

Memo

To: Office Managers, Administrative Assistants, and Others Charged with Financial Oversight

Date: April 5, 2022

Re: Year-End Procedures – 2022

June 30th is quickly approaching and the University's fiscal year is closing. In anticipation of this key time, there are a few administrative items and deadlines that need to be addressed. For those with **project year accounts** (year-end other than June 30th; e.g. grants, USF, USG), these **deadlines still apply**.

Payroll – all **payroll redistributions** should be submitted by Friday, **June 17th**. HP12 needs to be approved by midnight on July 3rd. If taking time off for the July 4th holiday, you may need to login remotely and approve time to meet the deadline.

Accounts Receivable – any off-campus billing invoices need to be to Accounts Receivable by Friday, **June 24th**. All payment receipts must be to the Cashier's Office by Noon on Tuesday, **June 28th** to be included in fiscal year 2022.

Accounts Payable - all items to be purchased with 2022 funds **must** be physically received on or before June 30, 2022. Any item received on July 1st or later **will be** included as an expense in fiscal year 2023. For expenses that need to be paid from fiscal year 2022 funds, each department needs to have all applicable invoices and documentation to Accounting Services by **July 8th**. This includes **vendor invoices, travel reimbursements, and check requisitions**. If applicable, indicate the date goods were received on submitted invoices. If appropriate documentation cannot be provided by the 8th, please contact Hannah Giles, in accounts payable, as soon as possible, so each item can be discussed individually. Travel reimbursements need to be processed by July 8th as well. Please check that all encumbrances for travel have been resolved.

Purchase Cards – **purchase cards** will continue to be processed on the normal schedule; however, on July 6th and 13th, only fiscal year 2022 transactions will be put into Banner for categorization. All purchase card charges with a transaction date after June 30, 2022 will be included in fiscal year 2023, and they will be available for categorization in Banner beginning July 20th, 2022. To ensure that all p-card purchases arrive by June 30, please complete all fiscal year 2022 purchases by June 16th. The balance of account 7361 (Supplies- Purchasing Card) should be \$0. See next item for how to transfer expenditures.

Interdepartmental Invoices and Expenditure Transfers – requests should be submitted **no later than Wednesday, July 13th**. Please contact Chet Dalton if documentation is unable to be supplied by this date. For trainings on a variety of topics including transfers, see the Accounting Services Training and instructions sites: <https://www.suu.edu/accountingservices/instructions.html>

Deficit Fund Balances – there are several funds, with a **deficit balance**, which need to be brought positive. Please work to resolve deficit account issues in your respective department. The problem can be fixed in 3 ways: 1) Transfer expenses recorded in the fund to another fund with enough fund balance to cover them, 2) Transfer money from another fund to cover the deficit, or 3) Bring in revenue to cover the deficit. If the issues cannot be resolved before the end of June, please work with Chet Dalton to develop a plan of action to clear the deficit in a reasonable time period.

We appreciate all of your help and thank you in advance for your efforts and cooperation as we wrap up fiscal year 2022!