



TO: MSU Denver Community
FROM: Liza Larsen, Director of Accounting Services
DATE: March 24, 2016
SUBJECT: Document Deadlines for Processing by Fiscal Year End 2016

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 2016. 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 February 24, 2016 memo, which was sent by AHEC to all departments, and are presented in this memo for your information. All purchase orders will expire on 6-30-16, 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. Any Academic and Student Affairs departments should contact Kim Starr or Chip Hagan in the Provost's office with any questions, all other departments should contact Jinous Lari in the Budget office.** Each department will need to consider when their merchandise will be delivered when creating purchase orders. If merchandise is to be received after 6-30-16, the purchase order should be in the 16-17 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 detailed list of phone numbers follows:

PHONE NUMBERS FOR ACCOUNTING SERVICES:

Name	Ext.	Service
Main Number	6-3030	
Liza Larsen	6-4843	Director
Quynh Nguyen	6-5021	Accounts Payable and System Manager
Darlene Eckhart	6-6879	Tax Accountant, and New FOAPALs
Zach Ruff	6-4017	Bank Accountant/Cleared Checks
Aruna Paritala	6-5004	Asset Manager
Larry Hollenbeck	6-5002	Fixed Assets
Beth Christensen	6-4646	Contracts and Leases
Barb Garcia	6-2912	Work Orders and Telecomm
Simone Chavous	6-5003	Procurement Card, Banner Finance training
Charlotte Stone	6-5007	Grants Manager
Inkeo Khatiyavong	6-5160	Internal Transfers and Grant Processing

PAYROLL:

Name	Ext.	Service
Battsetseg Stinson	6-4024	Payroll Manager
Hanh Tran	6-5032	Payroll Services
Angela Ballou	6-3017	Payroll Services

ACCOUNTS PAYABLE:

Name	Ext.	Service
Main Number	6-3030	
Terri McLaggan	6-5001	Accounts Payable Lead Technician
Susy Reitz	6-5020	
Laura Snyder	6-5019	Travel
Evan Sheehan	6-5191	Travel
Linda Ramstetter	6-3062	

When sending an e-mail to Accounts Payable please send it to the main Accounts Payable e-mail account:

ACCOUNTSPAYABLE@MSUDENVER.EDU

DEADLINE	DEPARTMENT	DESCRIPTION OF ACTIVITY OR FUNCTION
03-04-16	AHEC	-Orders for services valued at \$25K or more requiring competitive bidding for FY16 delivery .
03-25-16	AHEC	-Contracts (Services over \$100K) for FY16 Specialty and Custom Products (over \$5K) from Corrections
04-01-16	DEPT	Inventory letter from Accounting Services sent via e-mail to campus.
04-01-16	AHEC	-Orders containing like items (goods) from a single vendor valued at \$10K or more, for FY16 delivery -Orders for services valued over \$25K requiring competitive bidding, for FY17 -This is also the deadline for any FY16 orders for items requiring extensive lead times to supply.
04-15-16	AHEC	-Orders for goods between \$5K - \$10K to be delivered prior to June 30, 2016 -Services under \$25K for FY16 to be performed prior to June 30, 2016 -Orders containing like items (goods) from a single vendor valued over \$10K for FY17 .
04-15-16	DEPT	<u>This is the date to clean up all outstanding items from 07-01-15 through 03-31-16.</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. Please note that beginning in FY16 we have put the transfer request process on-line. For more information please go to: http://www.msudenver.edu/controller/resources/expensetransfer/
04-29-16	AHEC	-Requests for ongoing maintenance, agreement renewals, and recurring services less than \$25K for FY17 to be effective 07/01/16. -All open orders for goods less than \$10K for FY17 to be effective 07-01-16. -All COPIER requests (renewals, upgrades/changes and cancellations) – <i>be sure to include previous PO#, machine serial # and machine location.</i>
05-02-16	DEPT	Inventory information due to Accounting Svcs from departments.
05-06-16	AHEC	Standard seating and office furniture from Corrections, over \$5K for FY16 (to be delivered prior to June 30, 2016)
05-09-16	DEPT	April Finance closed, departments should run April reports.

