

Statewide Fund Accounting
Phone: (907)450-8063
Fax: (907)450-8071



UNIVERSITY
of ALASKA
Many Traditions One Alaska

209B Butrovich Building
910 Yukon Drive
PO Box 756540
Fairbanks, AK 99775-6540

May 6, 2011

To: Pat Pitney, Carol Griffin, Bill Spindle, Myron Dosch
From: Karin N. Baldwin, Financial Accounting Director
Re: Year-End Closing Instructions

Please find attached FY11 year-end closing instructions. The payroll close memo is attached as appendix C. These instructions are also available on the web at Fund Accounting's website: <http://www.alaska.edu/fund-accounting/>.

Please note the following items:

- For the FY11 audit our external auditors are requiring that all documentation be submitted in electronic format. If departments need assistance in scanning or encrypting files please contact Jocelyn Martin.
- In FY11, documentation for unrecorded liability will be required for all checks issued after June 30, for over \$100,000. Guidance for submitting these items is located at VII. All Funds, D. Accounts Payable on page 11 of the year-end instructions.
- All deposits per bank should be recorded. Depository reconciliations should not show any deposits per bank that are unrecorded in the university accounting system at fiscal year-end. Guidance for properly recording these items in the university accounting system is located at VII. All Funds, A. Reconciliations, 1. Depository on page 8 of the year-end instructions.
- Prepaid travel instructions for departmental travel card usage are located on page 16 of the year-end instructions.
- At year-end, there will be significant capital construction in progress across the university system. Construction work performed prior to June 30, yet billed after, should be recorded as accounts payable. For significant contracts, please contact vendors to receive billings for

work performed prior to June 30, in an effort to properly accrue these billings prior to the July 15 cutoff.

- Guidance for capitalizable costs of buildings, infrastructure and other capitalizable assets is located at VII. All Funds, F. Capital Improvement Expenditures—Capitalized Costs on page 12 of the year-end instructions.

Please note the following dates:

- April 2011 management report is due May 27.
- FY11 cutoff for prior year encumbrance transactions is June 22.
- FY11 cutoff for journal vouchers is July 15.
- FY11 deadline for entering/tagging fixed asset equipment is July 22.

Due dates included in this memo generally refer to when items are due in Statewide; Internal MAU deadlines may differ.

Please continue to review current year and prior year encumbrances to ensure active status and to avoid inadvertent lapse of funds. Also examine the accounts payable open invoice reports and clear out any invalid items.

Thank you for your continued cooperation and assistance in helping close the university's fiscal year.

cc: Nichole Pittman, Barbara Hyde, Sandi Culver, Vickie Gilligan, Raye Ann Robinson, Tanya Hollis, Briana Walters, Stuart Roberts, Phill Harrington, Tom Dienst, Joan Gunnarson, Marci Zimmerman, Harlen Harmon, Steve Shiell, Michelle Pope, Carolyn Weaver, Maggie McDaniel, Jim Danielson, Betty Dupee

Fiscal Year-end Closing Instructions

FY11

Contents

	Page
I. Introduction & Contact Information	1
II. List of Significant Dates	2
III. Transmittal Forms	5
IV. A. System Schedule	7
B. Important Items	7
V. Auditors' Schedule.....	7
VI. Management Report Responses	
A. April 2011	8
B. Subsequent to April 2011.....	8
VII. All Funds	
A. Reconciliations.....	8
B. Payroll	10
C. Journal Voucher Entry	11
D. Accounts Payable.....	11
E. Fixed Asset Equipment	12
F. Capital Improvement Expenditures—Capitalized Costs	12
VIII. Unrestricted Funds	
A. Cash.....	13
B. Receivables	15
C. Prepaid Travel.....	16
D. Inventory	16
E. Accounts Payable.....	18
F. Encumbrances	18
G. Establishment of Unrestricted Budget	20
H. Auxiliary Funds	21
IX. Restricted Funds	
A. Receivables	21
B. Analysis of Debit Fund Balances.....	22
C. Budget Roll	23
D. Closing Restricted Funds	23
E. Facilities & Administrative Costs.....	23
X. Student Loan Funds	
A. Cash Accounts	24
B. Receivables	24
C. Allowance for Uncollectible Loans	25
Appendices	
A. Operating in the Previous Fiscal Year	26
B. Student Loan Reconciliation Format	28
C. Payroll close memo.....	29

Fiscal Year-end Closing Instructions

I. Introduction

These fiscal year-end closing instructions are provided to facilitate the closing of the University's books as of June 30 and to facilitate completing the external audit by September 30.

Compliance with these instructions and specific cut-off dates is **mandatory**. If for any reason full compliance with a year-end closing instruction is not possible, it is critical that this be communicated directly to Karin Baldwin, Financial Accounting Director, **prior** to the due date.

The transmittal form at Section III A, page 5, should be used for transmittal of all year-end data excluding the management report and payroll activity. Email these transmittals and accompanying documents to Jocelyn Martin, Statewide Fund Accounting, by each required date as listed on the year-end transmittal form. The transmittal form at Section III B, page 6, is used for submission of inventory instructions sent to Statewide Internal Audit.

Please note that throughout these instructions due date refers to the date documents should be received in Statewide Fund Accounting, or other appropriate department, as indicated.

Contact Information

Karin Baldwin, Financial Accounting Director, Statewide Fund Accounting

"Karin Baldwin" knbaldwin@alaska.edu , 450-8063

Michelle Wood, Senior Financial Accountant and Analyst, Statewide Fund Accounting

