

**Business Services**  
**Fiscal Year End 2009 - Critical Cutoff Dates**

Notice: As we approach fiscal year end, dates become critical to ensure that expenditures and other activities are recorded accurately and in the appropriate fiscal year. The following deadlines have been established to accomplish these tasks. Adherence to these deadlines is extremely important and greatly appreciated. Documents must be Entered, Completed and Approved in Banner by the Cutoff Dates or the Documents will be removed and will need to be re-entered in FY10.

<u>Deadline</u>	<u>Activity</u>
5 /14/2009 5 :00 PM	LAST DAY FOR PAYROLL REDISTRIBUTIONS PRIOR TO MARCH TO BUSINESS SERVICES
5 /15/2009 5 :00 PM	LAST DAY FOR REQUISITION ENTRY INTO BANNER FINANCE FOR FY09. Please contact Purchasing if you need to enter a requisition into Banner for FY09.
5 /21/2009 5 :00 PM	LAST DAY FOR PAYROLL REDISTRIBUTIONS FOR MARCH & APRIL TRANSACTIONS TO BUSINESS SERVICES
6 /10/2009 3 :00 PM	LAST DAY FOR PAYROLL REDISTRIBUTIONS FOR MAY TRANSACTIONS TO BUSINESS SERVICES.
6 /11/2009 3 :00 PM	REQUEST FOR BUDGET CHANGE (RBC). The Planning Office must have all Designated and Auxiliary RBC's in order to process them for Fiscal Year End.
6 /17/2009 4 :00 PM	PETTY CASH REIMBURSEMENT VOUCHERS DUE. All petty cash reimbursement vouchers must be submitted to Treasury Services.
6 /18/2009 12:00 PM	LAST DAY TO REQUEST A WARRANT CANCELLATION. CONTACT ACCOUNTS PAYABLE at 243-2516.
6 /22/2009 5 :00 PM	LAST DAY TO SUBMIT REIMBURSEMENT REQUESTS TO UM FOUNDATION
6 /23/2009 5 :00 PM	COMPLETE BILLINGS TO OFF CAMPUS ENTITIES TURNED IN FOR REVENUE RECOGNITION.
6 /25/2009 5 :00 PM	LAST DAY TO SUBMIT JVs for INTERDEPARTMENTAL CHARGES TO BUSINESS SERVICES FUND ACCOUNTANTS. ONLY FOR DEPARTMENTS THAT DO NOT ENTER INTERDEPARTMENTAL CHARGES DIRECTLY INTO BANNER.
6 /29/2009 5 :00 PM	UM PRO CARD JUNE RECONCILIATION. Complete all redistribution for transactions through 6/21.
6 /30/2009 11:00 AM	FINAL DEPOSITS DUE. Departments must close credit card sessions and batch out on June 30. Deposits of all remaining cash and checks to Treasury Services by 11 am. Petty Cash & Change Funds not used over the summer must be deposited with Treasury by this date. Any deposits after this date/time will be considered FY10 activity. Credit Cards must have a batch date of 6/30/09.
6 /30/2009 5 :00 PM	COSTCO RECEIPTS DUE TO BUSINESS SERVICES. All receipts for Costco purchases need to be submitted to Accounts Payable for processing as FY09 expenditures.
7 /1 /2009 12:00 PM	MISCELLANEOUS ACCOUNTS RECEIVABLE. Departments with outstanding invoices or amounts due arising from the sale of goods & services (accounts receivable) NOT billed through Business Services must provide a detailed list of amounts due as of June 30th to Business Services. This SHOULD NOT include interdepartmental activity.
7 /1 /2009 9 :00 AM	DEPOSITS FOR NEW YEAR FY10 ACCEPTED IN TREASURY FROM DEPARTMENTS.
7 /2 /2009 12:00 PM	LAST DAY FOR PAYROLL REDISTRIBUTIONS FOR JUNE (BW12 & 13, MO7 & MS7) TO BUSINESS SERVICES
7 /2 /2009 5 :00 PM	INVENTORY COUNT/VALUATION SHEETS. All inventory count and valuation sheets must be submitted to Business Services.



