



TO: MSU Denver Community
FROM: Liza Larsen, Controller
DATE: May 5, 2020
SUBJECT: Document Deadlines for Processing by Fiscal Year End 2020

It is time once again to plan for our year-end closing. Attached is a list of final cut-off dates for processing documents for fiscal year 2020. Please take special note of the closing dates on this schedule and plan ahead. **All items received, or services rendered after the published deadlines will be charged to your new year budget.**

The AHEC deadline dates were taken from the March 3, 2020 memo, which was sent by AHEC to all departments, and are presented in this memo for your information. **All** purchase orders will expire on 6-30-20, unless a specific request to carry them forward has been approved by the Office of the Controller. Grants are not excluded from this expiration, even if the grant extends into the new fiscal year. **Please remember that a request to roll the purchase order into the new year does not mean your budget will come with it. You must make a separate request to the Budget office to have budget dollars roll forward.** Each department will need to consider when their merchandise will be delivered when creating purchase orders. If merchandise is to be received after 6-30-20, the purchase order should be in the 2021 fiscal year.

Please call our office and speak to one of the accounting managers if you find that you have a problem meeting the attached deadlines. We will make every attempt to help you resolve the problem, but we would like you to know that we have a very short timeframe to complete the close and would appreciate every effort on your part to stay on schedule.

Thank you very much for your support during the year, and especially during the year-end process. Remember to call us; we are glad to help. A few helpful contact numbers follow:

Phone Numbers for the Office of the Controller:

| Name | Ext. | Area of Responsibility |
|----------------------|-------------|---|
| Main Number | 5-0039 | |
| Liza Larsen | 5-5263 | Controller |
| Quynh Nguyen | 5-5260 | Assistant Director |
| Terri McLaggan | 5-5249 | Accounts Payable Manager |
| Troy Clark | 5-5838 | C-Card, Banner Finance training |
| Molly Dougherty | 5-7074 | C-Card, Banner Finance training, S/POs |
| Darlene Eckhardt | 5-5246 | Senior Accounting Manager |
| Beth Christensen | 5-5265 | Contracts Manager |
| Stephen Cheesman | 5-5267 | Contracts/Vendor Agreement Review/Signatory Log changes |
| Charli Pringle-North | 5-5261 | Grants Manager |
| Tessa Heyes | 5-7125 | Payroll Manager |
| Cipriana Patterson | 5-5312 | Budget Director |

Please visit <https://msudenver.edu/controller/contactus/staffdirectory/> for a complete listing of Office of the Controller staff.

E-MAIL ADDRESSES FOR ACCOUNTING SERVICES:

E-Mail Address

Accountspayable@msudenver.edu

CorporateCard@msudenver.edu

Grants@msudenver.edu

Payroll@msudenver.edu

Correspondence Regarding:

Vendor payments/invoices, S/PO

The Corporate Card

Existing grants

Payroll/employee payments

Request all Expense Transfers via:

<https://www.msudenver.edu/controller/expensetransferrequests/>

| DEADLINE | DEPARTMENT | DESCRIPTION OF ACTIVITY OR FUNCTION |
|-----------------|-------------------|---|
| 03-23-20 | AHEC | -Orders for services valued at \$50K or more requiring competitive bidding for FY20 (June 30, 2020) delivery. |
| 03-30-20 | AHEC | -Contracts (Services over \$100K) for FY20 Specialty and Custom Products from Corrections |
| 04-05-20 | DEPT | Inventory letter from Accounting Services sent via e-mail to campus. |
| 04-13-20 | AHEC | -Orders containing like items (goods) from a single vendor valued at \$25K or more, for FY20 delivery -This is also the deadline for any FY20 orders for items requiring extensive lead times to supply. -Orders for services valued over \$50K requiring competitive bidding, for FY21 |
| 04-20-20 | AHEC | -Orders for goods between \$10K - \$25K to be delivered prior to June 30, 2020 -Services under \$50K for FY20 to be performed prior to June 30, 2020 -Orders containing like items (goods) from a single vendor valued at over \$25K for FY21. |
| 04-27-20 | AHEC | -Requests for ongoing maintenance, agreement renewals, and recurring services less than \$50K for FY21(to be effective July 1, 2020). -All open orders for goods less than \$25K for FY21 to be effective 07-01-20. -All COPIER requests (renewals, upgrades/changes and cancellations) – <i>be sure to include previous PO#, machine serial # and machine location.</i> |
| 05-01-20 | DEPT | Inventory information due to Accounting Svcs from departments. |
| 05-08-20 | DEPT | April Finance closed, departments should run April reports. |
| 05-04-20 | AHEC | Standard seating and office furniture from Corrections, over \$10K for FY20 (to be delivered prior to June 30, 2020). |
| 05-14-20 | DEPT | <u>This is the date to clean up all outstanding items relating to July 1, 2019 – March 31, 2020.</u> All requests for changes, corrections and/or transfers of revenues, expenses or encumbrances must be submitted to Accounting Services with proper documentation and authorized signatures. |
| 06-05-20 | DEPT | May C-Card transactions must be submitted in Chrome River. |
| 06-08-20 | DEPT | May Finance closed, departments should run May reports. |