"Michelle Wood" mkwood@alaska.edu , 450-8066

Connie Hooper, Capital and Plant Fund Analyst, Statewide Fund Accounting

"Connie Hooper" clhooper@alaska.edu , 450-8064

Jocelyn Martin, Fiscal Technician, Statewide Fund Accounting

"Jocelyn Martin" jsmartin@alaska.edu , 450-8065

Tanya Hollis, Director, Statewide Cost Analysis

"Tanya Hollis" thollis@alaska.edu , 450-8069

Briana Walters, Assistant Director, Statewide Cost Analysis

"Briana Walters" bdwalters@alaska.edu , 450-8077

II.	List of Significant Dates	Page No
May 2	Salary schedules rolled to FY12	29-43
May 26	Notify Internal Audit of dates of physical inventory	16-18
May 27	April 2011 Management report due to Fund Accounting	8
June 1	Continue reviewing encumbrances for validity	18-19
June 1	Inventory instructions due at Internal Audit	16-18
June 16	Last CY10 labor reallocation run for R15-R26 (ADJ47)	29-43
June 22	Last day for prior year (commit type "C") encumbrance transactions (must be paid or liquidated) by 5 PM	18-19
June 22	Last labor reallocation run at FY11 staff benefit rates for R01-R10 (ADJ49)	29-43
June 20-24	Timesheets for R15 pay period are generated	29-43
June 23-24	HR job rolls to new salary schedules	29-43
June 30	Last date for issuing and delivering FY11 checks (non-payroll)	15
June 30	List of undelivered checks	15
June 30	Record last check number used (A/P, handpay & payroll)	15
June 30	Physical count of contents of safes	
June 30	Date goods or services must be received to be FY11 accounts payable	18
June 30	Physical inventory cutoff date	16
June 30	FY11 voided payroll checks due in SWOHR	
June 29	All Job and Deduction/Benefit input completed for R14 payroll	29-43
June 29	HR POSN budget load – FY12 working budget load	29-43
July 1	Temporary unrestricted budgets reversed	26
July 1	FY12 permanent budgets are loaded	
July 1	Deadline for all student job assignments entered into Banner HR	29-43
July 1	HR POSN budget roll to active – FY12 Budget Activation	29-43
July 4, 5	Holidays	
July 2	R14 pay period end date	29-43
July 6	Run cycle 12 reports-1st set (cycle 12 will officially close on 7/15/11 at 5 PM)	
July 6	Verify budget report, notify SWOHR of discrepancies	29-43
July 6	First FY12 Adjustment (ADJ52 for R15 payroll adjustments only) HR Systems will change the SB rates before and after the run.	29-43
July 7	Inventory adjustment to be made by units	16-18
July 7	R14 initial run through payroll calculation process (1)	29-43
July 9	Run R14 payroll with FY11 SB rates	29-43
July 11	Second FY12 Adjustment (ADJ53 for R15 payroll adjustments only)	29-43

<i>II.</i>	<i>List of Significant Dates</i>	<i>Page No</i>
July 12	ADJ54 processing. Final payroll and labor reallocation adjustment run processing for R11-R14 using FY11 staff benefit rates (use June 30, 2011 date). LR for R14 – FY11 time only.	29-43
July 13	Capital Improvement Schedules (Fund 5xxxxx) due in Statewide	12
July 13	LAST FY11 labor reallocation run for R14 – FY12 time only at FY11 rates-ADJ55 (use July 1, 2011 posting date). HR Systems will change the SB rates before and after the run.	29-43
July 13	Last day for electronic file feeds from other sub systems by NOON	
July 14	Following items due in Statewide:	
	• List of undelivered checks	15
	• Last check number issued	15
	• List of issued unrecorded checks	15
	• Inventory detail	16-18
July 14	Implement FY12 staff benefit rates and process ADJ56 adjustment run for R15.	29-43
July 15	Auxiliary reconciliations, adjusting entries, detail listings	21
July 15	Following items due in Statewide:	
	• Reconciliations for cycle 12 balance sheet accounts	9
	• Analysis of doubtful loans	25
	• Listing of loan receivables	24
	• Reconciliations for loan fund accounts	24
	• Petty cash and change fund reports (Procedures C-04, C-05)	13-14
July 15	Last day for A/P canceled checks to be done	18
July 15	LAST day for unit entry to FY11 extended cycle 12 by 5 PM	7,11
July 15	R15 payday	
July 15-16	General Ledger roll after 5:30 PM	26
July 15-16	Encumbrance roll after 5:30 PM	19, 27
July 15-16	Budget roll (finance) after 5:30 PM	23, 27
July 18	Accrual cycle starts	
July 21	Depository reconciliations and reconciling deposit explanations (See VII. All Funds, A. Recons, 1. Depository) due in Statewide.	8
July 22	Last day to enter fixed asset equipment for FY11	12
Aug 4	Following items due in Statewide:	
	• Analysis of Accounts Payable	18
	• Reconciliations for extended cycle depositories and loan fund checking accounts	14, 24
	• Capital Improvement Schedules (unrestricted and restricted)	12

<i>II.</i>	<i>List of Significant Dates</i>	<i>Page No</i>
Aug 4 Continued	<ul style="list-style-type: none"> • Aged listing on restricted fund receivables 	21
	<ul style="list-style-type: none"> • Reconciliations for extended cycle balance sheet accounts 	9
	<ul style="list-style-type: none"> • Reconciliation of allowance for doubtful accounts 	15, 21
	<ul style="list-style-type: none"> • Year-end encumbrance list 	19-20
	<ul style="list-style-type: none"> • Final date for proposed FY11 adjustments 	11
Aug 10	Last day for JV entry to accrual cycle-Statewide only	
Aug 12	Reconciliations for revenue/expenditure account codes due in Statewide	9
Aug 19	Capital Improvement Componentized Schedules due in Statewide	13
Sep 15	Documentation for Unrecorded Liabilities (July1-Sep 15) due in Statewide	12
Oct 15	Documentation for Unrecorded Liabilities (Sep 16-Oct 15) due in Statewide	12

III. A. Year-end Transmittal Form: *Please submit to Jocelyn Martin*

jmartin@alaska.edu

ALL SUBMISSIONS MUST BE ELECTRONIC TO MEET KPMG's REQUIREMENTS
(If you need assistance on how to encrypt or redact sensitive information call 907-450-8065)

Mark X if Included	Page No.
<input type="checkbox"/> List of undelivered checks (July 14)	15
<input type="checkbox"/> Last check #s used - identify type – A/P or payroll hand pay (July 14)	15
<input type="checkbox"/> List of issued unrecorded checks (July 14)	15
<input type="checkbox"/> Inventory detail (July 14)	16-18
<input type="checkbox"/> Auxiliary reconciliations (July 15)	21
<input type="checkbox"/> Reconciliation of <u>cycle 12 (as of June 30)</u> balance sheet accounts (attach list of account numbers) (July 15)	9
<input type="checkbox"/> Analysis of doubtful loans (July 15) Specify account # _____	25
<input type="checkbox"/> Loan Fund receivables (July 15) Specify account # _____	24
<input type="checkbox"/> Loan Fund balance sheet account reconciliations (attach list of accounts) (July 15)	24
<input type="checkbox"/> Petty cash and change funds report, Procedures C-04, C-05 (July 15)	13-14
<input type="checkbox"/> Depository reconciliations - cycle 12 (July 21)	8, 14
<input type="checkbox"/> Analysis of accounts payable (August 4)	18
<input type="checkbox"/> Depository reconciliations - Extended cycle (August 4)	14
<input type="checkbox"/> Loan fund checking accounts (August 4)	24
<input type="checkbox"/> Aged listing on restricted fund receivables (August 4)	21
<input type="checkbox"/> Reconciliation of <u>extended cycle</u> balance sheet accounts (Attach list of account numbers) (August 4)	9
<input type="checkbox"/> Reconciliation of allowance for doubtful accounts (August 4)	15, 21
<input type="checkbox"/> Year-end encumbrance list (August 4)	20
<input type="checkbox"/> Proposed FY11 accrual cycle journal vouchers (August 4)	11
<input type="checkbox"/> Reconciliation for revenue/expenditure account codes (August 12)	9

Date submitted _____ Submitted by _____

Unit _____ Phone # _____

III. B. Year-end Transmittal Form

General

TO: Internal Audit
211 Butrovich Building
Box 755120
Fairbanks, AK 99775-5120

Page

Or by email to: Syaudit@alaska.edu

_____ Inventory Instructions (June 1)

16-18

Date submitted _____ Submitted by _____

Campus _____ Phone # _____

IV. A. System Schedule

The Banner Finance application is real time and does not require the system to be totally shut down to do processing.

