



Accounting and Business Support
3100 Marine Street
579 UCB
Boulder, Colorado 80309-0579

MEMORANDUM

To: Departmental Administrators and Staff with fiscal responsibilities

From: Laura Ragin, Campus Controller and Director of Accounting and Business Support

Date: May 31, 2013

Subject: Fiscal Year-End Close Significant Dates, Checklist, and Accounting Tasks for Departments

Please distribute this memo to faculty and staff who are responsible for administering fiscal activity, also available [online](#).

Two Year-end Closing Town Hall meetings are scheduled for:

- Wednesday June 5, 10:00 – 11:30, Eaton Humanities Building room 150 and
- Wednesday June 5, 1:30 to 3:00, Eaton Humanities Building room 150

The purpose of these meetings is to provide an overview of the year-end process and what you must do to make it successful. Learn what is new this year and get your questions answered. Representatives from ABS, the PSC, and Employee Services will cover a full range of topics. Register by email to abstraining@colorado.edu and indicate the a.m. or p.m. session. **Please print and bring pages 1-12 of this memo to the meeting.** You may also wish to print and bring the FYE 2013 InfoPacket from the OUC and PSC (see item #4 below).

June 30, 2013 is the end of our fiscal year and all transactions related to FY13 must be recorded as June business. In order to facilitate this requirement, the Finance System general ledger for June is held open for departmental entry until **Tuesday, July 16** to allow time for processing all FY13 transactions.

Use this material to help you plan and carry out your year-end accounting activities. Contact your Area Accountant with any questions you have about the year-end process. I want to thank you for your effort and hard work throughout the year. Your assistance with year-end helps ensure that our annual report is accurate and complete. We could not do this without your help, which is *always* valued and appreciated!

The following year-end resources will help you through the 2013 close.

1. Significant Dates – Deadlines for specific tasks. Please arrange your schedules to make sure that the items that relate to your operations are completed by the deadlines. *Starts on page 5.*
2. Checklist – A quick checklist of accounting tasks departments must consider for a successful close. *Starts on page 11.*
3. Accounting Tasks Explained – Describes in greater detail the tasks listed in the Significant Dates and the Checklist sections of this memo. *Starts on page 13.*

4. FYE 2013 InfoPacket for Departments is put together by the PSC and OUC and is redesigned for FY13. It is comprised of four separate but related sets of instructions that explain how the various purchasing and payables activities are treated at year-end:
 - [Ensuring Posting and Payment in FY 2013](#)
 - [Ensuring Accrual to FY 2013: Forms, PVs, and POs](#)
 - [Ensuring Accrual to FY 2013: Travel Reconciliation and Procurement Card](#)
 - [Expense and Accrual Transactions on Your Financial Statements](#)
5. ABS website has a page devoted to [Fiscal Year-End 2013](#) where you can find information to use for the year-end close, including this Year-End Memo and *FYE InfoPacket* mentioned above.
6. ABS Area Accountants can answer your year-end questions and are always available for expert assistance and consultation.

VCAA (non-A&S units)	Jenny Shao	492-2429	jenny.shao@colorado.edu
Chancellor	Liz Spencer	492-1071	elizabeth.a.spencer@colorado.edu
VC Research & Grad School	Liz Spencer	492-1071	elizabeth.a.spencer@colorado.edu
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VCA	Leila McCamey	492-0794	leila.mccamey@colorado.edu
Senior VC	Leila McCamey	492-0794	leila.mccamey@colorado.edu
VC ODECE	Rebekah Martino	492-5582	rebekah.martino@colorado.edu
VCAA (A&S units)	Rebekah Martino	492-5582	rebekah.martino@colorado.edu

Acronyms and abbreviations that may appear in this document

ABS Accounting & Business Support	ISC Internal Service Center
AP Accounts Payable	ISIS Integrated Student Information System
BJE Budget Journal Entry	JE Journal Entry
CIW Central Information Warehouse	OCM Office of Cash Management
CONCUR Concur Travel & Expense System	OUC Office of University Controller
EOM End of Month	PBS Payroll and Benefit Services (now ES)
EOY End of Year	P-CARD Procurement Card
ES Employee Services (was PBS)	PET Payroll Expense Transfer
FIN PeopleSoft Finance System	PO Purchase Order
FOPPS Fund/Organization/Program/Project/Subclass combination (what a SpeedType points to)	PPE Pay Period End Date
F&A Facilities & Administrative costs on sponsored projects	PS PeopleSoft Finance System
FY Fiscal Year	PSC Procurement Service Center
GL General Ledger	PV Payment Voucher
HRMS Human Resources Management System	SPA Sponsored Projects Accounting
IN Interdepartmental order and invoice	SPO Standing Purchase Order
	ST SpeedType

Highlights & Reminders for FY13

1. The June biweekly payroll for the pay period ending June 22 will be fully accrued to FY13. The biweekly payroll for the June 23 – July 6 pay period will be fully expensed to FY14.
2. Plan to get your **sponsored project** (Fund 30/31) and **gift** (Fund 34) JEs created and departmentally approved before the following SPA/Gift Approver JE deadlines in order to give SPA and ABS enough time to review them for approval. See [SPA JE info](#) for how to prepare the JE.

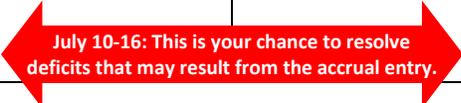
Restricted Funds 30, 31, & 34 Journal Entry Deadlines		
Wed	June 26 6:00 pm	For 1st preliminary close
Wed	July 10 12:00 noon	For 2nd preliminary close
Tue	July 16 6:00 pm	For final close

Things to keep in mind about journals that require SPA & ABS approval:

- Journals must have *departmental approval* by these deadlines in order to qualify as having met the deadline. All journals need departmental approval before ABS or SPA can review the journal for approval. Journals without departmental approval will be delayed and may not make the cutoff.
 - These deadlines are firm. The departmental approval date serves as a timestamp. If you miss a deadline and it is critical that the journal gets in before the close, call and discuss with ABS for gift journals ([Liz Spencer](#), 492-1071) or SPA for sponsored project journals ([Brendon Johnson](#), 492-2620 or [Linda Johnson](#), 735-6678. Brendon is the primary point of contact for SPA approvals on special requests or unusual circumstances and Linda will provide backup to Brendon during FYE 2013).
 - Put Fund 30/31 and Fund 34 entries on journals by themselves, separate from the other Funds and from each other. This way, journals for other Funds can post quicker and will not be delayed for the Fund 3x extra approval step.
3. PETs for FY13 must be created and approved by departments by **6:00 pm, Tuesday, July 9, 2013**—two days before the 2nd preliminary close for all Funds. No more FY13 PETs after this deadline.
 4. Let your departmental approver know when you create a journal so that it is approved before a deadline hits. As year-end nears, do not leave a journal sitting there that the approver is either not aware of or is not available to approve before the deadline. The faster that JEs are approved, the less work piles up—and anything that needs further investigation or documentation will have more time for completion.
 5. There is only one Gift Fund calculation and wire transfer for linked accounts scheduled for July at the end of that month because cash is rolled forward until the 3rd and final year-end close.
 6. The [Internal Service Center \(ISC – Fund 28\) rate sheet](#) combines the ISC rate sheet and auxiliary budget template. This allows you to determine the rates charged to internal and external customers in compliance with Federal regulations while simultaneously creating an initial budget for upload into the Finance System. FY14 rate sheets are due to ABS by **June 30, 2013**.
 7. Summer Session 2013 transactions require using the Summer Session program 28889 for Summer Odd. Because Summer Session overlaps fiscal years, the Summer Session program helps you track your summer activity for the calendar year summer. The summer program numbers are the same for all departments, but the SpeedTypes vary. The [2013 Summer Session Payment Memo](#) is available online.
 8. Most PSC forms and documentation can be scanned and sent by email or faxed for faster delivery. Campus mail addressed to the PSC and deposited by 1:00 pm in the following location will be picked up and delivered the same day per Mail Services: Regent Hall mail slot labeled “Denver” on Regent Hall’s lowest level across from room 1B75.
 9. [Payroll and Benefit Services \(PBS\)](#) is now Employee Services.