<u>Deadline</u>	<u>Activity</u>
7 /3 /2009 12:00 PM	FY09 TRAVEL, INDEPENDENT CONTRACTS, ENTERTAINMENT, GUEST SPEAKER REQUESTS ARE DUE. All expense documents must be submitted to Accounts Payable for FY09 processing.
7 /6 /2009 2 :00 PM	DEPARTMENTS MUST RETURN E-MAILED REPORTS REGARDING ITEMS RECEIVED ON OPEN PURCHASE ORDERS. Departments with open FY09 purchase orders will be e-mailed notification by June 30th. Departments must e-mail back by July 2nd whether the items have been received. This information determines which encumbrances/expenditures Business Services will accrue.
7 /7 /2009 3 :00 PM	LAST DAY TO ENTER/FEED JVs FOR INTERDEPARTMENTAL CHARGES. ONLY FOR DEPARTMENTS THAT ENTER/FEED DIRECTLY INTO BANNER. All interdepartmental charges for FY09 must be entered, completed and approved in Banner. (Transactions must have 30-JUN-2009 date!).
7 /7 /2009 4 :00 PM	LAST DAY TO CONTACT BUSINESS SERVICES TO REQUEST AN EXPENDITURE ACCRUAL. This will be allowed ONLY if a special circumstance does not allow for payment of a FY09 transaction by this date.
7 /7 /2009 5 :00 PM	UM PRO CARD. Complete all redistribution for transactions between June 21, 2009 and June 30, 2009.
7 /8 /2009 12:00 PM	INVOICE PROCESSING AGAINST FY09 POs AND GENERAL ENCUMBRANCES ENDS. Business Services completes processing of regular pay invoices against purchase orders. Departments will be contacted via e-mail to determine if items are received in order to complete and approve payment. Departments entering invoices against general encumbrances must also complete processing by this date.
7 /8 /2009 2 :00 PM	DIRECT PAY INVOICE PROCESSING BY MISSOULA CAMPUS DEPARTMENTS FOR FY09 ENDS. Departments must have **all invoices for FY09 items received by 6/30/09 entered, completed & approved with a 30-JUNE-2009 transaction date**.
7 /9 /2009 7/12/09	NO DIRECT PAY INVOICE ENTRY FOR MISSOULA CAMPUS DEPARTMENTS FY09 OR FY10.
7 /10/2009 1 :30 PM	LAST DAY TO ENTER JOURNAL VOUCHERS FOR OPERATING EXPENSE TRANSFERS. Departments must enter a JV into Banner for expense transfers to be recorded in FY09. Only expenses for the last 3 months may be processed.
7 /10/2009 12:00 PM	LAST DAY TO SUBMIT SUPPORTING DOCUMENTATION TO BUSINESS SERVICES FOR PRE-PAYMENTS. Pre-payments without appropriate documentation will be changed to FY09 expense at the discretion of Accounting Services.
7 /10/2009 2 :00 PM	ANY INCOMPLETE/UNAPPROVED INVOICES, JOURNAL VOUCHERS FOR OPERATING EXPENSE TRANSFERS, AND INTERDEPARMENTAL CHARGE WILL BE REMOVED AT 2:30 PM. All UM and Affiliated Campus processing is complete.
7 /10/2009 4 :30 PM	BUSINESS SERVICES TO LIQUIDATE ENCUMBRANCES. All remaining FY09 requisition reservations, purchase order encumbrances (except Multi-Year Grants and Plant funds) will be liquidated down to zero. Accruals will be established if appropriate.
7 /10/2009 5 :00 PM	BUSINESS SERVICES/SYSTEMS WILL TAKE POSTING AND APPROVALS DOWN ON ALL FINANCIAL TRANSACTIONS. CAMPUS FY09 ACTIVITY ENDS!
7 /10/2009 5 :00 PM	FISCAL PERIOD 12 CLOSES. Month-end reports should be available Tuesday afternoon, 7/14/2009.
7 /13/2009	FY10 OPEN FOR DIRECT PAY INVOICE PROCESSING.

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