The system's scheduled **PRIMARY** availability is from 7:30 AM to 8 PM, Monday through Friday. During these hours, there is end user and technical support.

The **SECONDARY** availability is on Saturdays from 7:30 AM to 4:00 PM. This means if the system is up, the end users can use it, but there is no support staff if problems occur. Maintenance, upgrades, long processing jobs, etc. are also done on Saturdays with prior notice to users.

The system is **NOT** available on Sunday.

B. **IMPORTANT ITEMS FOR June 30**

- **All** cashier sessions must be closed and finalized on June 30 by 6 PM to ensure posting to FY11.
- **Accounts Payable cut off is July 15. Activity after that date is FY12 activity.**
- Units are not to do journal entries or any other types of transactions against FY11 after July 15. The system does prevent JV's from being processed but scripts will be run to catch other items. Those items will be deleted or reversed for activity posted after that date.
- It is the MAU or units' responsibility to run, print and distribute reports and information timely to meet the audit schedule.
- For year-end closing purposes, the month of June runs from June 1 – July 15. In the process, there are items due for June 1 - 30 and for the period of July 1 – July 15.

V. Auditors' Schedule

KPMG will be performing the external audit of the University. The University's internal auditors will be assisting KPMG in the areas of cash, year-end cutoffs, inventory, auxiliary analysis and unexpended plant vouching. Your cooperation with all audit requests is appreciated.

Interim fieldwork by external auditors is scheduled for May 31 through June 10. The majority of their fieldwork will be performed in September and completed by September 30.

It is expected that work in June will consist primarily of planning, some testing in purchasing, accounts payable, grants and contracts, A133 Single Audit compliance, HR and payroll. Testing after year-end will expand to cover all financial areas. KPMG will observe the UAA bookstore inventory on July 1. Internal Audit will be reviewing UAF Utilities inventories for June 30.

All communication with the external auditors when they are not on site is to be coordinated through Karin Baldwin, Statewide Fund Accounting. If certain dates identified above will be inconvenient for your staff, please contact Karin Baldwin so the best schedule can be arranged.

VI. Management Report Responses

A. April 2011

The April management report is due May 27.

B. Subsequent to April 2011

No formal management report response will be due for the month of June; however, units should be prepared to respond regarding their lapse or carry-forward status for FY11.

To assist in these responses and in the units' internal projections, MAU's have the ability to run the "S Reports" (FGR2SRP). These reports can be run by a unit at any point in time. It is the units' responsibility to run, distribute and review these reports. Documentation on how to run the S Reports is available on the UA Financial Systems Website.

Michelle Wood will also be running these reports for all campuses for review purposes. Units are requested to review these reports immediately and contact Michelle regarding any questioned items. Michelle will be using these reports for estimating the current lapse or carry-forward that will be reported to the Vice President for Finance and Administration.

VII. All Funds

A. Reconciliations

1. Depository

All deposits per bank should be recorded. Depository reconciliations should not show any deposits that are unrecorded in the university accounting system at fiscal year-end. Reconciling deposits must be recorded on the university accounting system by journal voucher during the extended cycle, before July 15. The extended cycle entry is:

dr	Cash 0140-XDEP	x,xxx.xx
cr	Unidentified Deposits 0777-XXXXXX	x,xxx.xx

The FY12 reversing journal voucher entry should be prepared at the same time.

The following must be sent to Statewide Fund Accounting by July 21:

- Copy of the FY11 journal voucher and backup.
- Copy of the FY12 reversing journal voucher entry.
- Each unit must provide an explanation listing the deposits and where the receivable, if any, is recorded. The following groupings should be used: sponsored programs, auxiliary, and unrestricted. All Foundation deposits must be identified within the sponsored programs, auxiliary, and unrestricted groupings.

2. Balance Sheet

Each unit will be responsible for reconciling all of the balance sheet accounts for all funds which are administered by their campus with the exception of the excluded balance sheet accounts identified in procedure G-03 in the Statewide Accounting Manual. Reconciliations of all balance sheet accounts except for the depository account 0140 for cycle 12, as of June 30 are due in Statewide Fund Accounting July 15. Final adjustments to the balance sheet accounts should be made in the extended cycle by July 15. A further reconciliation of these accounts is required after cycle 12 is closed and is due August 4. A note to the effect that there is no change from the June 30 reconciliation will suffice if cycle 12 closing balance is the same as the June 30 balance.

All reconciliations must list all detail items and their ultimate disposition. Any reconciling items between the detail list and the FGRGLTA must be clearly identified with supporting documentation attached. In general, follow the guidance of procedure G-03 plus the instructions given in sections VIII through X of this document.

3. Revenue/Expenditure

Due in Statewide Fund Accounting by August 12.

Four groups of required schedules are described below. These schedules assist in the preparation of the revenue and expenditure portion of the financial statements.

The total of each revenue/expenditure account code should agree to either the campus or major administrative unit total on the Banner Finance "M" series reports (FGR2MRP), after the extended cycle 12, July 15.

Schedule 1

- a. Fund 1XXXXXX, account code 9805 miscellaneous income
- b. Fund 1XXXXXX, account code 9860 miscellaneous sales and rental revenue

This schedule should have the following columnar headings:

<u>Org No</u>	<u>Org Title</u>	<u>Amount</u>	<u>Cumulative Nature of Revenue</u>
---------------	------------------	---------------	---

The organization (org) number referred to is the lowest level org code. Please provide a description of the nature of the revenue for each org code. 'Other' or 'miscellaneous' is sufficient explanation of the nature of revenue when the dollar amount is less than \$5,000. Additional information may be requested if necessary.

Schedule 2

- a. All unrestricted funds, account code 9410 thru 9475

The purpose of this schedule is to review account codes 9410 thru 9475 in the unrestricted funds to determine if any amounts should be recorded as gift revenue, i.e. recorded in 9478, 9480 or 9485. Please list only the amounts that should be shown as gifts. Additional guidance can be found by contacting Karin Baldwin or Michelle Wood.

<u>Fund No</u>	<u>Org No</u>	<u>Amount</u>	<u>Comments</u>
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Schedule 3

- a. All funds except 6XXXXXX, account code 8341 interest expenditures
- b. All funds except 6XXXXXX, account code 8342 retirement of indebtedness

These account codes are used exclusively with fund 6XXXXXX for debt service and no entries belong in these account codes in other funds. If any items remain uncorrected after the July 15 extended cycle, itemize any uncorrected items so that proper consideration can be made in the financial statement preparation. These schedules, if any, have the following columnar headings:

<u>Org No</u>	<u>Reference</u>	<u>Amount</u>	<u>Description</u>	<u>Correction Required</u>
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Schedule 4

- a. Fund 19XXXXX, account codes 91XX, 96XX and 98XX
- b. Fund 10XXXXX, account codes 97XX
- c. Fund 2XXXXXX, account codes 97XX and 99XX
- d. Fund 4XXXXXX, account codes 91XX, 96XX and 97XX
- e. Fund 5XXXXXX, account codes 91XX and 99XX

There should be no entries in these account codes. This schedule (if necessary) should have the following columnar headings:

<u>Org No</u>	<u>Org Title</u>	<u>Amount</u>	<u>Nature of Item</u>	<u>Correction Required</u>
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B. Payroll

The Payroll/HR Processing Fiscal Year 2011 close memo from Carolyn Weaver, (SWOHR) is attached in Appendix C on page 29.