Highlights & Reminders for FY13

10. PSC and OUC year-end payment and accrual processes are thoroughly explained in the [FYE InfoPacket](#) which is now composed of four separate but related sets of instructions, listed below. The InfoPacket material is available in both HTML versions and in printable PDFs on the OUC website.
- [Ensuring Posting and Payment in FY 2013](#)
 - [Ensuring Accrual to FY 2013: Forms, PVs, and POs](#)
 - [Ensuring Accrual to FY 2013: Travel Reconciliation and Procurement Card](#)
 - [Expense and Accrual Transactions on Your Financial Statements](#)
11. As a reminder, all FY13 travel card transactions that miss the post/pay deadline but are in Concur by the accrual deadline will be accrued. This is the same as last year.
12. FY13 out-of-pocket expenses will accrue only if they are *assigned* to an expense report and *submitted* by the accrual deadline.
13. To ensure that FY13 travel card, employee reimbursements, cash advances, and procurement card transactions post to FY13, assign these expenses to an expense report, submitted and fully approved by their respective post/pay deadlines (**June 24, 5:00 pm** for travel/reimbursements and **June 26, 5:00 pm** for the procurement card). If you miss the *post/pay* deadlines **allocate** and **itemize** all remaining FY13 procurement card transactions and travel/reimbursements/advances to expense reports by the **5:00 pm July 8** Concur System *accrual* deadline. This causes the accrual to land in the FOPPS & account code designated on the expense report rather than default SpeedTypes and default account codes. Look for details in the *FYE InfoPacket*.

Timeline of significant events for Concur Travel & Expense System				
Mon	Wed	Mon	Wed	Tue
June 24	June 26	July 8	July 10	July 16
5:00 pm deadline for submitted and fully approved travel card, reimbursement, and cash advance expense reports to post and pay in FY13.	5:00 pm deadline for submitted and fully approved procurement card expense reports to post and pay in FY13.	5:00 pm deadline to allocate Concur Travel & Expense System accrual.	Concur Travel & Expense System accrual appears on financial reports today.	6:00 pm final department cutoff for FY13 journals.
				

Old unposted procurement card and travel card transactions are those more than 30 days old that are either unassigned to an expense report, assigned but unsubmitted, submitted but awaiting approval, or submitted but sent back to the cardholder. You can ask your [Area Accountant](#) for a report detailing unposted charges in your org so you know what needs attention. You can also have reports that show unposted charges automatically sent to you. There are three available reports: Unposted Procurement Card Aging, Unposted Travel Card Aging, and Unposted Cash Advance. The first two can come three ways: summary, department detail, or employee detail. Send your request to procurement.card@cu.edu with the following information: **(1)** Email address of report recipient(s). **(2)** Report name (e.g., Unposted Travel Card Aging – Dept Detail). **(3)** Org number. **(4)** Frequency (monthly or weekly). **(5)** Date of the month or day of the week.

14. One item of note on PSC processes, to keep FY13 business separate from FY14 business:
- Submit paper forms (Payment Authorization-PA, Study Subject Payment-SSP, Non-Employee Reimbursement-NR) for FY14 business *after July 3*.
 - Submit supplier (vendor) invoices for FY14 business *after July 3*.
 - Process PVs in Marketplace for FY14 business *after July 3*.
 - Do online receiving for POs received in FY14 *after July 3*.

Year-End Significant Dates

- Continuous thru year-end** Departments review their statements and correct errors as they are found. Your Area Accountant will contact you if errors are discovered through our review process.
- Make sure all clearing FOPPS are cleared for year-end and that all clearing and suspense accounts are cleared for year-end.
- Submit PSC paper forms often and early (NR, PA, SSP, and supplier invoices). Allow time for campus mail to get there in time. Remember, PSC deadlines are for documents in their possession, not in the mail. Best option: send electronically by email or fax.
- Journal date** – remember to watch the journal date very closely. If you are trying to post to June 2013 the journal date has to be 06/xx/2013. Any journal date of 07/xx/2013 will post to the July 2013 ledger (period 1 of FY2014). Beginning July 1, the journal date will default to a July date. **In order to post the transaction to June, you have to change the journal date. The recommended format is 06/30/2013.**
- During May** FY13 General Fund continuing budget journal entries are restricted. FY13 temporary budgets (all Funds) continue through the departmental year-end cutoff 6:00 pm July 16.
- FY14 period 1 (July 2013) budget ledger is open for continuing and temporary budget journal entries. These require a journal date of 07/xx/2013.
- Review your April reports and correct all the errors. Early correction reduces the deadline pressure throughout the close.
- Fri May 24** Last day to submit requests to ABS to inactivate FOPPS for May close. After that, FOPPS will not be inactivated until after the final June close.
- Last day in FY13 to submit requests to ABS to create new account codes.
- All requisitions using FY13 funds are due to the PSC.
- Tue Jun 4** Finance System close for May at 6:00 pm. ➡ **Do not create, validate, approve or post May journals after 6:00 pm.**
- Wed Jun 5** Attend one of the Year-End Closing Town Hall meetings:
- 10:00 – 11:30, Eaton Humanities Building room 150
 - 1:30 – 3:00, Eaton Humanities Building room 150
- Register by email to accounting@colorado.edu and bring a copy of this memo (at least pages 1-12). This is an opportunity to get your questions answered about the year-end process.
- Thu Jun 6** May reports available in Cognos after the CIW refresh is complete. Begin reviewing May reports to identify and correct errors. Clearing and suspense FOPPS must be cleared for year-end close. Remember, ABS and SPA will attend to the balance sheet transaction report for the general fund (10) and sponsored projects (30/31). It is important to correct all sponsored project errors in the year in which they occurred because:
- a. The Boulder campus [Cost Transfer Guidelines](#) state that corrections made within 30 days after the end of the month in which the error first appeared on your monthly statements are normally considered acceptable corrections of errors.
 - b. Our fringe benefit change date is July 1. If you make a correction after July 1 for errors on salary that was paid prior to July 1, a different fringe benefit rate is applied to the correction than was applied to the original entry. This should be avoided.
- Thu Jun 6** Begin daily email reminders from Laura Ragin, Campus Controller, about year-end tasks.