DEADLINE	DEPARTMENT	DESCRIPTION OF ACTIVITY OR FUNCTION
05-13-16	DEPT	<u>This is the date to clean up all outstanding items from 04-01-16 through 04-30-16.</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. On-line transfer requests are at: http://www.msudenver.edu/controller/resources/expensetransfer/
06-08-16	DEPT	May Finance closed, departments should run May reports.
06-10-16	DEPT	All AHEC remodeling work orders to be charged to the old year (FY 15-16) need to be communicated to Larry Hollenbeck in Accounting Services for follow up on work status.
06-10-16	DEPT	Petty Cash must be counted by department and a check request processed to replenish cash for all outstanding items.
06-10-16	DEPT	All completed travel, where the traveler received a travel advance, MUST be finalized.
06-17-16	DEPT	<u>This is the date to clean up all outstanding items from 05-01-16 through 05-31-16.</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. On-line transfer requests are at: http://www.msudenver.edu/controller/resources/expensetransfer/
06-17-16	DEPT	Review Signatory Authorization log at: http://www.msudenver.edu/controller/resources/forms/accounting/services/ (Third item from the top) -Verify signers for your Funds and Orgs. Send modifications to Beth Christensen.
06-22-16	ACC	All payroll transactions (except SM) are fed to Finance.
06-27-16	DEPT	<u>Send all Event Card backup to AccountsPayable@msudenver.edu</u>
06-28-16	DEPT	Last day to reallocate P-card Expenses on Paymentnet.
NOON		
06-28-16	ACC	Last Check run for FY16
06-29-16	DEPT	Last day for departments to make deposits at the Cashier's office for FY16. IF YOU CANNOT MAKE YOUR DEPOSIT BY THIS TIME OR YOU ARE EXPECTING MONEY FOR FY16 BUT DIDN'T RECEIVE IT <u>CONTACT DARLENE ECKHART</u>
NOON		
06-29-16	DEPT	Time entry closes for SM13 at NOON
06-29-16	ACC	Last ACH run. Accounting will close the A/P system for fiscal year 2016.

THIS IS THE END OF THE PURCHASING YEAR.
ANYTHING AFTER THIS IS IN FY 16-17.

DEADLINE	DEPARTMENT	DESCRIPTION OF ACTIVITY OR FUNCTION
06-30-16	DEPT	Petty cash, change funds and registers will be audited by Accounting Services on or before June 30, 2016 (This is an unannounced audit).
07-01-16 10:00AM	Fin Aid	Last day to process Fin Aid Payroll adjustments. 10:00AM. (This is just for period 12)
07-01-16	ACC	SM13 feed to Finance
07-05-16	DEPT	Must submit P-card statements and supporting documents to AccountsPayable@msudenver.edu
07-05-16 NOON	DEPT	LAST DAY to request changes, corrections and/or transfers of revenues or expenses for activity between June 1, and June 30, 2015. Requests must be submitted to Accounting Services with proper documentation and authorized signatures. This is BEFORE the close of the period so you must watch your monthly activity CLOSELY this month. Corrections to prior month's activity should have already been completed! Requests after this time will only be processed if single transactions exceed \$10,000.
07-08-16	ACC	Accounting will send an e-mail for departments to run June preliminary reports (activity through June 28.) This will include all check requests and bills processed by A/P, all Payroll charges, and department requests for corrections and transfers received by 7/05/16.
07-14-16 NOON	DEPT	Last day to request changes, corrections, transfers and accruals that are over \$10,000. NO OTHER ACCRUALS OR TRANSFERS WILL BE POSTED AFTER THIS DATE.
07-20-16	DEPT	Run June final reports.