

**Business & Finance**  
**FY 2016 Year-End Cutoff Dates**

Year-end is quickly approaching and we would like to thank you for another year of hard work. The month of September and Fiscal Year 2016 will close on **Monday, October 3, 2016**. Business and Finance has established the following deadlines to ensure transactions are entered in FY 2016:

**VENDOR VOUCHERS**

For guaranteed entry into the system, please submit either e-vouchers or paper vouchers to Procurement & Payment services (PPS- 311 Ingram Hall) by Tuesday, September 27, 2016. All vouchers received after September 27<sup>th</sup> will be processed on a time available basis.

**PURCHASE REQUISITIONS (PR's)**

PR's that do not require a bid must be received in PPS no later than Friday, September 9, 2016. PR's submitted after this date will be processed on a time available basis.

PR's that require a bid must be received in PPS no later than Wednesday, August 24, 2016. PR's that cannot be issued on FY 2016 funds should have that notation clearly referenced in the Document Text.

Purchase Change Orders with Vouchers for payment must be received in PPS no later than Friday, September 9, 2016.

**TRAVEL VOUCHERS**

Travel Vouchers must be received in PPS by Tuesday, September 27, 2016. Vouchers received after September 27<sup>th</sup> will be processed on a time available basis.

**PURCHASING CARD RECONCILIATIONS**

Purchasing Card Reconciliations must be received in PPS by Thursday, September 22, 2016.

**Direct Charges (CRGs) & DEPARTMENT ERROR CORRECTIONS (DECs)**

CRGs/DECs must be queued to the Financial Reporting queue by Friday, September 30, 2016. Documents queued after this date will be processed on a time available basis.

DECs (other than contract and grant funds) not processed in Fiscal Year 2016 will need to have budget transfers completed in Fiscal Year 2017.

**BUDGET TRANSFERS**

For guaranteed entry into the system, Budget Transfers must be completed with approvals by Friday, September 30, 2016. Transfers received after September 30<sup>th</sup> will be processed on a time available basis.

**OTHER ITEMS:**

**Accounts Receivable Reconciliations**

We would like to remind the applicable units who are responsible for accounts receivable to submit their detailed accounts receivable listing as of September 30, 2016, along with the reconciliation to the Banner Funds/Accounts to Student Financial Services and Internal Audit by Friday, October 7, 2016.

**Inventory Listing**

We would like to remind the applicable units who are responsible for inventory to submit their detailed inventory to the Controller's office and Internal Audit by Friday, October 7, 2016.

**Service Centers**

We would like to remind all Service Center Units to return the Fiscal Year 2016 Rate Development Calculations to Financial Reporting by Wednesday, August 31, 2016.

**Please contact Procurement and Payment Services at 4-7771 or Financial Reporting at 4-3600 if you have any questions.**