- Fri Jun 7 Last day to submit requests to change (add, delete or modify) allocation steps within existing groups for FY13. Contact [Maggie Young](#), 492-6375.
- Last day for the Student Employment Office to receive payroll expense transfer requests for hourly (account 407600) to work-study (account 407700). **Completion of this form does not guarantee that a transfer will occur. Hourly to work-study transfers are contingent upon availability of funds and student eligibility.** Complete the online Payroll Expense Transfer Request on the [Student Employment website](#). The Student Employment Office must receive payroll expense transfer requests by 4:30 pm. For more information, contact [Brenda Duran](#), 492-3548. No hourly to work-study transfer requests processed for the 6/8/13 or 6/22/13 pay periods.
- Mon Jun 10 ABS steps up monitoring of journals written but not posted and will notify departments to get these finalized and posted. Journal creators and approvers, please finalize journals for posting in a timely manner all the way through the final departmental June close.
- If you have a sponsored project (Fund 30/31) that has issued a subaward to another organization, then the work done by that organization through June 30 must be accrued for FY13. Contact those entities and ask them to furnish an invoice for the actual work or their best estimate for work done through June 30 in time to post to the Finance System for FY13. The deadline for the PSC to receive and accrue FY13 invoices is July 3. If not accrued through the PSC process, then enter a manual accrual. Please see *Accruals* in the Accounting Tasks on page 14.
- Thu Jun 13 5:00 pm cutoff for time collection for the June 8 biweekly payroll. This is a time of year when we see a high number of payroll suspense entries because funding distributions have not been updated for those persons on (or remaining on) payroll throughout the summer. Make sure funding distributions for all positions are correct and approved. Any transactions hitting payroll suspense will be cleared to the departmental payroll suspense FOPPS for departments to correct to the proper FOPPS via a PET. You can run the Summary Suspense Report prior to the cutoff to identify employees whose payroll funding distribution will cause their payroll to go to suspense. Please make the necessary corrections to the employee's record before the cutoff. Refer to the [HRMS Step-by-Step Guide](#) for instructions to Running HRMS Reports or call Employee Services at 303-860-4200 for assistance. Biweekly accrual transactions are available for correction via the PET panels (except those that involve work-study). For more: [PBS Procedures Guide - Suspense: What is It? What Causes It And How To Prevent It?](#)
- Fri Jun 14 12:00 noon deadline for CU Foundation to receive gift transfer requests \geq \$500,000 or to receive manual transfer request forms for FY13 in order to make the EOM 6/28 wire. Requests received after this cutoff will be processed as FY14 business. (Manual transfer forms are still needed to: liquidate an endowment or quasi-endowment; transfer CUF funds to a non- Fund 34; when the donor specifies certain signatures required for spending; or to correct errors in deposits.)
- Tue Jun 18 5:00 pm cutoff for time collection entries for June monthly pay period. Run the HRMS Suspense Report prior to the cutoff to identify employees whose payroll funding distribution will cause their payroll to go to suspense. Please make any necessary corrections to the employee's record before the cutoff. See the June 13 biweekly payroll entry above for additional payroll suspense information.
- HR Production down this coming Thursday, June 20. Plan ahead in order to finish any needed work in HRMS.
- Wed Jun 19 Last day for the Student Employment Office to receive payroll expense transfer requests to move the employer share of work-study earnings (account 407700) from one FOPPS to another. Complete the online Suspense Transfer Request form on the [Student Employment website](#). **Completion of this form does not guarantee that a transfer will occur. Transfers will be contingent upon availability of the system.** Payroll expense transfer requests must

be received at the Student Employment Office by 4:30 pm. Contact [Brenda Duran](#), 492-3548, for assistance.

Thu Jun 20 Last day for the PSC to receive Non-Employee Reimbursement (NR) forms, Payment Authorization (PA) forms, Study Subject Payment (SSP) forms, vendor invoices, and PVs in Marketplace to ensure posting and payment in FY13. Paper forms and supplier invoices must be at the PSC by 5:00 pm and PVs must be submitted online by 5:00 pm—all with supporting documentation and full approval. If you miss today's post/pay deadline, the accrual deadline is July 3, 12:00 noon for forms/invoices and July 3, 5:00 pm for PVs and POs. Do not submit forms, invoices, or PVs, or do online receiving for FY14 business until after July 3. See the *FYE InfoPacket*.

Last day to provide PSC with vendor information to set up new vendors, by 5:00 pm.

Mon Jun 24 5:00 pm post/pay deadline for travel reconciliation/employee reimbursement expense reports. Must be submitted and fully approved in Concur to ensure posting and payment in FY13. FY13 travel card transactions that miss today's post/pay deadline will accrue if they are in Concur by the July 8 accrual deadline. FY13 reimbursement expense reports prepared after today's post/pay deadline will accrue if assigned and submitted by the July 8 accrual deadline. Continue to allocate travel/reimbursement expenses to the ST(s) and itemize to the expense type(s) for an accurate accrual. See the *FYE InfoPacket*.

Tue Jun 25 12:00 noon deadline for FY13 hand drawn requests are due to Employee Services. Hand drawn requests received after this deadline will process as FY14 business. Call the Employee Services Help Desk if you have questions about these payments, 303-860-4200.

Wed Jun 26 5:00 pm post/pay deadline for procurement card expense reports. Must be submitted and fully approved to ensure posting to the Finance System in FY13. FY13 expenses that miss this post/pay deadline but that are in Concur will accrue where you want them if allocated and itemized on a report by the July 8 accrual deadline. Continue to assign, allocate, and itemize card transactions to expense reports to ensure an accurate accrual. See the *FYE InfoPacket*.

6:00 pm deadline to enter Fund 30/31 and 34 journals to ensure approval for 1st preliminary close. See item #3 on page 3 for important points to keep in mind about these journals.

Payroll hand drawn warrants must be picked up from Office of Cash Management by close of business. Unclaimed warrants will be returned to department payroll liaisons on Thursday, June 27, to be forwarded to employees.

Fri Jun 28 *Note: Because the last day of the fiscal year is a Sunday, some year-end deadlines and calendar items necessarily occur on the weekend. Many pertain only to System offices. While some June 30 deadlines may technically apply to departments, for practical purposes, completing these on Friday, June 28 (the last business day of the fiscal year) is a reasonable and acceptable course of action. Please review the Saturday and Sunday tasks as these may affect your department.*

Internal Service Centers (EPC 2100) [Excel worksheets](#) to calculate FY14 ISC rates and to create the ISC initial budget for upload are due ABS accounting@colorado.edu with a signed paper copy to Leila McCamey in ABS, 579 UCB.

FY14 auxiliary budgets due [Jan Baker](#) in the Budget Office. Budgets for Funds 20 and 28 are mandatory; Funds 26 and 29 are optional.

Physical count of inventories completed by this date.

Count petty cash and change funds and record any necessary adjustments in the Finance System, account 552630–Cash Over/Short. Submit a Payment Authorization (PA) form to replenish petty cash before the PSC accrual deadline in order to capture all FY13 expenses.

Submit a [Gift-in-Kind Acceptance form](#) prior to acceptance for all qualifying non-cash gifts during FY13 in accordance with the *Gift in Kind* section of the [Accounting Handbook](#).

Review the ABS Policy and Procedure on [Unrelated Business Income Tax \(UBIT\)](#). Report any activities you conduct that qualify as unrelated business income using the [UBIT Questionnaire form](#) and send the completed form to [Stefanie Furman](#), 492-2396.

June pay date shift to Monday, July 1.

Money received through 3:00 pm is due in the Office of Cash Management by 4:30 pm.

12:00 noon deadline for the PSC to receive requests to cancel AP checks in FY13.

5:00 pm cutoff for time collection for the June 22 biweekly payroll. This is 100% accrued to FY13. Run the Suspense Report prior to the cutoff to identify employees whose payroll funding distribution will cause their payroll to go to suspense. Please make any necessary corrections to the employee's record before the cutoff. See the June 13 biweekly payroll entry for additional payroll suspense information.