| DEADLINE | DEPARTMENT | DESCRIPTION OF ACTIVITY OR FUNCTION |
|------------------|-------------------|--|
| 06-08-20 | DEPT | Petty Cash must be counted by department and a check request processed to replenish cash for all outstanding items. |
| 06-08-20 | DEPT | All AHEC remodeling work orders to be charged to the old year (FY20) needs to be communicated to Simone Chavous in Accounting Services for follow up on work status. |
| 06-08-20 | DEPT | All completed travel, where the traveler received a travel advance, MUST be finalized. |
| 06-10-20 | DEPT | All submitted C-Card transactions must be approved. |
| 06-12-20 | DEPT | <u>This is the date to clean up all outstanding items from 04-01-20 through 05-31-20.</u> All requests for changes, corrections and/or transfers of revenues or expenses must be submitted to Accounting Services with proper documentation and authorized signatures. |
| 06-15-20 | DEPT | Review "Signatory Authorization log" at: https://msudenver.sharepoint.com/:x:/r/sites/accountingservices/_layouts/15/guestaccess.aspx?share=ET5rIdZUIChAh6m6LYpHVtEBkZIOxo-TTfpjbmj-zdBbZg Verify signors for your Funds and Orgs. Send modifications to Stephen Cheesman. |
| 06-22-20 | ACC | All payroll transactions (except SM) are fed to Finance. |
| 06-29-20 | ACC | Last Check/ACH run for FY20. Accounting will close the A/P system for fiscal year 2020. |
| 06-29-20 NOON | DEPT | Last day for departments to make deposits at the Cashier's office for FY20. IF YOU CANNOT MAKE YOUR DEPOSIT BY THIS TIME OR YOU ARE EXPECTING MONEY FOR FY20 THAT YOU HAVEN'T RECEIVED YET <u>CONTACT QUYNH NGUYEN</u> |

THIS IS THE END OF THE PURCHASING YEAR.
ANYTHING AFTER THIS IS IN FY 21.

| DEADLINE | DEPARTMENT | DESCRIPTION OF ACTIVITY OR FUNCTION |
|--------------------------------|-------------------|---|
| 06-29-20 | DEPT | Approval of time entry closes for SM13 |
| 06-30-20 | DEPT | Petty cash, change funds and registers will be audited by Accounting Services on or before June 30, 2020. |
| 07-01-20 | ACC | SM13 is fed to Finance |
| 07-02-20 | DEPT | Last day to submit an expense report with C-card transactions on Chrome River. |
| 07-06-20 | DEPT | Last day to approve an expense report with C-card transactions on Chrome River. |
| 07-06-20 10:00AM | Fin Aid | Last day to process Fin Aid Payroll adjustments. 10:00AM. (This is just for period 12) |
| 07-09-20 | DEPT | Run June reports to ensure accuracy |
| 07-09-20 | DEPT | Last day to request transfers or accruals for Funds that start with a "4". |
| 07-09-20 NOON | Fin Aid | Last day to process Fin Aid Payroll adjustments by NOON. (This is for period 13- no others will hit FY20) |
| 07-13-20 NOON | DEPT | Last day to request transfers or accruals for all funds (except funds that start with a 4). NO OTHER ACCRUALS OR TRANSFERS WILL BE POSTED AFTER THIS DATE. |
| 07-16-20 | DEPT | Run reports and contact Accounting before 07/19/19 if you find problems/errors larger than \$10,000.00. |