TO: University Budget Administrators  
FROM: Christine O. Roncaglione, Controller  
DATE: May 23, 2017  
SUBJECT: Controller’s Office Administrative matters: FY2016-2017 Close

This memo is intended to provide the University Community with guidelines and information regarding the end of fiscal year 2016-2017.

**FY2016-2017 Closing**
Expenses for goods and services must be included in the fiscal year in which the goods or services are received or used, regardless of when the payment is made. For this reason, accounts payable and/or accounting may adjust direct pays/expense reports to be paid out of the budget year in which the goods and services are used. Implementing this accounting rule can be complicated, please follow these guidelines and contact the accounting department if you have questions at X-3434.

**Guidelines to Follow**

1. **Do now:**
   a. Finalize FY2016-2017 spending in May.
   b. Do not order supplies for the FY2017-2018 school year until after July 1.
   c. Ensure any required FY2016-2017 budget revisions are complete and submitted to the Budget Office.

2. Review open purchase orders during May and close purchase orders no longer needed. Contact Purchasing if the purchase order will not be complete by 6/30/17.

3. For direct pays / invoices / expense reimbursements incurred during the FY2016-2017 budget:
   a. Complete the appropriate paperwork and submit it to accounts payable no later than **Friday, June 23, 2017**.
   b. If you cannot meet the deadline, please provide copies of outstanding unpaid invoices or obligations to Meaghan Pfetzer (x4839) in the accounting department by **Wednesday, July 5, 2017** for them to determine whether the amounts will be accrued. Invoices should still be paid thru using normal channels.

4. For payments of expenses (invoices and expense reimbursements) which will be incurred from the **FY2017-2018** budget:
   a. If requesting payment prior to **July 1, 2017**, submit the paperwork to Accounts Payable with the instructions “**Defer to FY18**” at the top of the form. Please include the FOAP to be used in FY18 on the request form. You will need to pay these expenses on a paper Request for Check Form.
   b. Examples of these expenses include airfare for future dates, prepayments for events scheduled after July 1, 2017, and software licensing costs for a contract term extending into FY18, and others.
Cutoff Dates and Purchasing Guidelines
The attached Cutoff Dates and Purchasing Deadlines are presented to help you plan. If you are not able to adhere to these guidelines, please call Meaghan Pfetzer in the accounting department at x4839. The processing of any transaction is subject to funds availability.

Insufficient Funds Notices
In cases where funds have already been exhausted, the direct pays/invoices/expense reimbursements can’t be submitted or completed. If you receive notification that a request can’t be submitted or completed, please review your budget and resolve the problem as soon as possible. You may need to complete a budget transfer or discuss options with your divisional leadership. The Budget Revision Guidelines are also attached for you reference. The Budget office can assist you with questions, but requests for additional funds must come from your Divisional Vice President/Lead Executive. NSF notices do not extend the deadlines set forth in the memo. Please review your budgets and plan your spending so that transactions occurring in June are minimized.

Thank you in advance for your time and assistance,

Christine O. Roncaglione
Controller
EXTERNAL PURCHASES:

**Direct Pays/Independent Contractor Payments** - Cutoff date for receipt of invoices from external vendors for goods and services incurred in the 2016-2017 budget year. Invoices to be paid from the 2016-2017 budget received after this date will be subject to review by the Controller.  

*June 23, 2017*

**Purchase Requisitions/Purchase Orders:**

- **Equipment-Capital Items**  
  Cutoff date for receipt of purchase requisitions for ALL furniture, equipment and other capital items including computer equipment.  
  *June 2, 2017*

- **Operational Supplies**  
  Cutoff date for receipt of purchase requisitions for departmental supplies.  
  *June 2, 2017*

- **Office Depot Online Orders**  
  To ensure delivery and processing prior to the end of 2016-17, place orders by **June 2, 2017**.

  Online ordering will close June 2 and re-open on July 1 for purchases in the 2017-18 budget year.

- **FY2016-2017 Open Purchase Orders**  
  Purchasing will continue sending a list of open purchase orders. Please review and determine if purchase orders should be closed or remain open.

  - Open P.O.s to be paid with FY17 Funds: Contact the vendor and have them send the invoice to accounts payable and assure all receiving is complete.

  - Closed P.O.s: send an e-mail to Purchasing (Monica Human or Danielle Reisman) instructing them to close it.

  - Open P.O.s to be paid with FY18 Funds: e-mail Purchasing and let them know that you want the purchase order to remain open. (NOTE: If being paid against an Operating Fund (or ORG) FY2017-2018 funds will be encumbered for remaining balance of purchase order.

  **Requisitions received now that pertain to the 2017-2018 fiscal year will not be processed until July 1, 2017.**

- **Travel Charges**  
  The charges for AAA Travel will be posted to the indicated budget based on the date of the travel and the date of the hotel stay.
MARKETING & COMMUNICATIONS PRINTING STORE FRONT
Orders from the Printing Store Front must be placed by June 2, 2017 to be paid from the FY2016-2017 budget. Orders must be received and used by June 30, 2017.

INTERNAL CHARGES:
The following cutoff dates will apply for internal charges up to including June 30, 2017.

- Internal charges fed to Banner Finance by another Xavier Department: July 7, 2017
- Bookstore/Food Service Charges: Posted by Accounting based on transaction date
- Cintas and Schiff Event Charges: Posted by Accounting based on transaction date
- Postage Charges: Posted by Accounting based on transaction date
- Travel Advance - issued for any travel through June 30, 2017: June 30, 2017
  Please note: you do not have 30 days to settle travel advances issued for any travel in the last half of June.
- Budget Revisions: July 7, 2017
- Interdepartmental Transfers: June 30, 2017

ACCRUALS AND/OR DEFERRALS OF REVENUES AND EXPENSES:
All information concerning accruals and deferrals of revenues and expenses for the 2016-2017 fiscal year must be received by the Controller’s Office, with appropriate documentation, by July 7, 2017.

DEPARTMENTAL PETTY CASH ACCOUNTS:
Departments maintaining a petty cash fund must turn in receipts to reimburse their petty cash fund by June 16, 2017.

CASH DISBURSEMENTS (BURSAR’S OFFICE):
All student cash disbursements must be picked up in the Bursar’s office by June 16, 2017. The availability of cash disbursements will be limited after June 16th but will reopen on July 3rd. Please plan ahead.

P-CARDS:
P-card transactions are automated and have a cutoff of June 30, 2017.

If you have any questions, please do not hesitate to call the Purchasing Department (x3676 or x1987), Budget Office (x3447 or x3723), Accounts Payable (x3199) or Meaghan Pfetzer (x4839) as appropriate. Thank you in advance for your cooperation.
Guidelines for Budget Revisions – For departments (Banner “orgs”) funded by the university’s annual operating budget.

1. Salary and Wage Category (6xxxxx account codes) - Unused budgeted monies are not available to be expended or transferred to other expense categories.

2. Operational Expenses and Equipment (70xxxx - 706xxx account codes) - Budget revisions will be permitted among account code pools within this category, to cover normal departmental needs. Transfers of monies to non-FTE wage categories are permitted. Examples include supplemental compensation and temporary employees. Transfers to Funds are not permitted.

3. Other Categories (707xxx - 80xxx account codes) - Monies budgeted in these categories cannot be transferred to other categories. Examples of such items would include insurance, utilities, financial aid, etc.

Expenditures made by revenue generating (“self-supporting”) operations should be governed by anticipated revenues to be generated through **June 30, 2017** not by the expenditure budget currently in the Banner Finance System.