



University of Massachusetts Amherst

Office of the Controller
405 Goodell Building
140 Hicks Way
Amherst, MA 01003-9272

Memo

To: All Finance Users
From: Andrew P. Mangels, Controller; John O. Martin, Director of Procurement
Date: May 5, 2009
Re: FY2009 Closing - FY2010 Opening - Non-State Funds

Following are the FY09 closing, FY10 opening dates for Finance users. The FY09 closing dates referenced are for information only. These are our *best estimates* for year end processing at this time.

If an FY09 purchase order is not fully paid prior to June 30, the balance will roll into FY10 and will become an FY10 encumbrance.

A separate message will be sent to those departments that use state funds for their purchases.

THE CLOSING DATES FOR FY09 NON-APPROPRIATED FUNDS TRANSACTIONS

Transaction Type

Date

IMPORTANT NOTE: We regret that we will be unable to open FY10 budgets for Future Year Requisitions prior to year end. However, you may process most requisitions for goods/services to be received in FY10 using your current FY09 budgets. If the requisition is in an approved status with a valid budget check by June 19, it will source to a purchase order. The FY09 purchase order will then roll into FY10 and will become an encumbrance against your FY10 budget.

If your **GOF** or **RTF** funds fail budget checking against such a requisition, contact Lynn McKenna in the campus Budget Office to discuss options.

If you experience a budget checking issue with a **revenue operation** fund, please contact Lynda Kamik or Wayne Borkowski in the campus Budget Office to discuss options.

However, in order to process requisitions against **gift** funds (53500, 53510, and 53571), **RTF%** funds (52132) and **endowment income** funds (53800) or **grant** funds, the requisition must pass budget checking



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Transaction Type	Date
<p>Requisitions:</p> <p>Purchase requisitions must be in a fully approved status with a valid budget check by</p> <p>We will continue to process purchase requisitions that require only departmental approval until June 26, provided the requisition has been fully approved by the department and has a valid budget check.</p> <p>In order for a requisition to source to a purchase order, it must be fully approved and have a valid budget check. On June 22, Procurement will begin to cancel requisitions that do not meet this criteria, and departments will be responsible for re-entering the requisition in FY10. A list of the canceled requisitions will be posted at the Procurement Department Website at http://www.umass.edu/procurement/ on July 1.</p> <p>Please keep in mind that any requisition that requires Procurement approval and support documentation or bids will not be approved by Procurement unless all processing requirements are met. Such requisitions will be among those canceled should it become necessary to do so.</p> <p>PLEASE NOTE: These processes and dates may change pending the results of our fiscal year end testing. Communications will be sent out with any updates.</p>	<p>June 19</p>
<p>Electronic Receipts for payments to be made in FY09 must be entered in the on-line system by</p> <p>Reminder: Electronic receipts are required only for those purchase order lines that bear a capital equipment category/account code.</p>	<p>June 5</p>
<p>Invoices and Disbursement Vouchers Against FY09 Encumbrances: Must be in to Accounts Payable by</p> <p><i>(AP will endeavor to process all FY09 invoices before year end if received by June 5 and there are no issues with the Purchase Order (i.e., PO No. must be valid, budget check must be valid, PO must have a valid vendor, and receipts must be entered when applicable) .</i></p> <p>Accounts Payable will continue to process invoices until the end of FY09.</p>	<p>June 5</p>
<p>Travel Disbursement Vouchers must be received in the Controller's Office by</p>	<p>June 5</p>



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Transaction Type	Date
Journal Entries:	
FY09 journal entries must be received in the Controller's Office by	June 30
Electronic recharge feeds for FY09 must be received in the Controller's Office(acoga@admin.umass.edu) or sent directly to the UITs server by	June 30
Cash Deposits:	
Any department that needs courier service for departmental deposits has a deadline of	June 29
Walkups/in-person deposits must be in the Bursar's Office by	Noon– June 30
Travel & Expense Module (applies only to those travel expense preparers who are processing travel through this PeopleSoft application):	
FY09 Expense Reports and Cash Advances must be entered in the system by	June 16
Transactions entered after June 16 will be denied and will have to be deleted by the travel preparer.	
Procard Reallocations: FY09 Procard Transactions must be reallocated by	
	July 2
Endowment Payouts accounts - Funds (53800 & 53810)	
Please note the following closing dates for the FY09 year-end closing related to endowment payout accounts.	
<ul style="list-style-type: none"> FY09 Scholarship requests must be submitted to Anne Peramba in the Financial Aid Office no later than..... 	May 7
<ul style="list-style-type: none"> For endowment payout accounts that are required to return unspent balances back to principal at year end, FY09 disbursements must post prior to..... 	June 27
Note: Any approved encumbrances on an account will reduce the balance returned back to principal.	
If you have any questions about endowment payout accounts or if you are not sure if your account returns to principal at year end, please call Norm Gousy at 545-3364.	



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Transaction Type

Date

OPENING DATES FOR FY10 PO/AP NON-APPROPRIATED FUNDS ENCUMBRANCES

Purchase Orders for FY10 - Encumbrances:

Requisitions may be entered in the system as of

July 2, 2009 upon email notification that PO rollover is complete

PO ROLLOVER

In order for outstanding encumbrances on Open FY09 POs to roll into FY10, the POs must be in a Dispatched status with a Valid Budget Check. There must be a budget row posted at the appropriate level in FY10 to accommodate the rolled purchase order encumbrance or the PO may fail budget checking in FY10. Procurement/Controller's staff will work with departments to insure that all qualified purchase orders roll into FY10.

As with prior years, any purchase order that we have identified as a potential rollover issue will be closed out. Any invoices that are received against closed purchase orders will be dealt with on an individual basis by AP staff and the responsible department. Direct payments will be done whenever possible.

Thank you for your cooperation.