6:00 pm deadline for departments to submit subsystem feeds to the Finance System (except JEs). These are mostly IN transactions fed electronically from departmental subsystems to the general ledger via the Black Box.

Sun Jun 30 Midnight is close of Fiscal Year 2013. All business transactions completed by midnight must be recorded as FY13 activity in the correct FOPPS and account. All assets and liabilities of your department must be recorded at the proper value. Expense for all goods/services received must be recorded either by payment, automated accrual for the Concur Travel & Expense System and CU Marketplace, or manual accrual. Revenue for all goods/services provided to customers must be recorded as either cash received or accounts receivable if payment has not yet been received. All goods and services provided between departments must be recorded as either interdepartmental business with Internal Service Centers (INs) or using the Miscellaneous ID revenue and expense accounts.

All checks on-hand in your department must be distributed or mailed by midnight.

PET date defaults to 6/30/13 through 2nd campus close, July 11.

Mon Jul 1 Reminder to use the correct date for June journals. Remember to change the default journal date of 07/xx/2013 to **06/30/2013** for June journals. The Actuals ledger for FY14 opened in the Finance System on June 30 so you can now create FY14 journals.

Do not submit FY14 PSC forms (NR, PA, SSP), supplier invoices, or PVs, and do not enter receiving for FY14 business until *after* July 3. Refer to the *FYE InfoPacket*.

11:00 am Cash Cutoff – All money received as of midnight June 30 must be deposited with the Office of Cash Management (OCM) in Regent Hall by **11:00 am** and recorded as FY13 business. All money received July 1 or later must be *separately* deposited as FY14 business. Follow the procedures in the [OCM Year-End Memo](#), also available from the [ABS FYE page](#).

Fiscal certification/assessment process underway. OUC emails notices to those who are required to participate (officers, chairs, directors, designated fiscal principals/managers, and PIs with ≥\$2M budgets and/or actuals).

Moratorium on retiring sponsored projects begins today and is in effect for all of July.

Wed Jul 3

1ST PRELIMINARY CLOSE FOR CAMPUS INPUT CUTOFF AT 6:00 PM

1st
CLOSE

Review journals that have been created but not posted. Finalize these and post them for the 1st close.

Review the Year-End Checklist and Task List and make sure all items that apply to your department are complete and that all assets, liabilities, revenues, expenses and transfers are properly stated and all suspense and clearing FOPPS and accounts are cleared.

Inventory reports and copies of final JEs adjusting inventory and cost of goods sold are due to [Maggie Young](#) by email, fax 492-5553, or 579 UCB.

12:00 noon deadline for FY13 Non-Employee Reimbursement forms (NR), Payment Authorization forms (PA), Study Subject Payment forms (SSP), and supplier invoices to be at the PSC to ensure accrual for those that missed the June 20 post/pay deadline. Do not submit forms or invoices for FY14 business until after today. See the *FYE InfoPacket*.

5:00 pm deadline for FY13 Payment Vouchers to be created in CU Marketplace to ensure accrual. Documentation and full approval is required. See the *FYE InfoPacket*.

5:00 pm deadline to enter Purchase Order receiving in CU Marketplace for goods and services received by midnight June 30 to ensure accrual. This applies to POs in any dollar amount. Receiving drives the accrual. No receiving=no accrual. See the *FYE InfoPacket*. If receiving is not done by the 5:00 pm deadline for goods and services received in FY13, create a manual accrual journal entry. See the *Accruals* section on page 14 for details. Please call your Area Accountant for assistance with manual accruals.

The payroll accrual is booked for the biweekly PPE 6/22.

Fri Jul 5  **Do not create, validate, approve or post any FY13 journals** starting after Wednesday's 1st close 6:00 pm cutoff.

Sat Jul 6 1st close reports available in Cognos after 8:00 am. Next CIW refresh is tomorrow night.

Mon Jul 8 Begin review of 1st close reports for correction of errors, final adjustments, etc. Remember, ABS and SPA will attend to the balance sheet transaction report for the general fund (10) and sponsored projects (30/31). It is especially important to correct all sponsored project errors in the year in which they occurred in order to comply with campus cost transfer guidelines and to apply the same fringe benefit rates.

5:00 pm deadline for FY13 Concur transaction accruals for those that missed the June 24 post/pay deadline. Travel card transactions must be in Concur. Out-of-pocket expenses must be assigned to an expense report and submitted. Cash advances must be approved. Procurement card transactions that missed the June 26 post/pay deadline transactions must be in Concur. To achieve an accurate accrual, control where Concur FY13 business accrues by **assigning** to an expense report, **allocating** to the destination SpeedType, and **itemizing** to the appropriate expense type. See the *FYE InfoPacket*.

Tue Jul 9 Concur Travel & Expense System and CU Marketplace accruals post to Finance System tonight.

6:00 pm deadline for all FY13 PETs, all Funds.

Wed Jul 10 Check if last night's Concur and Marketplace accrual created deficits in any of your FOPPS. If so, process an appropriate journal to eliminate the deficit before final close.

12:00 noon deadline to enter Fund 30/31 and 34 journals to ensure approval for 2nd close. See item #2 on page 3 for important points to keep in mind about these journals.

Thu Jul 11

2ND PRELIMINARY CLOSE FOR CAMPUS INPUT CUTOFF AT 6:00 PM

**2nd
CLOSE**

Review journals not posted and finalize them for 2nd close. Review the Year-End Checklist and Task List and complete all items that apply to your department. Make sure that all assets, liabilities, revenues, expenses and transfers are properly stated and that all suspense and clearing FOPPS and accounts are cleared.

5:00 pm cutoff for time collection for the July 6 biweekly payroll. The biweekly payroll for the June 23–July 6 pay period is 100% expensed to FY14.

Fri Jul 12 **⊘ Do not create, validate, approve or post any FY13 journals** starting after Thursday’s 2nd close 6:00 pm cutoff.

Sat Jul 13 2nd close reports available in Cognos after 8:00 am. Next CIW refresh is tomorrow night.

Tue Jul 16 **FINAL FY13 FINANCE SYSTEM CUTOFF FOR DEPARTMENTS 6:00 PM**

**FINAL
CLOSE
FOR
DEPTS**

This is the last time a department can enter a June journal including sponsored projects and gift JEs (no more PETs). Perform your final review for corrections, adjustments, etc. It is especially important to correct all sponsored project errors in the year in which they occurred. Funds 30/31 & 34 must have departmental approval and all documentation in to ABS and SPA (see #2 page 3). Make sure all assets, liabilities, revenues, expenses and transfers are properly stated and all clearing FOPPS and clearing/suspense accounts are cleared. Only ABS can enter corrections after this date at the campus level.

Review journals not posted and finalize them for final close. Unposted FY13 journals will be deleted after the final close.

Wed Jul 17 Call your Area Accountant if you feel you have a need to enter a JE for FY13 activity. Your Area Accountant will review the issue and decide if it warrants a JE. Report errors over \$10,000 to your Area Accountant.

Thu Jul 18 FY13 Finance System close for ABS & PBA. Final period 12 (June) reports are based on this close. Only the OUC can enter corrections after this date, which post to period 998. After today, for online reports driven by accounting period, enter period 998 to ensure that it picks up any late entries possibly made by the OUC to your FOPPS.

Fri Jul 19 **⊘ Do not create, validate, approve or post any FY13 journals today.**

5:00 pm cutoff for time collection entries for July monthly pay period.

