

July 22, 2015

MEMORANDUM

TO: Department Heads, *COALS, CVM, Extension, Research*
Associate Department Heads, *Extension*
Program Leaders, *Extension*
Resident Directors, *Research*
District Extension Administrators, *Extension*
Institute Directors, *Extension, Research*
Special Services, *Research*
Administrative Staff, *Extension, Research, TVMDL*
Business Office Staff – *Research, Extension, TVMDL*

SUBJECT: **FISCAL YEAR 2015 CLOSING PROCEDURES**

Fiscal Year 2015 is coming to a close. The following guidance is provided to assist units with a timeline for processing fiscal documents and expediting year-end closing. Unless otherwise noted, dates pertain to Extension, Research and TVMDL.

August reports should be used for unit reconciling. As part of year-end, month 13 reports will be available at the end of September. These statements should be used as a tool to reconcile the Annual Financial Report entries that will reverse in September.

I. Agency deadlines:

August 7th, 5:00 pm

Payroll

Last day to submit payroll corrections.

Purchasing

Requisitions submitted after August 7, 2015 should be submitted as FY 2016 document. Please refer to the Purchasing Year End Deadline Memo.

Accounts Receivable

Requests for accounts receivable write-offs should be reported on AG-219 with supporting documentation.

August 10th

Disbursements

FY16 opens to enter limited purchases, including L & E documents. FY15 will remain default year.

Last day to submit voucher corrections to Disbursements.

- August 17th **Payroll**
 FY 2016 budget prep rolls to active. Canopy opens for FY16 EPA's. Payroll will send notification regarding EPA availability in Canopy.
- Gifts**
 Gift monies and coordinating completed gift forms received by this date will be processed and placed into the department account. If a gift is received after this date, and requires expedited processing contact Reporting (Extension – Penny Scott Penny.Scott@ag.tamu.edu or Research – Tammy Bage tammy.bage@ag.tamu.edu)
- August 20th Review all DCRs, DBR's and TDPs to ensure all documents have completed processing.
- August 24th **Payroll**
 Wage PINS roll into FY 2016. Payroll will notify units when EPA's may be processed. This is also when EPA's may be done to manually bring Grad PINS forward.
- August 26th **Capital Assets**
 Last day to complete invoicing or receiving for Capital Assets (any asset with object code 8xxx) for FY15. Any Capital Asset received after this date will be processed in FY16.
- August 27th **Accounts Receivable**
 Last day to submit Extension of Credits (AG-222). All departments extending credit must have an AG-222 on file to be in compliance with System Regulation 21.01.04 Extension of Credit. <http://agrillifeas.tamu.edu/documents/ag-222.pdf>
- August 28th **Cash Management**
 Last day to submit cash deposits via drop box on for FY15.
- August 31st, 12:00 pm **Cash Management**
 FY 2015 deposits should be received by Cash Management. Items received by this date will be credited to the current fiscal year.
- Requests for invoice that are processed by Accounts Receivable – Fiscal Office related to FY 2015 should be dropped into the Work in Progress – Accounts Receivable folder. Items received by this date will be credited to the current fiscal year.
- August 30st – September 5th Document year on screens 235, 240 and 250 will default to FY 2015. The active Fiscal Year will remain FY 2015. Units will be able to create FY 2016 documents by manually changing the document year on these screens to 2016.

Units may continue to enter receiving and invoicing on non-capital assets (i.e: all object codes except: 8xxx). Disbursements will give priority processing to FY 2015 documents.

September 1st, 5:00pm

Last day to enter FY15 documents (L/E's)

Units should review all open encumbrances to ensure validity. Encumbrances that are deemed unnecessary should be liquidated.

Any documents with receiving information indicated should be reviewed to ensure that:

- (a) the purchase has indeed been received
- (b) the receiving dates indicated are accurate.

September 1st 12:00 pm

Payment Card

The Citibank August statements for billing cycle 7/4/15 – 8/3/15 will be posted to FAMIS as normal before the end of August.

The Citibank August 2015 year end (September) statements for billing cycle 8/4/15-8/31/15, FAMIS will pull Citibank transactions through 8/31/15 and post the night of September 2nd. **All reallocations for transactions through 8/31/15 must be completed by noon, September 1st.**

In late October, FAMIS will pull Citibank transactions from 9/1/15-10/02/15 and post them in October business. The reallocation deadline for those transactions will be around October 20, 2015. After transactions are pulled, Citidirect is locked; cardholders can no longer access those transactions for allocation.

Early Allocation during August is critical!

Transactions not reallocated will post to the default account/object code.

