July 31, 2017

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 2017 CLOSING PROCEDURES

Fiscal Year 2017 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.

Any documents open in BAM for AgriLife Extension or AgriLife Research should be reviewed or closed immediately. If documents need to be moved to FAMIS this must be done by August 31, 2017.

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 4th, 5:00 pm  Payroll
   Last day to submit payroll corrections.

   Purchasing
   Requisitions submitted after August 4, 2017 should be submitted as FY 2018 document.

   Accounts Receivable
   Requests for accounts receivable write-offs should be reported on AG-219 with supporting documentation and should be dropped into the Work in Progress – Accounts Receivable folder.
August 7th

**Disbursements**

FY18 opens to enter BAM documents for TVMDL ONLY.

August 7th

Limited purchases, including L & E documents in FAMIS. FY17 will remain default year.

Last day to submit voucher corrections to Disbursements.

August 12th

**Payroll**

FY 2018 budget prep rolls to active. Canopy opens for FY18 EPA’s. Payroll will send notification regarding EPA availability in Canopy.

August 18th

**Gifts**

Gift monies and 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 or Research – Leann Chmelar)

Review all DCRs, DBR’s and TDPs to ensure all documents have completed processing.

August 19th

**Payroll**

Wage PINS roll into FY 2018. 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 28th

**Banking and Receivables**

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://agrilifeas.tamu.edu/documents/ag-222.pdf*

August 30th

Last day to submit cash deposits via drop box for FY17.

August 31st, 12:00 pm

FY 2017 deposits should be received by Banking and Receivables. Items received by this date will be credited to the current fiscal year.
August 31st, 12:00 pm

Requests for invoice that are processed by Accounts Receivable – Fiscal Office related to FY 2017 should be dropped into the Work in Progress – Accounts Receivable folder. Items received by this date will be credited to the current fiscal year.

Document year on screens 235, 240 and 250 will default to FY 2017. The active Fiscal Year will remain FY 2017. Units will be able to create FY 2018 documents by manually changing the document year on these screens to 2018.

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 2017 documents.

September 1st 12:00 pm

**Payment Card**

The Citibank August statements for billing cycle 7/4/17 – 8/3/17 will be posted to FAMIS as normal before the end of August.

The Citibank August 2017 year end (September) statements for billing cycle 8/4/17-8/31/17, FAMIS will pull Citibank transactions through 8/31/17 and post the night of 9/6/17. **All reallocations for transactions through 8/31/17 must be completed by noon, September 1st.**

In late October, FAMIS will pull Citibank transactions from 9/1/17-10/03/17 and post them in October business. The reallocation deadline for those transactions will be around October 20, 2017. 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.
Last day to enter FY17 L/E documents
- FAMIS for AgriLife Extension and AgriLife Research
- BAM for TVMDL ONLY

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.

Working Fund
Deadline to submit working fund reimbursements for invoices covering FY 2017 expenditures.

FAMIS Limited and Exempt documents need to be placed in the LaserFiche Work in progress - Disbursements folder titled A/P – Rush Invoices.

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.

Concur Travel Encumbrances
Encumbrances generated from travel requests will remain encumbrances for year-end processing. No payables will be generated. Please have traveler clear encumbrances that will not be paid with FY17 funds.

Concur Expense Reports
Expense reports approved by AgriLife Travel Department by 5pm on 09/05/17 (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, FY18.
Accounts Receivable
Units maintaining receivables should submit an aged listing of current receivables to Christy Jurney (Extension), christy.jurney@ag.tamu.edu, Terry Martin, terry.martin@ag.tamu.edu (Research), Nancy Lindahl (TVMDL), nlindahl@tvmdl.tamu.edu

Capital Assets
Items Received prior to 9/1/2017 MUST have Receiving completed by 5:00pm on Monday, September 4th

Month End Reports
FAMIS August month end close. Month end reports will be available via DDRINT 09/06/16 (TVMDL), 09/07/16 (Research) and 09/08/16 (Extension) – after 5pm. Accrual entries will be posted to convert any encumbrances that have receiving dates of 08/31/2017 or earlier into expenses.

September 7th
Begin submitting FY 2018 documents by:
- FAMIS for AgriLife Extension and AgriLife Research
- BAM for TVMDL ONLY

Default fiscal year will be FY 2018.

Balances will begin rolling nightly, budget checking will begin.

FY 2017 encumbrances will roll forward and post.

October 2nd, 5:00 pm
FAMIS September month end close. Month end reports will be available via DDRINT 10/02/17 (TVMDL), 10/03/17 (Research) and 10/04/17 (Extension).
I. Year End Account Process

A. Balances in State Treasury Funds accounts not expensed or obligated by August 31, 2017 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. 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 (400000-599999)

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 2017 funds, or prorated by fiscal year split on one Limited or Exempt document (i.e., the August portion to be paid on FY 2017 funds, and the September portion to be paid on FY 2018 funds).
B. Services
Any services not completed by August 31, 2017 will be FY18 expenditure and not considered an encumbrance or accounts payable.

III. Open Commitments – FAMIS

A. Units should review open commitments monthly to ensure validity and timely processing of FY 2017 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 FAMIS screens
1. Screen 21/61: Open Commitments
2. Screen 272: Documents by Status (recommend using the IP status)
3. Screen 275: Incomplete Receiving/Invoicing

IV. Open Commitments – BAM for TVMDL ONLY

A. Cancel Purchase order to release encumbrance or contact Disbursements or Purchasing to do a “close out” purchase order.

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 Christy Jurney at 979/862-1502, Christy.Jurney@ag.tamu.edu or Shiao-Yen Ko at 979/845-4778, SKO@ag.tamu.edu.

Sincerely,

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Texas A&M AgriLife Extension Service

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