Departmental Administration F&A will be booked before July is closed.

[General Fund budget and cash carry forward](#) will be booked before July is closed.

FY14 allocation changes are due to [Maggie Young](#), 492-6375. This includes deleting old allocations, adding new allocations, or changing rates or other information on existing allocations.

Sat Jul 20 3rd (final) close reports available in Cognos after 8:00 am.

Mon Jul 22 Reporting database contains data as of Friday, July 19; CIW refresh occurs tonight.

ABS can begin creating new account codes effective FY14.

Org tree change moratorium ends. FOPPS inactivations, new orgs, reorgs, etc. can proceed.

ABS will send reports to departments and request customer detail supporting balances in certain balance sheet accounts (accounts receivable, allowance for doubtful accounts, unearned revenue, and deposits held in custody). These are due back to ABS by August 9.

Thu Jul 25 Gift expenditure cutoff for the July 31 end of month CUF wire transfer. Note that this is the only linked gift fund upload and wire transfer in July.

5:00 pm cutoff for time collection for the July 20 biweekly payroll.

Fri Aug 9 Provide ABS with the customer detail information that reconciles to your Finance System balance sheet balances for the reports ABS sent to departments on July 22. This is to include details of the calculation of allowance for uncollectible loans and accounts receivable.

Year-End Checklist

- Has an expense been recorded for all goods/services received by midnight June 30? This includes goods/services bought from other CU Departments.
- Do I have any standing purchase orders for sponsored project subawards for which I need to accrue the best estimate of unpaid expenses for work done to date?
- Was all cash received by midnight June 30 deposited with the Cashiers by 11:00 am on July 1?
- Have IN transactions been processed for all goods/services provided to the departmental customers as of midnight June 30?
- Are all the assets (except allowance for doubtful accounts) in my auxiliary, gift fund, and renewal & replacement plant funds in positive (debit) status?
- Are all the liabilities in my auxiliary, gift fund, and renewal & replacement plant funds in credit (minus) status?
- Have all clearing FOPPS and accounts been cleared?

013106 Departmental Cash Clearing	315699 F&A Suspense Journals
025400 Loan Payment Clearing	410100 Suspense Salary <i>most common for depts.</i>
070500 Journal Suspense	430100 Suspense Deductions
150300 Undistributed Receipts	430101 Suspense Taxes
150301 Undistributed CC Revenue	430999 Suspense Benefits
150600 Clearing Accounts	552628 Bank Card Clearing
280150 Aux Interdept Clearing/Dr	553200 Uncleared A-Card Expense
280151 Aux Interdept Clearing/Cr	553201 Company Card Unallowable Expense

- Have all accounting errors been identified and corrected, including payroll expenses?
- Have I reported to my Area Accountant any errors over \$10,000 that I discovered after July 16?
- Are all amounts owed to the department by external entities recorded as an account receivable? Does my accounts receivable customer detail reconcile to the control amounts in the Finance System?
- Have I calculated and adjusted my allowance for doubtful accounts?
- Have I submitted to Central Collection Services all accounts receivable more than 30 days past due?
- Have I analyzed my past due accounts receivable and CCS reports and submitted to the campus controller a request to write off those I have determined to be uncollectible?
- Have I completed a physical count of my inventories and entered any needed adjustments into the Finance System? Have I turned in my inventory worksheets to ABS by the July 3 deadline?
- Did I make any payments over \$10,000 this year for goods/services to be received after June 30? If so, do I make this same payment each year for about the same amount? Yes = I do not have to record this payment as a prepaid expense. No = I need to consider recording part of this payment as a prepaid expense.
- Have prepaid expenses previously recorded been moved to expense if the goods/services have been received?
- Have I recorded as deferred expense any payments for goods/services received this year but related to revenue generating artistic, athletic or conference events to be held after June 30?
- Have deferred expenses recorded last year been moved to expense?
- Is my sales tax payable liability properly stated for all unremitted sales taxes that the department has collected? Have I sent the required sales tax information to ABS?

- Have I received any payments from customers for goods and services not provided by midnight June 30? If so, have I recorded these as deferred revenue? Does my customer detail reconcile to the control amounts in the Finance System?
- Have I recognized as revenue any previously recorded deferred revenue for which the department has now provided the goods/services?
- Have I recorded as deposits held in custody any amounts received from customers as security pending the return of goods issued to the customer? Does my customer detail reconcile to the control amounts in the Finance System?
- Do I need to move any deposits held in custody into revenue because the customer failed to return the goods as required?
- Have I submitted a Payment Authorization to reimburse my petty cash fund and record in the Finance System all petty cash purchases made in FY13?
- Have I submitted my FY14 auxiliary budget worksheets to [Jan Baker](#) in the Budget Office by the June end-of-month deadline? (Funds 20 and 26 require budgets; Funds 26 and 29 are optional.)
- Have I submitted my [combined ISC worksheet](#) for my Internal Service Center FOPPS (EPC 2100) to ABS accounting@colorado.edu with a signed copy to Leila McCamey, 579 UCB, by the June 30 deadline?
- Have I submitted the supporting details for my A/R, deposits held in custody, unearned revenue, and allowances to ABS by the August 9 deadline?
- Have Payroll Liaison's reviewed funding distributions on both monthly and biweekly employees to be sure that pay information is correct so that payroll suspense will be avoided?
- Have I submitted a [Gift-in-Kind Acceptance form](#) prior to acceptance for all qualifying non-cash gifts during FY13 in accordance with the *Gift in Kind* section of the [Accounting Handbook](#)? When in doubt, fill it out. See *Gift-Non-Cash* in the following *Year-End Accounting Tasks Explained* section.
- Have I submitted an [Unrelated Business Income Tax \(UBIT\) Questionnaire Form](#) to report business activity that is not substantially related to the university's mission of instruction, research, or service?
- Have all departmental FY13 travel card transactions, out-of-pocket expenses, cash advances, and procurement card transactions been assigned to an expense report, allocated, submitted, and approved by the post/pay deadlines or, if not, then by the accrual deadline?
- Have all FY13 payment vouchers in CU Marketplace been submitted and fully approved by the post/pay deadline or, if not, then by the accrual deadline?
- Have all FY13 paper forms (NR, PA, SSP) and supplier invoices been submitted to the PSC by the post/pay deadline or, if not, then by the accrual deadline?
- Has receiving been done by the accrual deadline for all purchase orders in CU Marketplace for goods/services received by June 30?

Year-End Accounting Tasks Explained

June 30, 2013 is the end of our fiscal year. The university must close its accounting records and prepare financial statements for audit and publication. In our decentralized financial management structure, each department plays a critical role in ensuring that all financial transactions for the fiscal year are entered correctly into the Finance System general ledger. This requires that all assets, liabilities, revenues, and expenses are correctly stated as of midnight June 30, 2013.

The following information can support and guide you in this task. This covers the most common topics and accounts used by departments, especially balance sheet accounts for auxiliary and self-funded activities (Funds 20, 26, 28 and 29). Please review all of the following topics. For each topic in which you have or should have financial activity in any of your FOPPS, please complete the review step and ensure that the accounting is correct for that topic. Your Area Accountant is ready to answer any questions you may have.