Journal Vouchers

It is imperative that the HR system, which maintains the payroll detail, and the Finance system, which posts summary level payroll charges, stay in balance. Therefore, it is essential that labor reallocations be processed through the payroll system in the current fiscal year. Journal vouchers cannot be used for payroll transactions, with the following exceptions:

- Prior fiscal year labor reallocations for transfers only between restricted funds are authorized for journal voucher processing using finance rule code JPAY.
- Prior fiscal year labor reallocations for transfers between unrestricted funds, or transfers between unrestricted and restricted funds must use finance rule code JSPC. These journal vouchers must be sent to SWOHR for approval and processing at SW Finance.

Staff Benefit Rates

New staff benefit rates will be implemented for the R15 payroll based on the prior years' experience and the future years' projection. The chief financial officers of the major administrative units will be notified of the rates.

C. Journal Voucher Entry

All units have the ability to enter journal vouchers for FY11 cycle 12 until 5 PM on July 15. It is the unit's responsibility to complete each journal voucher. If a journal voucher is necessary after July 15, the user should write the entries and send to Statewide Fund Accounting for processing review. Please remember, journal vouchers cannot be used for payroll.

Original journal vouchers sent after July 15 must be clipped together not intermingled with account reconciliations. Copies of proposed entries may be attached to the appropriate reconciliation and clearly marked as a proposed entry. The original journal entry may be overlooked if attached to other submissions.

The requested entries will be made only if they are received by August 4 and meet the criteria for materiality. Entries made after July 15 are not normally made for less than \$10,000; however, under certain circumstances, consideration will be given.

Approved entries will be input by Statewide Financial Systems. Statewide Fund Accounting will not initiate year-end entries for the units without prior coordination with those units and then not generally until after the July 15 closing. Verbal coordination may be arranged but must be followed with documentation or computer mail messages.

D. Accounts Payable

Due for payment in regional offices by July 15, original billings should be submitted through regular procedures.

Billings for services performed on or before June 30 must be approved for payment and processed through regular channels by July 15 to be recorded in FY11. It may be necessary to make advance arrangements with the vendors to ensure timely billings. It is preferred that the billings be through June 30, although it is possible to prorate bills that straddle both fiscal years.

In the situation where no billing has been received from the vendor but the cost of goods and/or services provided prior to June 30 is estimated to be greater than

\$100,000, an estimated accounts payable should be forwarded to Connie Hooper in Statewide Fund Accounting. Such estimates shall be summarized as shown below:

1. Name of Vendor
2. Org, Acct, Fund
3. PO#
4. Estimated Payable

Documentation for Unrecorded Liabilities:

Checks issued from July 1 through October 15 in FY12, for over \$100,000, from funds 1, 2, 3 and 5, will require tracking in a spreadsheet with the following information:

1. Date of Payment
2. ORG, FUND, ACCT, PROGRAM CODE, MAU, DOC#, DESCRIPTION
3. Amount of payment broken down by Invoice
4. Commitment type
5. What fiscal year the expense should have been booked in (FY11 or FY12)

Accounts payable will also need to maintain an electronic file of the scanned payment support, including vendor invoice. It is recommended that this file be transmitted to Statewide as part of the check run process. If you need assistance with the query or clarification of the documentation requirements please contact Jocelyn Martin.

All electronic documentation (spreadsheet and scanned support) is due in Statewide by September 15. A subsequent spreadsheet and electronic file of scanned support is due in Statewide on October 15 containing only the transactions from September 16 through October 15.

E. Fixed Asset Equipment

All capitalized equipment (items costing \$5,000 or more) that was received, or the university had title to, in FY11 must be tagged and entered in the fixed asset module by July 22, 2011. JV corrections for activity between July 1, 2011 and July 15, 2011 relating to FY11 should be entered by July 15.

F. Capital Improvement Expenditures—Capitalized Costs

1. Fund 5xxxxx, Unrestricted and Restricted Fund Schedules

Fund 5xxxxx Schedules

On June 10, Statewide Fund Accounting will forward fund 5xxxxx capital improvement schedules including expenditure data to each MAU's design and construction offices. Response schedules are due in Statewide Fund Accounting July 13.

Unrestricted and Restricted Fund Schedules

On July 22, Statewide Fund Accounting will forward unrestricted and restricted capital improvement schedules including expenditure data to each MAU's design and construction offices. Response schedules are due in Statewide Fund Accounting August 4.

Instructions for Fund 5xxxxx, Unrestricted and Restricted Fund Schedules

For the following fund groups, 5xxxxx, unrestricted and restricted, identify major upgrades of buildings or grounds. The schedule should be organized by capital project. For each capital project, the following information should be listed:

- Fund-org-program code
- Percent complete at June 30
- Building reference, if applicable
- Short description about nature of work, e.g. renovate classroom or replace water line
- If project is funded from more than one fund or org, report expenses at lowest level
- Group expenses by major account code class, e.g. Salaries, Contractual services.....Other.
- Indicate whether this project should be capitalized or expended with explanations.

Major upgrade of buildings or grounds are total planned expenditures in excess of \$100,000 regardless of year in which paid, where the expenditure is for new construction or for renovation which extends the useful life of the structure fifteen or more years.

2. Componentized Schedules

On August 12, Statewide Fund Accounting will forward schedules for buildings being componentized to UAF and UAA design and construction offices. Response schedules are due in Statewide Fund Accounting August 19.

Instructions for Componentization

For each capital project being componentized, the building number, project name and description, and total expenditures by fund/org will be provided on the schedule from Statewide Fund Accounting. For each capital project, total expenditures by fund/org need to be divided into applicable building components. Building components include: site prep, foundation, frame, floor structure, floor cover, exterior walls, roof structure, roof cover, construction interior, construction exterior, elevators, lighting and electric, plumbing, HVAC, and fire protection.

VIII. Unrestricted Funds

All June 30 reconciliations for unrestricted funds except for depositories are due in Statewide Fund Accounting on July 15. The extended cycle 12 reconciliations are due on August 4. Detailed instructions follow for some balance sheet accounts. Instructions for the remaining balance sheet accounts are in the Statewide Accounting Manual procedure G-03.

A. Cash

1. Depositories

- Cash on hand which is not recorded through the cash receipts system as of June 30 will need to be recorded as FY11 activity. Amounts in excess of \$10,000 must be recorded by journal voucher to FY11 during the extended cycle 12, prior to July 15 with a reversing entry in cycle 01 FY12. The extended cycle entry is:

dr	Cash 0140-XDEP	x,xxx.xx	
cr	Revenue XXXXX-9XXX-XXXXXX		x,xxx.xx
OR			
cr	Receivable 0264-XXXXXX		x,xxx.xx
OR			
cr	Deposits or other payables 06XX-XXXXX		x,xxx.xx

Prepare a reversing cycle 01 entry (credits and debits are reversed) and key entries on the same day.

