



TO: MSU Denver Community
FROM: Liza Larsen, Director of Accounting Services
DATE: April 2, 2018
SUBJECT: Document Deadlines for Processing by Fiscal Year End 2018

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 2018. 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 8, 2018 memo, which was sent by AHEC to all departments, and are presented in this memo for your information. **All** purchase orders will expire on 6-30-18, unless a specific request to carry them forward has been approved by the Director of Accounting Services. 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 6-30-18, the purchase order should be in the 2019 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 ACCOUNTING SERVICES:

Name	Ext.	Area of Responsibility
Main Number	5-0039	
Liza Larsen	5-5263	Director
Quynh Nguyen	5-5260	Assistant Director
Terri McLaggan	5-5249	Accounts Payable Manager
Darlene Eckhardt	5-5261	Grants Manager
Beth Christensen	5-5265	Contracts Manager
Battsetseg Stinson	5-5262	Payroll Manager
Zach Ruff	5-5246	Fixed Assets, and transfer requests
Simone Chavous	5-5242	C-Card, Banner Finance training
Stephen Cheesman	5-5267	Contracts/Vendor Agreement Review/Signatory Log changes

Please visit <https://msudenver.edu/controller/contactus/staffdirectory/> for a complete listing of Accounting Services staff.

E-MAIL ADDRESSES FOR ACCOUNTING SERVICES:

E-Mail Address	Correspondence Regarding:
Accountspayable@msudenver.edu	Vendor payments/invoices
CorporateCard@msudenver.edu	The Corporate Card
Grants@msudenver.edu	Existing grants
Payroll@msudenver.edu	Payroll/employee payments

Request all Expense Transfers via:

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

DEADLINE	DEPARTMENT	DESCRIPTION OF ACTIVITY OR FUNCTION
03-23-18	AHEC	-Orders for services valued at \$50K or more requiring competitive bidding for FY18 (June 30, 2018) delivery.
03-30-18	AHEC	-Contracts (Services over \$100K) for FY18 Specialty and Custom Products from Corrections
04-06-18	DEPT	Inventory letter from Accounting Services sent via e-mail to campus.
04-13-18	AHEC	-Orders containing like items (goods) from a single vendor valued at \$25K or more, for FY18 delivery -Orders for services valued over \$50K requiring competitive bidding, for FY19 -This is also the deadline for any FY18 orders for items requiring extensive lead times to supply.
04-13-18	DEPT	<u>This is the date to clean up all outstanding items from 07-01-17 through 03-31-18.</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.
04-20-18	AHEC	-Orders for goods between \$10K - \$25K to be delivered prior to June 30, 2018 -Services under \$50K for FY18 to be performed prior to June 30, 2018 -Orders containing like items (goods) from a single vendor valued at over \$25K for FY19 .
04-27-18	AHEC	-Requests for ongoing maintenance, agreement renewals, and recurring services less than \$50K for FY19 -All open orders for goods less than \$25K for FY19 to be effective 07-01-18. -All COPIER requests (renewals, upgrades/changes and cancellations) – be sure to include previous PO#, machine serial # and machine location.
05-01-18	DEPT	Inventory information due to Accounting Svcs from departments.
05-08-18	DEPT	April Finance closed, departments should run April reports.
05-04-18	AHEC	Standard seating and office furniture from Corrections, over \$10K for FY18 (to be delivered prior to June 30, 2018)

DEADLINE	DEPARTMENT	DESCRIPTION OF ACTIVITY OR FUNCTION
05-14-18	DEPT	<u>This is the date to clean up all outstanding items from 04-01-18 through 04-30-18.</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.
06-08-18	DEPT	May Finance closed, departments should run May reports.
06-08-18	DEPT	All AHEC remodeling work orders to be charged to the old year (FY18) needs to be communicated to Zach Ruff in Accounting Services for follow up on work status.
06-08-18	DEPT	Petty Cash must be counted by department and a check request processed to replenish cash for all outstanding items.
06-08-18	DEPT	All completed travel, where the traveler received a travel advance, MUST be finalized.
06-14-18	DEPT	<u>This is the date to clean up all outstanding items from 05-01-18 through 05-31-18.</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.
06-15-18	DEPT	Review "Signatory Authorization log" at: https://msudenver.sharepoint.com/:x/s/accountingservices/ET5rIdZUICHah6m6lYpHVtEBncFiZDQK9p3kiSuzv4g1zQ?e=zUH2bv -Verify signors for your Funds and Orgs. Send modifications to Stephen Cheesman.
06-26-18	ACC	All payroll transactions (except SM) are fed to Finance.
06-28-18	ACC	Last Check/ACH run for FY18. Accounting will close the A/P system for fiscal year 2018.
06-28-18 NOON	DEPT	Last day for departments to make deposits at the Cashier's office for FY18. IF YOU CANNOT MAKE YOUR DEPOSIT BY THIS TIME OR YOU ARE EXPECTING MONEY FOR FY18 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 19.

DEADLINE	DEPARTMENT	DESCRIPTION OF ACTIVITY OR FUNCTION
06-28-18	DEPT	Approval of time entry closes for SM13
06-29-18	DEPT	Petty cash, change funds and registers will be audited by Accounting Services on or before June 29, 2018 (This is an unannounced audit).
07-02-18	ACC	SM13 feed to Finance
07-05-18	DEPT	Last day to reallocate C-Card Expenses on Wells Fargo.
07-06-18 10:00AM	Fin Aid	Last day to process Fin Aid Payroll adjustments. 10:00AM. (This is just for period 12)
07-09-18	DEPT	Run June reports to ensure accuracy
07-09-18	DEPT	Last day to request transfers for Funds that start with a “4”.
07-09-18	DEPT	Last day to get supporting documents and statements for the C-Card to Accounting Services.
07-11-18 NOON	DEPT	Last day to request changes, corrections, transfers and accruals. NO OTHER ACCRUALS OR TRANSFERS WILL BE POSTED AFTER THIS DATE.
07-13-18 NOON	Fin Aid	Last day to process Fin Aid Payroll adjustments by NOON. No others will hit FY18
07-16-18	DEPT	Run reports and contact Accounting before 07/19/18 if you find problems/errors larger than \$10,000.00.
07/19/18	DEPT	Last day to request a FY18 PO to be rolled into FY19.