ABS Area Accountants

VCAA (non-A&S units)	Jenny Shao	492-2429	jenny.shao@colorado.edu
Chancellor	Liz Spencer	492-1071	elizabeth.a.spencer@colorado.edu
VC Research & Grad School	Liz Spencer	492-1071	elizabeth.a.spencer@colorado.edu
VCSA	Liz Spencer	492-1071	elizabeth.a.spencer@colorado.edu
VCA	Leila McCamey	492-0794	leila.mccamey@colorado.edu
Senior VC	Leila McCamey	492-0794	leila.mccamey@colorado.edu
VC ODECE	Rebekah Martino	492-5582	rebekah.martino@colorado.edu
VCAA (A&S units)	Rebekah Martino	492-5582	rebekah.martino@colorado.edu

Accounts Payable Credit Memo Reclassification

Based on PSC-supplied information, the OUC decides whether to enter an accounts payable reclassification entry if a vendor has a net credit balance based on materiality. Departments don't need to take any action. The Bookstore, Norlin Library and Law Library should make their own entries for data that exists only in their systems and has not yet fed to the Finance System AP.

Accounts Receivable (010000-014999)

All amounts due the university for goods/services provided but for which payment has not been received by June 30 are shown as accounts receivable. All other amounts legally due the university but not paid by June 30 are shown as accounts receivable. Do not record accounts receivable upon signing agreements to provide goods/services. Accounts receivable and revenue may only be recorded after the goods/services have actually been provided. Use the accounts receivable account that most accurately describes the nature of your customer. Do not use the Letter of Credit (LOC) accounts (010000-010101), or the BRS accounts (012901-012902). Ensure that you have booked all accounts receivable owed to the department from external parties. Also, verify that your customer detail balances reconciles to the control dollars in each FOPPS.

Accounts Payable Manual (100100-100199)

The accounts payable manual accounts are provided for departments to record accounts payable that have not been recorded through the accounts payable system or the PSC year-end accrual process. Review your FOPPS after the first preliminary close to determine if any manual accruals are needed. If you use these accounts, ensure that the June 30 balance reflects only amounts owed to an outside entity as of June 30, 2013 and that have not been accrued via the PSC accrual process. Ensure that you have detail by vendor to support the control dollars in each FOPPS. Please review the section on *Expense and Accounts Payable Accrual* below for further information along with instructions on how to enter an accrual JE. *Consult with your Area Accountant prior to entering manual accruals to be sure that it is needed.*

Accruals

Please refer to the *FYE 2013 InfoPacket's* four sets of instructions available from the [Office of University Controller](#). Year-end accrual is a process to recognize an expense for goods or services received before close of business in the current year but which will be paid in the following year. Example: equipment ordered in CU Marketplace arrives on June 28 but the invoice is not paid until July 14. All such expenses are accrued by recording the expense and an accounts payable liability in June. These entries are then reversed in July in order to avoid duplicating the expenses when the transactions are processed the following year through our regular procedures.

For all FOPPS, FY13 must be charged for all goods and services received on or before midnight, June 30, 2013. Failure to do so understates our liabilities and expenses resulting in erroneous financial reports. Goods are received and payable to the vendor if we have taken custody of the goods from the vendor, either directly or from a common carrier (UPS, FedEx, USPS, etc.), and we have not notified the vendor within a reasonable time that we are rejecting the goods. This includes goods received at the Distribution Center but not yet delivered to the departments. The only exception is if the purchase terms include a test period and that test period has not expired.

For sponsored projects, work done in FY13 on a subaward to another entity must be accrued as a FY13 expense. Contact the entity to get their best estimate of the amount owed as of June 30.

To accrue an expense when the goods or services have not actually been received is in violation of Generally Accepted Accounting Principles. Therefore, please follow the accrual process only for goods and services actually received by midnight, June 30. Goods and services received after this date must be accounted for as a FY14 expense.

Please process all receiving transactions and SPO approvals as soon as possible throughout June. This will avoid a large volume during the last days of the year and ensure that our accounts payable and expenses are properly accrued.

Manual accruals

The CU Marketplace accrual process runs from July 1 – 3. If any June expenses were not accrued through the Marketplace accrual process, the departments must manually accrue these via a journal entry as explained below. The departmental JE deadline is July 16. Please consult with your [Area Accountant](#) to determine whether a manual accrual is necessary.

Manual accounts payable accruals must be entered as an accrual JE so that it will be reversed in July to offset the expense that will be booked in July through our normal processes. The JE will be:

Journal ID must be in the format “ACCxxx” so that it automatically generates a reversal in July. Without the “ACC,” the reversal will not occur. The xxx can be a value of your choice.

Journal date must be 06/30/13.

Debit: Your FOPPS/account to be charged for the expense

Credit: Your FOPPS and account 100100 (accounts payable manual)

Include the voucher and invoice number (if applicable) in the JE reference field to facilitate follow-up.

A reversing journal entry will automatically be made in July with a Journal ID of “ACXxxx” and a journal date of 07/01/13. Do not manually enter a reversing journal in July.

CU Marketplace accrual process

Note that departments must do **receiving** in order to accrue a PO invoice. Receiving is the driving force for accrual. When receiving results in an accrual, the June accrual will also appear as an actual expense on your July statement. This is the correct process. Do not think that an error has occurred and the accrual was made in July instead of June. As the PSC processes the item for a June accrual, it also processes it for normal expense and payment as July business. The June accrual

will then be reversed in July. The reversal (credit) of the June accrual in July and the normal July processing (debit) offset each other and net to zero expense for July. This leaves us with recognizing the expense in June through the accrual process.

Allowance for Doubtful Accounts (015000-019999)

If you have Accounts Receivable (accounts 010000-014999) then you need to make sure you have calculated and booked an Allowance for Doubtful Accounts. This is your best estimate of the accounts receivable on hand that you will not collect and should be based on your history. Information is available in *The Guide* chapter 12 on [Accounts Receivable and Allowances](#).

Budget Journal Entries Deadline

In mid-to-late June, BJE's for FY13 General Fund continuing budgets will no longer be processed to allow for the continuing budget roll forward. After that, departments can enter temporary budgets for FY13 through July 16. BJE questions can be directed to [Jan Baker](#), 492-8926.

July 2014 (period 1 of FY14) is open and departments can enter both continuing and temporary budgets for FY14. Make sure the Journal Date is 07/xx/13.

Budget Preparation for Fiscal Year-end

Now is the time for departments to take an in-depth look at their programs and make appropriate budget adjustments and corrections. Here are some things to consider.

Use the m-Fin Revenue and Expenditure Summary Statement to compare your expense budget to actual expenses and project what you expect your year-end actual expenses will be. Are expenses on target? If your expense budget does not match your actual expense projection, please make temporary adjustments in the appropriate budget pools. Are transfers or journal entry corrections needed to avoid a deficit at year-end? Do you need to transfer cash to your renewal & replacement plant FOPPS to fund future planned equipment maintenance or purchase, remodeling, or a new building? Now is the best time to make these types of adjustments to your budget.

If you manage auxiliary funds, in addition to the above, remember to examine what your expenses look like relative to revenue. What is your final revenue projection for the year? If your projection for FY13 revenue is insufficient to cover your projected expenses, is your cash balance adequate to cover a deficit and avoid interest on negative cash balances?

It is also time for departments and Vice Chancellor areas to estimate General Fund cash carry-forward balances, and to make a plan for the use of these dollars. [Read more about the cash carryforward](#) from PBA.

Cash & Checks Cutoff

The final FY13 check run will be June 30. All requests for June checks must be received by PSC by June 20, 5:00 pm to ensure a check on the last run (e.g., PA, NR, SSP, PV, and supplier invoices)..