- Campuses where cash is received and deposits are sent directly to the bank by departments other than the business office will need to coordinate the recording of such department collections. Have the department forward the deposit slips to the campus business office no later than the day after the deposit. All cashier sessions must be closed and finalized on June 30 by 6 PM.
- If month end is not your usual bank statement cut-off date, contact Michelle Wood and arrangements will be made for a special bank statement.
- a. Reconciliations
 - Send reconciliations of depository accounts to Statewide Fund Accounting for June 30 monthly reports by July 21 and for cycle 12 close by August 4. Reconciliations to both June 30 and cycle 12 (July 15) are required.
 - Reconciliation of depository accounts to the FGRGLTA report must be in the format prescribed in the Statewide Accounting Manual procedure G-02.
 - Depository reconciliations should not have any deposits per bank that are unrecorded in the university accounting system at fiscal year-end. Refer to VII. All Funds, A. Reconciliations, 1. Depository on page 8 of year-end instructions for further guidance.

All reconciling items must clearly show the specific dates and accounts as they appeared on either FGRGLTA or the bank statement.

- b. Backup for Reconciliations
 - The reconciliations must include a copy of the bank statement as of June 30.
 - All units must include:
 - Copies of deposit slips for all deposits recorded in Banner Finance but not recorded by the bank as of June 30.
 - Copy of FGRGLTA report.

- Documentation for all reconciling items including copies of journal vouchers correcting open items.

2. Disbursements/payables and payroll check information

a. Last check issued

Provide to Statewide Fund Accounting by July 14 the last check number issued on or before June 30, for FY11. This includes a number for machine checks, hand-pay checks and payroll hand pay checks recorded or unrecorded.

b. Undelivered checks

All business offices/units must list any un-mailed and/or undelivered signed checks on hand at the close of business on June 30. This listing includes payroll hand-pay checks, payroll machine checks, accounts payable machine checks and accounts payable hand-pay checks. The list must include:

- check number
- check date
- payee
- amount
- reason why business office still has the check

This list is due in Statewide Fund Accounting by July 14. If no checks are on hand at June 30, please send a response to that effect.

c. Void checks

As is the routine process, please send all original void checks to Statewide Cash Management, Butrovich Building by July 14. Ensure that no FY11 checks are held at the unit.

B. Receivables

1. Accounts receivable

Accounts receivable reconciliations should include aged listings of the receivables.

2. Allowance for doubtful accounts

Reconciliations for the allowance for doubtful accounts should include a summary of the methodology used and backup to support the calculations. Judgment is to be used in the selection of the methodology. One suggestion is to use specific identification for grants and contracts and a percentage method for student receivables. An example of the aging method is given below.

<u>Accounts Receivable Aging</u>	<u>Applicable %</u> <u>(see NOTE)</u>	<u>Allowance for</u> <u>Doubtful Accounts</u>
Current	\$ 200,000	1%
30 - 60	50,000	2%
61 - 180	75,000	20%
181 - older	<u>125,000</u>	90%
	<u>\$ 450,000</u>	<u>112,000</u>
		<u>\$ 130,000</u>

Using this example the allowance for doubtful accounts would be \$130,000.

NOTE: The percentages to be used are your best estimate, the percentages vary with location and economic conditions. The allowance should show a correlation to the annual amount of receivables that are uncollectible. When the balance has been determined, review how close the estimate is to the existing balance in the account and prepare a cycle 12 adjustment if the variable is in excess of \$2,000. If you do have to adjust the account, it is preferred that you make the adjustment so that the allowance for doubtful accounts is rounded to the nearest thousand. Additional guidance may be obtained from Michelle Wood.

C. Prepaid Travel

Occasionally airline-pricing policies provide an opportunity for the University to realize a savings by purchasing discounted airline tickets in advance of the actual travel date. These tickets are purchased in advance of a specifically planned trip for an identified individual. These tickets should be purchased through the normal purchasing channels with encumbrances against the user's departmental budget, generally in the new fiscal year. Each campus is responsible for maintaining control over unused tickets.

For travel commencing in the new fiscal year:

- Departmental Travel Card: Departments purchasing these tickets with a departmental travel card in FY11 should use the Prepaid Travel Tickets account code 0446. The FY12 reversing journal voucher should be prepared at the time the expense report is done to move the cost from 0446 to the appropriate expenditure account code. Copies of the original purchase and the journal voucher should be sent to the campus general accounting department for reconciliation of account 0446.

The reconciliation for Prepaid Travel is prepared in accordance with Statewide Accounting Manual procedure G-03.

D. Inventory

Inventory includes items held for resale such as books, calculators, supplies and consumable items held for department use such as office supplies. Examples are: Geophysical Institute electronic shop, IMS glassware, utilities supplies and warehouse inventories. Inventory as described here does not include property inventory (equipment, etc.).

This section includes inventory instructions for auxiliaries, service centers, and departmental supplies and consumables. Also included are instructions for auxiliary accounts other than inventory. Inventories are to be conducted for all bookstores and conducted for all centers with consumable or resale inventories that are to be recorded as assets. Inventories in excess of \$50,000 must be recorded as assets.

1. All inventory items held for resale should be counted as of the close of business, June 30. If the physical count is prior to June 30, provision must be

made to account for changes in the inventory from the date the inventory is taken until June 30. By May 26, notify Statewide Internal Audit (see page 6 for contact information) of the dates and locations that physical inventory counts have been scheduled.

2. Prepare written instructions of the inventory count plan. These instructions should include identification of individuals responsible for the count, date of count, locations to be counted, and procedure for counting (counting is to be done in pairs, use of pre-numbered count sheets, other applicable forms, etc.). Send a copy of these instructions to Internal Audit by June 1.
3. Identify either as a part of the inventory instructions or separately, the costing method to be used. Unit cost must be based on the latest invoice price plus average unit freight. Large units may calculate cost based on the retail method. Identification of the costing method should include a brief summary of what the source of cost information is, i.e. how percentages are calculated for retail method, source of costs, determination of freight costs, etc.
4. All inventory sheets should be pre-numbered and clearly identify the unit and date of inventory. The heading must also identify the specific location, individuals counting those items and date of their count. Columns should be established for description of the counted item, counted quantity, unit cost and extended total cost.
5. Separate listings should be maintained for un-saleable books and other retail items. This will include books and other items which probably will not be saleable during the 2011-12 academic year, and which cannot be returned for credit. This listing should include information similar to that on the inventory sheets. These items will also be a part of the inventory sheets referenced in item 4.
6. After inventory is completed and costed, the inventory reconciliation is to be completed. A sample format follows:

Unit & Operation Inventory Reconciliation <u>June 30, 2011</u>	
Total cost per inventory detail listing	\$
Less un-saleable items counted in the above (per worksheet)	
Other adjustments (explain in detail)	_____
Adjusted physical inventory	\$ _____
Balance in FGRGLTA, 04XX-1XXXXX, cycle 12	\$
Inventory adjustment, JV # _____ (attach copy of JV)	_____
Adjusted balance (must equal adjusted physical inventory)	\$ _____

7. Make necessary year-end adjustments to the inventory accounts. These journal vouchers are to be entered by the units by July 7. Attach a copy of the JV to the inventory reconciliation.
8. Send the completed inventory to Statewide Fund Accounting no later than July 14. Include inventory reconciliation and a copy of written instructions used when inventory was conducted and a copy of the JV used to record the appropriate adjustments.

