.

Purchases initiated in fiscal year 2016 will be applied to fiscal year 2016 budgets only to the extent that **deliveries of goods and services have** been received by May 31<sup>st</sup>. Deliveries and services received **after** May 31, 2016 will be charged to fiscal year 2017 budgets. All purchase orders will roll forward to the fiscal year 2017. If the good has been received or the service rendered and the purchase order has a remaining balance, please contact Purchasing to close the purchase order. Please review all open purchase orders older than one fiscal year to ensure the purchase order is still valid. Please contact Purchasing to close old purchase orders that are no longer valid.

Requisitioning for items to be delivered in fiscal year 2017 can begin June 1, 2016. If an order is necessary prior to that date, contact Purchasing for assistance.

If a requisition/purchase order covers a service that is delivered both in fiscal year 2016 and fiscal year 2017 (for instance a software license) then the entire amount needs to be entirely charged to the

appropriate expense account. Purchasing and General Accounting will reallocate the fiscal year 2017 portion to prepaid expense.

Invoices for fiscal year 2016 purchases must be received by Accounts Payable for processing no later than 12 pm on June 11<sup>th</sup>. If an invoice is not received by June 11<sup>th</sup> for any goods and/or services provided before May 31<sup>st</sup>, contact the Accounts Payable department by June 20<sup>th</sup> to accrue the expenditure to the fiscal year 2016 budget. Invoices for deposits on goods and/or services provided after May 31<sup>st</sup>, will be applied to fiscal year 2017 budgets.

Reminder that all invoices received before May 31<sup>st</sup> for goods or services rendered after May 31<sup>st</sup> will be placed into a prepaid account in fiscal year 2016 and expensed in fiscal year 2017. A prepaid account enables the university to pay the invoice but not apply the payment to an expense account until the new fiscal year begins.

Procurement card purchases may be made through May 31<sup>st</sup>, but must only be made for goods and services as allowed under the procurement card policy. Remember that charges made using procurement cards do not encumber funds and, if not tracked closely, can lead to overspent budgets.

### **Checks received**

All checks received in May 2016 are to be deposited upon receipt. Checks postmarked prior to May 31<sup>st</sup> but received after May 31<sup>st</sup> must arrive in the Controller's Office by June 10<sup>th</sup> to be recorded in Fiscal 2016. Checks postmarked after May 31<sup>st</sup> for items not billed in fiscal year 2016 will be applied in fiscal year 2017.

### **Important Dates Summary**

<u>Action</u>	<u>Deadline</u>
P-Card Charges	May 31, 2016
Payroll reallocation or transfers	
• Prior to May 2016	May 27, 2016 – 12:00pm
• May 2016	June 6, 2016 – 12:00pm
Accounts Payable	
• Payment of Invoices	June 11, 2016 – 12:00pm
• Accrual of Invoices	June 20, 2016 – 5:00pm
Non-Salary Cost Transfers	June 20, 2016 – 5:00pm
Checks for Payments	
• Deposit in 2016	May 31, 2016 – 3:00pm
• Accrued in 2016	June 20, 2016 – 5:00pm

Preliminary May 2016 reports will be available June 16, 2016.