In order for us to technically consider an invoice paid as of the end of FY13, all checks printed by June 30 must be distributed by midnight, June 30. If you are holding any checks from Accounts Payable or Payroll, please get these distributed, hand delivered, or mailed by midnight, June 30.

If you have any checks that need to be canceled, get them to the PSC no later than noon, June 28. Requests for cancellation must include the department, name and phone number of the person authorizing the cancellation, and an adequate reason for the cancellation. You should cut the signatures out of any checks to be canceled.

Cash Receipt Cutoff and Processing

Midnight June 30 is our cash cutoff. Cash received before midnight has to be deposited and recorded as FY13 cash receipts. Cash received after midnight must be deposited and recorded as FY14 cash receipts. The Office of Cash Management has issued its [OCM Year-End Memo](#) explaining the cash cutoff process, also available from the [ABS fiscal year-end page](#).

Clearing FOPPS and Accounts

Some FOPPS have been set up to book initial transactions that are later analyzed and moved (cleared) to other FOPPS, for example, a departmental payroll suspense FOPPS. Ensure that all clearing FOPPS and accounts have cleared and no balances are left in the clearing FOPPS.

Contingent Liability (150000)

There are very specific criteria set forth in Generally Accepted Accounting Principles used to determine if a contingent liability exists. This goes far beyond just the possibility of incurring a future payment. Contact your Area Accountant before using this account.

Contracts Payable (100200)

The contracts payable account is used to record amounts due to external parties under a formal contract arrangement that have not been recorded through the accounts payable system. The use of this account is unusual. Contact your Area Accountant to confirm that you have a valid use for this account. Please review the section on *Expense and Accounts Payable Accrual* below. If you use this account, ensure that the June 30 balance reflects only amounts owed to an outside entity as of June 30, 2013 that have not been accrued via the PSC accrual process. Ensure that you have detail by vendor to support the control dollars in each FOPPS.

Deferred Expense (070100)

A deferred expense asset account is used for payment of goods or services that have been received and used by the university, but for which recognition of the expense will be deferred and recognized next fiscal year, usually to match with the revenue generated by the expense. Use of this account is limited to very special situations. This typically occurs for conferences, plays, theatrical productions, concerts, etc., where pre-production expenses are incurred this year for next year's event. Contact your Area Accountant before using this account. If you have an authorized use of the account, then ensure that the June 30 balance reflects only amounts to be deferred and recognized as an expense next fiscal year.

Deposits Held in Custody (150400)

Deposits held in custody records cash receipts of money that belong to and is owed back to an external party. This is cash held for return to the depositor upon their satisfactory performance. When certain future conditions are met, funds are returned to the depositor. If the conditions are not met, the university retains the cash as revenue. An example would be a security deposit held for the issuance of a chemistry lab tray. When the lab tray is returned, the deposit is returned to the depositor. If the lab tray is not returned by the due date and in the condition required, then all or part of the deposit is moved to a revenue account. This revenue is then used to replace the lab tray.

Deposits abandoned by the depositor become escheat property. Please refer to the [Escheat Property Accounting document](#).

Ensure that you have detail by depositor to support the control dollars in each FOPPS. Review all deposits held in custody by depositor. Move to revenue any deposits for which the depositor has not satisfactorily fulfilled the requirements to have the deposit returned.

Employee Reimbursements (Out-of-Pocket Expenses)

To ensure posting and payment in FY13, assign out-of-pocket expenses to expense reports that are submitted and fully approved by the June 24, 5:00 pm post/pay deadline. To ensure accrual, assign to an expense report and submit it by the July 9, 5:00 pm accrual deadline. Refer to the *FYE InfoPacket*.

Gifts – Non-cash (Gift in Kind or GIK)

Per Generally Accepted Accounting Principles, we must record qualifying non-cash gifts to the university. These are usually gifts of equipment. Any GIK valued \geq \$5,000, or attached to a written contract or agreement, or subject to additional reporting requirements (such as NCAA reporting), or that is an addition to an existing collection (subject to one exception) requires: 1) the completion of a GIK Acceptance Form and 2) the approval of the campus controller prior to custody. [Follow the](#)

[Gift in Kind section of the Accounting Handbook](#). The Acceptance Form and approval by the campus controller must be completed by June 28, 2013.

IN Cutoff and Processing

It is the responsibility of all Internal Service Center (ISC) departments (EPC 2100 FOPPS) and all other departments to control the cutoff of their interdepartmental sales. Interdepartmental sales should not be booked as June activity if the purchasing department has not received the goods or services by June 30. It is inappropriate accounting to record an interdepartmental expense in FY13 for goods or services to be received after June 30. Likewise, it is inappropriate accounting to hold until July any Interdepartmental Invoices (IN) for goods and/or services sold in June. In addition, do *not* accrue interdepartmental sales as either accounts receivable or accounts payable. If the ISC has provided the goods or services by June 30, then the IN must be processed by recording the IN revenue to the ISC and the expense to the buying department.

Departments submitting electronic feeds to the Finance System via the black box must be submitted by June 28. Contact [Maggie Young](#), 492-6375 if you have black box questions.

Inactivating FOPPS

The last day to request ABS to deactivate SpeedTypes for FY13 is May 24, 2013 to allow enough time to process. FOPPS cannot be deactivated from June 1 – July 22. The purpose of this is to keep from having transactions unnecessarily going into suspense. There is a moratorium on retiring sponsored projects during the month of July because June allocations continue to run in July.

Inventories (030000-049999)

Departments should record as an asset all significant supplies or other consumable inventories, including inventories for resale for those inventories totaling \$35,000 or more per location. All inventories recorded on the balance sheet must be physically inventoried by June 30 regardless of the dollar amount. All inventories must be adjusted to reflect actual value of the inventory on hand as of June 30. Enter your adjusting JE, if required, and submit your inventory reconciliation and a copy of your adjusting JE to [Maggie Young](#) in ABS by **July 3**.

Other Accrued Expense (105400)

This account is provided to record liabilities that do not reasonably fit any other liability classification. The use of this account is unusual. Contact your Area Accountant to confirm that you have a valid use for this account. If you use this account, ensure that the June 30 balance reflects only amounts owed to an outside entity as of June 30, 2013 and that have not been accrued via the automated accrual process. Ensure that you have detail by vendor to support the control dollars in each FOPPS.

Payroll Accrual and the Paydate Shift

The biweekly payroll period ending June 22 will be 100% accrued (expensed) to June (FY13). This June accrual will be reversed in July to offset the actual expense charged when payroll is fed to the Finance System GL in July. The biweekly PPE July 6 will be 100% expensed to July (FY14).

The State of Colorado continues to enforce a June pay date shift in accordance with SB 03-197. The June payroll is reported as an expense for financial reporting purposes in FY13, but cash is reduced in FY14. The June monthly salary is paid to employees on Monday, July 1 and we accrue the expense for June 30. However, instead of reducing cash in your FOPPS, a payroll and benefits payable liability is recorded in the department's FOPPS in balance sheet account 105102 – Accrued Salaries and Benefits Paydate Shift. Auxiliary and Gift fund FOPPS will see these liabilities on their balance sheets. Fund 10 and 30/31 will see no difference.

Payroll Expense

Make sure all payroll expense is reflected in the correct FOPPS. Any errors should be corrected by using the Payroll Expense Transfer (PET) panels in HRMS.