E. Accounts Payable

Accounts payable are unpaid obligations at June 30 for goods received and/or services performed on or prior to June 30, including all utilities (phones and fuel) even though the statement or invoice for such services may be dated July 1, or subsequent. Summarize payables relating to all funds for inclusion in the year-end closing. Review the Open Payable Report as of the close of cycle 12 (July 15) and provide to Statewide Fund Accounting a reconciliation of the payables. If payables are correct as listed on the Open Payable Report, submit a statement saying the review has been completed and the report is correct. This is due in Statewide Fund Accounting by August 4.

If an FY11 check is to be **canceled and not reissued**, go to the cancel check form (FAACHKS) for processing. Enter cancel date as June 30, cancel check as Y and re-establish payable as N. This can be done until July 15.

If an FY11 check is to be **canceled and a reissue will be done**, go to the cancel check form (FAACHKS) for processing. Enter cancel date as June 30, cancel check as Y and reestablish payable as Y. This can be done until July 15. Reissued checks, will be in FY12.

Adjustments can be made to encumbrances and accounts payable including travel for all funds from July 1 through July 15 for FY11.

After July 15, do not use June 30 as a transaction date.

F. Encumbrances

1. Overview:

The state permits the university to carry-forward funding to the next fiscal year to cover the cost of its encumbrances (outstanding commitments). An encumbrance is defined as the legal commitment of funds for the purchase of goods and/or services which were ordered prior to June 30, but which had not been actually received at June 30. Different state rules apply for Requests for Proposals (RFP) and Information for Bids (IFB).

The FY12 operating budget will be increased for encumbrances. It is important that the university is in compliance with stated rules and regulations and provides proof in the audit trail that it has done so. For this reason FY11

purchase orders (not included as legitimate exceptions) are not to be issued after June 30, 2011 or backdated. The audit trail for the exceptions is outlined below.

2. Important review steps to reduce lapse and for correct reporting.
 - a. Delete all invalid encumbrances after a thorough review process of the open encumbrance reports. Invalid encumbrances are unusable and become an automatic lapse in the subsequent year; therefore, it is advisable to free these encumbrances up for re-use.

This procedure should be performed throughout the year, but at the minimum ensure that it is followed in May, June, July and extended cycle.

- b. Review prior year encumbrances (commit type "C") and take necessary steps to ensure delivery of goods and services. Unused encumbrances from FY10 will lapse June 22, 2011. The final date to close commit type "C" encumbrances is June 22, 2011 by 5 PM.

Amounts owed by one segment of the university to another or one fund group (restricted or unrestricted, etc.) to another fund group are not legitimate payables nor encumbrances and should not be on the Open Encumbrance report. See the Statewide Accounting Manual procedure A-17 for a definition of a legitimate encumbrance or contact Statewide Fund Accounting if you need additional guidance.

3. Encumbrance Roll

The encumbrance roll process will occur on July 15 to allow the best possible closure of both the purchasing and accounts payable areas.

Before the process starts, all **FY11 requisitions** that were not converted to purchase orders will be deleted, regardless of which funds are being used. These requisitions will have to be manually re-entered by the departments if they need to have purchase orders created. All incomplete documents must be removed from the system.

All encumbrances (manual and purchase orders) will be rolled into the new year. Encumbrances against unrestricted funds will be rolled with a commit flag of "C" and are subject to lapse. All other funds will be rolled with a commit flag of 'U' and are not subject to lapse.

4. Year-end Reporting

- a. Review the Year-end Encumbrance report as of July 15 to determine its accuracy prior to submission to Statewide Fund Accounting. All outstanding encumbrances will be on this listing. Should there be major errors, report these promptly to the Financial Systems Office.

- b. Send to Statewide Fund Accounting the Year-end Encumbrance report. This report is to be marked with the codes listed below and returned to Statewide Fund Accounting by August 4.

Prepare the Year-end Encumbrance report as follows. Add a column to the right of the report. This column 'Reason for Carry-forward' is to justify why those orders can be funded from the FY11 appropriation. This column must be done manually on the Year-end Encumbrance report. The following notations must be applied. No variations from the following codes will be acceptable.

- 'A' Goods or services not received by June 30.
- 'B' Purchase order issued for items manufactured to specifications fulfilling bid or quote requirements with a delivery date subsequent to June 30.
- 'C' Travel commenced on or before June 30, expense report not filed by June 30.
- 'D' Long lead-time required on order, goods will be received after June 30. (This is appropriate in remote areas that may have outstanding barge orders.)
- 'E' Invoice from vendor not received in a timely manner. Goods have been received prior to June 30. (These items should be recorded as accounts payable items and removed from this list; however, they may appear on this list provided they do not appear on both lists.)
- 'F' IFB authorized and received by procurement by June 1, issued in July.
- 'G' RFP authorized and released by June 7, issued in July.
- 'X' Requires correction per attached explanation. Any X coding explanation must be presented in sufficient detail with copies of supporting documentation. Each unit should make the corrections in the current (FY12) year.

A certain number of "X" items are unavoidable, but a thorough review and cleanup as described in step 2a should eliminate many X items.

5. Ensure that all accounts payable and encumbered items (obligations) are reported.

All obligations at June 30 must appear on either the accounts payable listing or the open encumbrance listing. No item should be on both listings.

G. Establishment of Unrestricted Budget

Temporary budget for FY12 was entered in May and will be available until July 1. Units should have prepared and input continuation budgets according to schedules prepared by Statewide Budget.

H. Auxiliary Funds

This section provides instructions for reconciliation of Auxiliary Fund accounts other than inventory. Instructions for all inventories including auxiliaries are in the section VIII D.

For all accounts, copies of the adjusting entries, reconciliation, and detail listing must be submitted to Statewide Fund Accounting by July 15.

1. Receivables - complete a list of amounts due the university as of June 30 for books and other items sold but for which payment has not been received. This detail listing is to include customer name, invoice amount, and revenue account to be credited. Any of these receivables which are unrecorded are to be entered by the local unit with a journal voucher in the cycle 12 and reversed in FY12. The account to be debited will be 0264-19XXXX.
2. Accounts Payable - are not recorded by journal voucher. Accounts payable for goods received by June 30 should be recorded into the correct accounts payable form (FAAINVE) using a transaction date of June 30. Any date can be used for the invoice date.
3. Credit memos - are not recorded by journal voucher. Credit memos relating to goods received by June 30 should be recorded into accounts payable form (FAAINVE) using a transaction date of June 30. Any date can be used for the credit memo invoice.
4. Deferred Revenue - housing system receipts collected in advance for July 2011 or later should be recorded as deferred revenue as of June 30, 2011. Complete a listing of the amounts received prior to June 30 for future periods. The listing should include the payer's name, unit rented, months paid in advance and amount received. The total deferred rent should be recorded to account 0760 - 19XXXX.

