

July 26, 2021

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 2021 CLOSING PROCEDURES**

Fiscal Year 2021 will be closing at the end of August. As preparations are made for year-end closing, 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. All deadlines are as of 5:00 PM on the date indicated unless otherwise noted.

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

Date	Business Activity
August 10 th	<p>Creation deadline for Payroll Cost Transfer (PCT). Departments are responsible for monitoring approval process to make sure PCT is completed timely.</p> <p>Requests for accounts receivable write-offs should be reported on AG-219 with supporting documentation and should be submitted to BAR@ag.tamu.edu</p>
August 13 th	Last day to submit voucher corrections using DCR's and TDP's in Canopy

August 17 th	<p>Review all DCR's and TDP's to ensure all documents have completed processing.</p> <p>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, please contact Reporting: Sarah Mendoza (<i>Extension</i>) or Lyndee Park (<i>Research</i>)</p>
August 20 th	<p>No Payroll Cost Transfers (PCT) will process through FAMIS after today. All PCT's not completed will be canceled. PCTs impacting FY 2021 state funds cannot be processed in FY 2022.</p>
August 26 th	<p>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. Submit to BAR@ag.tamu.edu.</p>
August 27 th	<p>FY 2021 invoice correction requests must be submitted to BAR@ag.tamu.edu.</p>
August 31 st	<p>Units may continue to enter receiving and invoicing on non-capital assets (i.e: all object codes except: 8xxx)</p> <p>All iPayment files created with effective dates of 8/31/21 and prior must be closed and balanced by 5:00 PM to be posted in FY 2021.</p> <p>AggieBuy Purchase Orders utilizing FY 2021 funds:</p> <ul style="list-style-type: none"> • Goods – PO must be issued in AggieBuy. • Services – Service must be completed.
September 1 st	<p>Deposit files created with a 9/1/21 date can be entered but CANNOT be 'Balanced & Closed' until FY 2022 opens in FAMIS on 9/6/21.</p> <p>Interdepartmental Transfers (IDT) should be held until FY 2022 opens in FAMIS on 9/6/21.</p> <p>Deadline to submit working fund reimbursements in AggieBuy for invoices covering FY 2021 expenditures. 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.</p> <p>Concur Travel and Payment Card Expense Reports approved by AgriLife Payment Card Department and Travel Department by 5:00 PM on 09/01/21 will post in August business. Beginning September 6th, approved Concur expense reports will process and post to FAMIS in September, FY 2022.</p>

September 2 nd	<p>Payment Card Citibank Any payment card transactions posted to Concur prior to September 1, 2021 must be imported to an expense report and approved by 5:00 PM on September 2, 2021</p> <p>Last day to enter FY 2021 AggieBuy documents</p> <p>Units should review all open encumbrances to ensure validity. Encumbrances that are deemed unnecessary should be liquidated.</p> <p>Any documents with receiving information indicated should be reviewed to ensure that:</p> <ul style="list-style-type: none"> (a) the purchase has indeed been received (b) the receiving dates indicated are accurate. <p>Concur Travel 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 FY 2021 funds.</p> <p>Capital Asset items received prior to 9/1/2021 MUST have receiving completed by 5:00 PM.</p>
September 3 rd	<p>FAMIS August month-end close at 5:00 PM. FAMIS month-end reports will be available via Laserfiche on 09/03/21 (<i>TVMDL</i>), 09/06/21 (<i>Research</i>) and 09/07/21 (<i>Extension</i>) – after 5pm.</p> <p>Units maintaining account receivables should submit an aged listing of current receivables to Ashley Garmon (<i>Extension</i>) or Luis Aguilar (<i>Research</i>).</p> <p>Accrual entries will be posted to convert any encumbrances that have receiving dates of 08/31/2021 or earlier into expenses.</p>
September 6 th	<p>Begin submitting FY 2022 invoices in AggieBuy</p> <p>FAMIS default fiscal year will be FY 2022.</p> <p>Balances will begin rolling nightly, and budget checking will begin.</p> <p>FY 2021 encumbrances will roll forward and post.</p>
October 1 st	<p>FAMIS September month-end close at 5:00 PM. Month-end reports will be available via Laserfiche 10/01/21 (<i>TVMDL</i>), 10/04/21 (<i>Research</i>) and 10/05/21 (<i>Extension</i>) – after 5pm.</p>

II. Year-End Account Process

- A. Balances in State Treasury Funds accounts not expensed or obligated by August 31, 2021 will be transferred out of the account.

- B. To assist with other purchases, the accounts listed below are generally local funds. Contract and grants expire based on the terms and conditions of the specific agreements.
 - 1. Research
 - a. Local Funds
 - i. Sales Funds (130000-139999)
 - ii. Indirect Cost (240000-249999)
 - iii. Designated Funds (200000-230999 & 270000-270099)
 - iv. Restricted Funds – Non-Federal (400000-470999)
 - v. Restricted Funds – Federal (500000-59XXXX)
 - vi. Plant Funds (800000-899999)

 - 2. Extension
 - a. Designated Funds (200000-299999)
 - b. Restricted Funds (400000-599999)

- C. The accounts listed below are federal funds and should be marked as federal when creating requisitions.
 - 1. Research
 - a. Hatch (1Y84XX)
 - b. Multistate (1Y85XX)
 - c. McIntire Stennis (1Y88XX)
 - d. Federal Grants (500000-599999)

 - 2. Extension
 - a. Smith Lever funds (17XXXX)
 - b. Federal Grants (500000-599999)
 - c. Federal Smith Lever Contracts & Grants (600000-699999)

- D. The balances in 17XXX0 accounts will roll forward and be available in FY 2022. The balances in 17XXX9 accounts will not roll forward to FY 2022. Balances in 6XXXXX accounts will roll forward and can be expended based on allowable grant periods.

III. 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 2021 funds or prorated and split by FY on one AggieBuy document (i.e., the August portion to be paid on FY 2021 funds, and the September portion to be paid on FY 2022 funds).

B. Services

Any services not completed by August 31, 2021 cannot be paid on FY 2021 state funds and will be considered an FY 2022 expenditure, not an FY 2021 encumbrance or accounts payable.

IV. Open Commitments – FAMIS

A. Units should review open commitments monthly to ensure validity and timely processing of FY 2021 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 P-docs: contact purchasing
4. For Concur encumbrances: Travelers or travelers' expense delegates must "close" authorization requests in Concur.
5. For AggieBuy docs: Send a comment to Purchasing or Disbursements

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

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 Ashley Garmon at Ashley.Garmon@ag.tamu.edu or Shiao-Yen Ko at 979-845-4778 or SKO@ag.tamu.edu.

Sincerely,



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Assistant Agency Director
Texas A&M AgriLife Extension Service



Debra A. Cummings
Assistant Agency Director
Texas A&M AgriLife Research