Payroll Expense Transfer Requests Involving Work-Study End-of-Year

If your work-study students are not set up correctly, your department will be charged 100% of the student's wages. You should review your financial statements and your student payroll set-ups to correct any errors and ensure that charges occur accurately to your FOPPS.

June 7 is the last day for the Student Employment Office to receive payroll expense transfer requests for hourly to work-study. **Hourly to work-study transfers are contingent upon availability of funds and student eligibility.** June 19 is the last day to request transfers of the employer share of work-study earnings (wsr or wsc) from one FOPPS to another. Complete the online Suspense Transfer Request form on the [Student Employment website](#). The Student Employment Office must receive payroll expense transfer requests by 4:30 pm on the deadline date. For assistance, contact [Brenda Duran](#), 492-3548. No hourly to work-study transfers will be processed for the 6/8/13 or 6/22/13 pay periods.

In order for a student's hours to be charged correctly, the student must have a work-study award on the HRMS Work-study page. This can be confirmed by:

- Checking the HRMS work-study page (Reports and Reviews>Job Information>Work Study) (The HRMS work-study page is updated on a biweekly basis), or
- Checking ISIS, Employer View Page or
- Calling Student Employment at 492-7349.

Reminder on Time Reporting for Work-Study Students

In order for a student's work-study hours to be charged 30% to the correct account code, do not override the SpeedType/account when reporting the student's time in HRMS. If you need to override this field for a pay period, just enter the SpeedType. Do not enter an account code in the override field. HRMS will automatically assign the correct account code when the payroll is processed. Following this procedure will prevent your department from being charged 100% of the student's earnings.

Payroll Overpayments

Please notify your Area Accountant of any payroll overpayments that have not been collected and that are still reflected as payroll expense in your FOPPS. ABS will make an entry to reduce your payroll and benefit expense and show this as an accounts receivable. This entry reverses in July so that the normal payroll overpayment collection process can proceed.

Petty Cash and Payment Authorization Cutoff

Petty cash fund reimbursement Payment Authorization (PA) forms must be received by the PSC by 5:00 pm on **June 20** to ensure posting and payment in FY13. FY13 expenses paid by petty cash that miss the post/pay deadline must be accrued. To ensure accrual, PA forms must be at the PSC by 12:00 noon on **July 3**.

Prepaid Expenses (070000)

Prepaid expenses occur when you make a payment this year for services to be received next year. Common expenses are rent, leases, insurance premiums, dues, maintenance agreements, and subscriptions. Here are some examples: rent paid for 6 months in advance; an insurance premium paid to provide coverage for the next 12 months; a maintenance agreement paid to cover equipment for the next 12 months; a two-year subscription. In each situation, we are paying a full amount today for service to be provided in the future that crosses into the next fiscal year. If the service is cancelled, the unused balance is returned.

This category of asset is different from inventory because they represent services: there are no physical goods involved.

Recording every prepaid expense is not administratively feasible. Therefore, the prepaid expense account should be used only for one-time payments of **more than \$10,000**. For recurring payments such as leases, dues, maintenance agreements, etc., where the amount expensed from year to year is essentially the same, recording a prepaid amount is not necessary.

Review your expenses for the year. If you have made any payments for services that will be received next fiscal year, determine whether that payment must be deferred. If yes, enter a JE to credit the expense and debit prepaid expense 070000. Contact your Area Accountant if you would like to consult on whether something qualifies as a prepaid expense.

Review any prepaid expense asset on your balance sheet. Make sure these reflect only payments per the criteria above. Any amount in prepaid expense that represents services received this fiscal year must be expensed. Enter a JE to credit prepaid expense (070000) and debit the appropriate expense account. Ensure that you can provide detail of prepaid expenses by vendor and services that supports the control dollars in each FOPPS.

Procurement Card

Assign all procurement card purchases made on or before June 30 to an expense report, submitted, and fully approved in Concur by either the June 26, 5:00 pm post/pay deadline or by the July 9, 5:00 pm accrual deadline. Allocate all FY13 transactions to the destination SpeedType(s) and itemize to the appropriate expense type(s) for an accurate accrual. Please see the [text box](#) on page 4 about cleaning up delinquent transactions. Refer to the *FYE InfoPacket*.

Renewal & Replacement Plant Funds – Fund 72 (general funds) and Fund 78 (auxiliary/self-funded funds)

The renewal and replacement plant funds are used to set aside and accumulate funds for planned future expenditures, typically for equipment purchases. Departments should enter cash transfer journals to fund their plans for renewal & replacement plant funds. These funds may be spent out of the renewal & replacement plant fund only if you are purchasing capital assets – usually equipment that costs \$5,000 or more per item. If the funds will be spent on non-capital items, the funds must be transferred back to the general fund or auxiliary fund and spent from those funds.

Sales Tax Payable (100400-104099)

Ensure that your sales tax payable liability reflects sales tax collected but not yet remitted to the taxing authority. Send your sales tax reports to [Maggie Young](#) in ABS.

Subawards

Sponsored project work done in FY13 on a subaward to another agency must be accrued as a FY13 expense. Contact the other agency to get their best estimate of the amount owed as of June 30.

Summer Session Instructional Expenses

Summer Session 2013 transactions require using the Summer Session program 28889 for Summer Odd. Because Summer Session overlaps fiscal years, the Summer Session program helps you track your summer activity for the calendar year summer. Note: the summer program numbers are the same for all departments, but the SpeedTypes vary.

For additional information, the [2013 Summer Session Payment Memo](#) is available online.

If you have international faculty teaching for summer 2013, the [Office of International Student and Scholar Services](#), 492-8057, offers information on necessary documentation and paperwork. In addition, all new international employees must meet with an [Employee Services International Tax Specialist](#).

Travel Card

To ensure posting and payment in FY13, assign travel card transactions to expense reports that are submitted and fully approved by the June 24, 5:00 pm post/pay deadline. To ensure accrual, transactions must be in Concur by the July 9, 5:00 pm accrual deadline. Allocate all FY13 transactions to the destination SpeedType(s) and itemize to the appropriate expense type(s) for an accurate accrual. Please see the [text box](#) on page 4 about cleaning up delinquent transactions. Refer to the *FYE InfoPacket*.

Unearned Revenue (150200)

Unearned revenue occurs when a customer pays you cash this fiscal year for goods/services that you provide next fiscal year. For example, a customer gives you an order for 10 hours of service and paid you before you do the work. You have unearned revenue only if you have received the payment. It is incorrect to book accounts receivable and unearned revenue on the basis of a signed contract. You have to receive cash in advance of providing the goods/services in order to record unearned revenue. Review your cash payments from your customers. If you have received the cash but will not provide the goods or services until next fiscal year, that cash receipt must be taken out of revenue and recorded as unearned revenue.

If you have previously recorded unearned revenue, review the item for each customer. If by June 30 you have provided the goods/services related to that unearned revenue, then enter a JE to recognize the unearned revenue as actual revenue.

Ensure that you can provide detail by customer that supports the control dollars in each FOPPS.

Undistributed Receipts (150300)

This account should be zero for year-end. All receipts should be identified and distributed to the proper FOPPS/account.

Unrelated Business Income Tax (UBIT)

Review the ABS Policy and Procedure on [Unrelated Business Income Tax](#) if you think you may have business activity that is not substantially related to the university's mission of instruction, research, or service. Complete the [UBIT Questionnaire form](#) and return to Stefanie Furman, 492-2396, stefanie.furman@colorado.edu, or contact Stefanie if you have questions about unrelated business taxable income.