IX. Restricted Funds

A. Receivables

1. Aged listing of manually booked receivables is due in Statewide Fund Accounting on August 4.

The aged listing of all manually booked receivables should include identifying fund number, amounts and aging as per outstanding billings.

2. Reconciliation of allowance for doubtful accounts is due in Statewide Fund Accounting on August 4.

A reconciliation of any allowances for doubtful accounts is required and must include a summary of methodology used and backup to support the calculation. The specific identification method is recommended for restricted fund

receivables. See also guidance given for unrestricted fund allowance for doubtful accounts in section VIII B 2.

B. Analysis of Debit Fund Balances

The time period for applying adjustments to restricted funds for purposes of recording manual overhead, corrections, or administrative expenditures of federal financial aid programs ends July 15. Any unit not able to enter all adjustments prior to July 15 should contact Statewide Fund Accounting for assistance before completing the analysis of debit fund balances.

1. Analysis of debit fund balances and journal entries to record related receivables and revenues should be completed and entered by unit prior to July 15.

To aid in this analysis, prepare a schedule using the cycle 12 fund-balance report, showing the following headings. The analysis is for all funds with negative ending fund balances only.

<u>Fund No</u>	<u>Title</u>	Ending Balance <u>XXX(1)</u>	Billed <u>(2)</u>	Unbilled <u>(3)</u>	Unbillable <u>(4)</u>	<u>Comments</u>
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- (1) Use the cycle 12 balances (negative balances) as of July 15, or an earlier date when you know all restricted fund entries have been posted.
- (2) Amount billed as of June 30, does not include billings prepared after June 30. Add comments for any amounts over 90 days old.
- (3) These are costs that are unbilled at June 30, but are billable under the terms of the contract. Add comments as to when costs will be billed. Note: Costs billed during July should be recorded as cycle 01 activity. These items will be considered as unbilled as of June 30 and should be included in this column.
- (4) Costs that are un-billable generally come from either over-expenditures or disallowed expenditures. Add comments if there is a balance in this column. Indicate if provision for this uncollectible amount is already included in Fund 2 or Fund 1.

The sum of columns 2, 3, & 4 must equal column 1.

2. Journal vouchers to record receivables for each fund with a negative fund balance should be input by July 15. Prepare the entry using the analysis performed in step B 1.

DEBIT: 0264-2XXXXXX, miscellaneous accounts receivable, for the amount in the billed column of your worksheet.

DEBIT: 0303-2XXXXXX, unbilled contracts receivable (manual), for the amount in the unbilled column on your worksheet.

DEBIT: 0292-2XXXXXX, allowance for doubtful accounts, for the amount in the unbillable column on your worksheet.

CREDIT: ORG-9XXX-2XXXXX, various revenue accounts, for the combined sum of the debits.

This entry should be made for each fund with a debit fund balance and prepare a reversing entry for FY12. For the reversing entry:

DEBIT:	ORG-9XXX-2XXXXX
CREDIT	0292-2XXXXX
CREDIT	0264-2XXXXX
CREDIT	0303-2XXXXX

After preparing the accrual cycle entry, review the balance in the combined 0292 allowance for doubtful accounts to ensure that the balance is still adequate. See section VIII B for guidance on allowance for doubtful accounts.

If your provision for doubtful restricted accounts is combined with your unrestricted fund provision, be sure there is sufficient allowance to cover the debit entries to 0292 above. Ascertain that you have not caused your allowance account(s) to have a negative (debit) balance(s).

C. Budget Roll

The budget roll process occurs once on July 15. This rolls available balances into FY12.

D. Closing Restricted Funds

In order for a restricted fund to be closed the following items must be done prior to June 30.

1. Review the fund as reported on the FGRGLTA.
 - a. All asset and liability accounts must be zero "0" (including Interfund - 0521).
 - b. The fund balance, revenue, expenditure and transfer control totals must net to zero "0".
 - c. Budgeted revenue and expenditure must equal each other.
2. Change the fund termination date to June 30. **July is too late to change FY11.**

E. Facilities and Administrative Costs

Facilities & administrative (F&A) cost recovery is recorded by use of an automated calculation and will be entered as the charges occur during the July 15 extended cycle activity. Redistribution of the F&A cost recovery occurs automatically.

X. Student Loan Funds

All reconciliations for loan fund accounts are due in Statewide Fund Accounting on July 15. In addition, a reconciliation of all checking accounts as of the close of cycle 12 is due on August 4. Detail instructions follow for cash, receivables and the allowance account; however, reconciliations are required for all balance sheet accounts.

A. Cash Accounts

Units that have separate bank accounts for their student loan programs must forward a copy of the reconciliation of these accounts for June 30 monthly reports to Statewide Fund Accounting by July 15. Format for the reconciliations should be the standard 4 - column cash reconciliation. Any corrections required should be recorded at the unit level by July 15 via journal voucher. Copies of the bank statement, deposit in transit slips and any journal vouchers made as corrections must be attached to the reconciliations.

A reconciliation as of the close of cycle 12 is due in Statewide Fund Accounting August 4. This reconciliation should also include copies of the bank statement and support for reconciling items.

B. Receivables

1. Receivables in Banner Finance:

No reconciliation due in Statewide Fund Accounting; units should review accounts for accuracy.

2. Receivables not in Banner Finance:

Provide to Statewide Fund Accounting by July 15, an aged detail listing of student loan receivables outstanding as of June 30. Categories for aged listing should be:

- Under 30 days past due
- 31 - 60 days past due
- 61 - 90 days past due
- 91 - 120 days past due
- Over 120 days past due

For the Federal loan programs a copy of the June 30 or Wachovia computer printout will be sufficient if this detail list of loans outstanding agrees with the balance shown on report FGRGLTA. If it does not agree, a reconciliation to the FGRGLTA as described in item 3. below is required.

3. Reconciliation of detail to FGRGLTA

Prepare a reconciliation showing items which appear on the detail list but do not appear on FGRGLTA, and which items appear on FGRGLTA but do not appear on the detail list. Sample formats are presented in Appendixes B and C.

Explanation of reconciling items should be detailed. The unit is to enter any adjusting entries that are required by July 15.

C. Allowance for Uncollectible Loans

Loans should be reviewed routinely during the year and those determined by the business manager to be uncollectible should be written off to the allowance for doubtful loans account. After this write off has been performed, the remaining outstanding loans should be reviewed to determine any potential loan losses. Nursing loans, as a rule, will be reserved rather than written off. The loans that are considered by the business manager to be potential loan losses should be identified and summarized. A copy of this analysis is due in Statewide Fund Accounting by July 15. Alternatively, any other method of determining the amount that should be reserved for possible loan loss must be forwarded for review. Questions on possible methodology can be discussed with Michelle Wood. Final entries adjusting loan funds must be made by the unit by July 15 so that reports run for the close of cycle 12 reflect the FINAL status of loan funds at June 30.