September 2nd, 5:00 pm

Working Fund

Deadline to submit working fund reimbursements for limited/exempt invoices covering FY 2015 expenditures. The Limited and Exempt documents need to be placed in the LaserFiche Disbursements folder labeled "Rush". To comply with Texas A&M University System requirements, all working funds must be reimbursed to the full authorized amounts at the close of business.

September 5th, 5:00 pm

**Concur
Travel Encumbrances**

Encumbrances generated from travel requests will remain encumbrances for year-end processing. No payables will be generated. Please have travelers travel requests to clear out encumbrances that will not be paid with FY15 funds.

Expense Reports

Expense reports approved by AgriLife Travel Department by 5pm on 09/04/15 (the day prior to August close) will post in August business. Beginning September 7th, approved Concur expense reports will process and post to FAMIS in September FY16.

Accounts Receivable

Units maintaining receivables should submit an aged listing of current receivables to Gwen Tucker (*Extension*), gktucker@ag.tamu.edu; Terry Martin, terry.martin@ag.tamu.edu (*Research*), Nancy Lindahl (*TVMDL*), nlindahl@tvmdl.tamu.edu

September 4th, 5:00 pm FAMIS August month end close. Month end reports will be available via DDRINT 09/04/15 (TVMDL), 09/07/15 (Research) and 09/08/15 (Extension) – after 5pm. Accrual entries will be posted to convert any encumbrances that have receiving dates of 08/31/2015 or earlier into expenses.

September 7th Default fiscal year will be FY 2016. Balances will begin rolling nightly, budget checking will begin.

FY 2015 encumbrances will roll forward and post.

October 1st, 5:00 pm FAMIS September month end close. Month end reports will be available via DDRINT 10/01/15 (TVMDL), 10/02/15 (Research) and 10/05/15 (Extension).

I. Year End Account Process

- A. Balances in State Treasury Funds accounts not expensed or obligated by August 31, 2015 will be transferred out of the account.
- B. To assist with other purchases, the accounts listed below are generally local funds or state funds with rider exceptions and should be marked as appropriate when creating requisitions. Account balances generally roll forward each fiscal year. Contract and grants expire based on the terms and conditions of the specific agreements.

1. Research

a. Local Funds

- i. Sales Funds (130001-139001)
- ii. Indirect Cost (240001-243900)
- iii. Designated Funds (202012-230999 & 270000-270099)
- iv. Restricted Funds – Non-Federal (400500-470999)
- v. Restricted Funds – Federal (500137-590199)
- vi. Plant Funds (800001-810099)

2. Extension

- a. Designated Funds (200000-299999)
- b. Restricted Funds (400000-499999)
- c. Restricted Funds (500000-599999)

C. Finally, the accounts listed below are federal funds and should be marked as federal when creating requisitions. The balances in these accounts roll forward each fiscal year and are typically available through the federal fiscal year of September 30th, but may extend past this time period based on specific contracts.

1. Extension

- a. Continuing Programs (17XX00)
- b. Federal Funds (600000-699999)

II. Processing Vouchers for Utilities and Services

A. Utilities

State appropriated fund vouchers covering utility bills overlapping August and September can either be paid entirely on 2015 funds, or prorated by fiscal year split on one Limited or Exempt document (i.e., the August portion to be paid on FY 2015 funds, and the September portion to be paid on FY 2016 funds).

B. Services

Any services not completed by August 31, 2015 will be FY16 expenditure and not considered an encumbrance or accounts payable.

III. Open Commitments

A. Units should review open commitments monthly to ensure validity and timely processing of FY 2015 related expenses. Open encumbrances can be released or completed using the following screens:

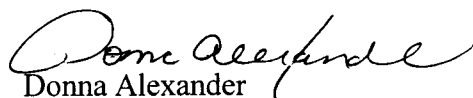
1. For L-docs: screen 243
2. For E-docs: screen 238
3. For R-docs: screen 258
4. For P-docs: contact purchasing
5. For Concur encumbrances: Travelers or travelers' expense delegates must "close" authorization requests in Concur.

B. Other helpful screens

1. Screen 21/61: Open Commitments
2. Screen 272: Documents by Status (recommend using the IP status)
3. Screen 275: Incomplete Receiving/Invoicing

To assist the agencies in meeting year end system and state reporting requirements, it is important that units adhere to the deadlines as outlined above. Your cooperation is greatly appreciated. Questions can be directed to Gwen Tucker at 979/862-2245, gktucker@ag.tamu.edu or Shiao-Yen Ko at 979/845-4778, SKO@ag.tamu.edu.

Sincerely,



Donna Alexander
Assistant Director for Fiscal Services
Texas A&M AgriLife Extension Service



Debra A. Cummings
Assistant Director for Fiscal Services
Texas A&M AgriLife Research

xc: Steve Schulze