

FINANCE & OPERATIONS
 264 CENTENNIAL DRIVE STOP 8364
 GRAND FORKS, NORTH DAKOTA 58202-8364
 (701) 777-2015
 FAX (701) 777-3086

DATE: May 11, 2009
 TO: Admin Support Staff
 FROM: Sharon Berning, Controller
 Accounting Services
 Student Account Services
 Purchasing Office
 SUBJECT: **FISCAL YEAR END PROCEDURES - YEAR ENDING JUNE 30, 2009**

We are asking for your cooperation in assisting UND with the completion of accurate financial statements in a timely manner. To accomplish this, we **MUST** charge all materials and services, received on or by June 30, 2009, to fiscal year 2009 funds. Fiscal year end procedures apply to all appropriated and non-appropriated funds, including grant and contract funds.

- ▶ All invoices for materials and services **received** on or before June 30, 2009, should be submitted to Accounting Services by **Tuesday, July 7, 2009**. This includes all Vouchers, Journal Entries, Journal Imports, Journal Vouchers, Receiving Reports, Purchase Order payments, and all other FY09 documents. **Transactions received after Tuesday, July 7, 2009 will be processed and charged to FY10.**

HOW DO YOU HANDLE:

- ▶ **Materials or services received in June?**
 The department should clearly indicate "FY09" on the Voucher. Those charges will be expensed to June 2009.
- ▶ **Materials or services received in July?**
 The department should clearly indicate "FY10" on the Voucher. Those charges will be expensed to July 2009 (FY10).
- ▶ **Travel expense vouchers beginning in June 2009 and ending on or after July 1, 2009?**
 A separate travel voucher should be completed for each month.
- ▶ **Blanket Purchase Orders payments?**
 Departments will need new Blanket Purchase Order numbers on July 1. Submit a Purchase Requisition to Purchasing for the new Blanket Purchase Order any time prior to June 5, 2009.
- ▶ **Purchasing Card charges?**
 UND Purchasing Card statements have a cut-off date of the 2nd of each month. Transactions made towards the end of June 2009 could appear on either your June 2009 or July 2009 statement.
- ▶ **Purchase requisitions?**
 Requisitions for all items that a department expects delivered on or before June 30, 2009, must be submitted to Purchasing by May 18, 2009.
- ▶ **Open Purchase Orders?**
 Purchase Orders that remain open and unfilled as of June 30, 2009, will carry over and be deducted from your FY10 budget. It is very important for departments to follow up with the vendor, on any outstanding orders on their accounts. To see what Purchase Orders are open for your department, please use the Budgets Overview Inquiry for Encumbrances Tip Sheet.

HOW DO YOU HANDLE (cont'd):

▶ **Grant Deposits**

For receipt in FY09, Grant deposits must be submitted to the Grants & Contracts Office by 4:00 p.m. on Monday, June 29, 2009.

▶ **Departmental Deposits**

For receipt in FY09, departmental deposits must be submitted to Student Account Services by 1:00 p.m. on Tuesday, June 30, 2009.

▶ **Accounts Receivable**

Accounts Receivable (A/R) charges cannot be backdated in Student Finance. For FY09, A/R charges need to be submitted to Student Account Services no later than Monday, June 29, 2009. Please submit your charges as you complete them so that Student Account Services can post everything in a timely manner.

▶ **PeopleSoft/ConnectND**

If you have PeopleSoft Finance or year-end questions, feel free to email financequestions@mail.und.nodak.edu.

▶ **Budgets**

If the remaining balance in your fund(s) is near zero and you will be processing additional FY09 payments, please provide an alternate funding source for your Journal Entries/Journal Imports and Vouchers by sending an email to both dawnlommen@mail.und.nodak.edu and sarasatter@mail.und.nodak.edu.

*****If your local funds have a CASH balance but the fund does not have a BUDGET balance, please submit a budget journal as soon as possible or you will not have access to spend your local fund cash.*****

Early submission of any payments and Journal Entries will be greatly appreciated. This will allow Accounting Services to meet deadlines established by the ND Office of Management and Budget and the ND State Auditor's Office.

QUESTIONS/COMMENTS - PLEASE CALL OR EMAIL:

<u>If you have questions about:</u>	<u>Contact:</u>	<u>By Phone:</u>	<u>By Email:</u>
Purchase requisitions	Purchasing Sara Satter	7-2132	sarasatter@mail.und.nodak.edu
Open purchase orders-merchandise not received	Purchasing Vicki Von Harz	7-2682	vickivonharz@mail.und.nodak.edu
Open purchase orders-merchandise received, but you do not have the receiving report	Purchasing Vicki Von Harz	7-2682	vickivonharz@mail.und.nodak.edu
Voucher payments	Accounting Services Carl Iseminger	7-4131	carliseminger@mail.und.nodak.edu
Which month to charge a payment	Accounting Services Carl Iseminger	7-4131	carliseminger@mail.und.nodak.edu
Travel expense vouchers	Accounting Services Bonnie Nerby or Carl Iseminger	7-2966 7-4131	bonnienerby@mail.und.nodak.edu carliseminger@mail.und.nodak.edu

Good luck with the year-end processing. Feel free to contact any of the above offices for assistance.

REMINDER – Upcoming Course through U2

Fiscal Year-End Procedures Workshop – May 12, 2009 from 9-11 a.m.

Memorial Union Lecture Bowl

Please contact U2 at 7-4316 or e-mail u2@mail.und.edu to register