APPENDIX A Operating in Previous Fiscal Year

There is no special function or accesses needed to perform current fiscal year and prior fiscal year processing. Anyone who can enter a transaction type in the current fiscal year can enter that transaction type in the prior fiscal year. The key to processing in the proper fiscal year is the transaction date. This is true if you are doing a requisition, manual encumbrance, purchase order, invoice, canceled check, journal voucher, or budget entry. There is no fund type restriction on processing prior fiscal year activity.

Year-end closing is done by three major processes: the general ledger roll, encumbrance roll and budget roll. In order to record information in the most correct fashion, the following year-end approaches are used:

- (1) At 5:30 PM on July 15 the general ledger roll will be performed. This job sets up the application to handle the old fiscal year as the accrual cycle and places beginning balances into the new fiscal year. Once this job is processed the system will update the ledgers appropriately.

If, for example, there is a charge for FY11, the system will record the charge in FY11 and automatically update the fund balance for FY12.

If the charge is for FY12, the system will only update FY12.

The temporary unrestricted budgets that were established in May will be reversed on July 1. If budget is not entered by then, users will get the NSF message on the items they are trying to process.

Until 5:00 PM on July 15, end users can work in both fiscal years. As stated before, the key to recording items in the correct year is the transaction date. The transaction date will default to the current date for every transaction. The user must clear the field and enter June 30, 2011 when they are trying to affect FY11.

Follow your MAU deadlines for requisitioning. It is critical to abide by them in order to allow the procurement offices time to change the requisition into a purchase order. All FY11 requisitions must be deleted before the encumbrance roll process. **This must be done by the users or the MAU representative before July 15.** If any requisition that was deleted needs a purchase order, that requisition will need to be reentered by the department, or use “copy” feature.

Invoicing can be done against FY11 by using a transaction date of June 30. This should be done for all items received on FY11 purchase orders, prior to the encumbrance roll. Invoicing can also be done against FY12 by using a transaction date in July. This should be done for all items received on FY12 purchase orders.

Checks that are printed in July will be reflected in FY12, with a debit to accounts payable control and a credit to the bank account. Checks issued prior to July 1 can be cancelled (voided) against FY11 by using the check cancel date of June 30.

If an FY11 check is to be **canceled and not reissued**, go to the cancel check form (FAACHKS) for processing. Enter cancel date as June 30, cancel check as Y and re-establish payable as N. This can be done until July 15.

If an FY11 check is to be **canceled and a reissue will be done**, go to the cancel check form (FAACHKS) for processing. Enter cancel date as June 30, cancel check as Y and reestablish payable as Y. This can be done until July 15.

Closing of purchase orders and manual encumbrances for FY11 should be done in the normal fashion, but using the June date.

- (2) At 5:30 PM on July 15 the encumbrance roll process will be done. **Prior to this process all FY11 requisitions that have not been converted to purchase orders will be deleted.** It will also roll encumbrances (both manual and purchase orders) into the new fiscal year. Depending on the fund type, the system will either set the record with a commit type of 'C' (committed) and tracked for lapse purposes or 'U' (uncommitted) and not tracked for lapse purposes.

Once the encumbrance roll is done, **no encumbrances can be entered against the old fiscal year.** Also, no invoicing or canceling of checks into FY11 by using the transaction date of June 30, 2011 is permitted. The transaction date on all invoices should be in July or August, etc. depending on the current month. The user can do invoicing against FY11 or FY12 purchase orders by using the current date and can do any number of partial invoices as necessary. Should the user enter an invoice against FY11 (transaction date of June 30, 2011) after the roll is complete, the system will force that to be the final payment. This also causes system problems. Please do not make any payment to FY11 after 5 PM on July 15.

Units are not to do entries against FY11 after 5:00 PM on July 15. The system does prevent this, but under some circumstances records can be processed in error. Therefore, scripts will be run and items deleted or reversed for activity posted after that time.

- (3) At 5:30 PM on July 15 the budget roll process will be done. This will roll the available balances for the appropriate funds. This will roll both revenue and expense budgets. If any transactions are manually entered to these funds in the accrual cycle after the budget roll, manual budget adjustments to FY12 will have to be performed. After this process is completed no activity against funds that are project related can be done.

APPENDIX B

STUDENT LOAN RECEIVABLES RECONCILIATION FORMAT

STUDENT LOAN RECEIVABLES
RECONCILIATION

June 30, 2011

June 30, 2011 - cycle 12 (Report FGRGLTA)

Reconciling items:

1. Loan receivables (disbursements) not booked but appear on detail listing	X
2. FY11 loan payment received after June 30, 2011 cash receipts cutoff date	X
3. Other (provide detail and explanation)	<u>(X)</u>
June 30, 2011 adjusted balance	<u>X</u> (1)

(1) Should agree with the manual detail listing of student loans receivable as of June 30, 2011 and the accrual cycle FGRGLTA.

NOTE: Any required adjustments to balances (from 1, 2, or 3) must be made by journal voucher prior to July 15, 2011.

APPENDIX C

May 4, 2011

TO: Personnel, Payroll, & Budget Offices

FROM: Carolyn Weaver, HR User Services Manager

RE: **Banner HR Fiscal Year 2011 Close & Start of Fiscal Year 2012**

General

These procedures address BHR processing and scheduling issues that are specific to the fiscal year close and opening of the new fiscal year (FY).

We will process only one payroll run, R14, for the pay period of June 19, 2011, through July 2, 2011, which includes the June 30 fiscal year close cutoff. The R14 accounting information for each employee will split and post to BFIN for FY11 and FY12 depending on the payroll data entry, however, the dates encompassing the entire R14 payroll period will be processed using the FY11 staff benefit rate values. The R14 payroll will process on Saturday, July 9, 2011. The distribution of checks and auto deposit information will occur in the usual manner.

Salary Schedule Rolls for FY11

The FY12 salary schedule roll for all salary tables will occur by Monday, May 2, 2011.

The Local 6070 salary tables of CC and CM will roll to the 2012 SGRP with a 1.0% increase as per the contract agreement in place for January 1, 2011 to December 31, 2013. Effective for December 1, 2011, L6070 employees will receive a one step increase movement. This step increase movement will occur on Friday, November 11, 2011. A preliminary report of employees slated to receive a 1 step increase will be made available via Vista Plus on Monday, November 7, 2011.

The UNAC union salary table of F9 will roll to the 2012 SGRP with a 2.5% grid increase based on Article 15.4.3 of the current tentative contract agreement for January 1, 2011 through December 31, 2013.

The UAFT union salary tables of AR and A9 will roll to the 2012 SGRP with an increase of \$1,627.00 to salary ranges per the tentative contract agreement for January 1, 2011 to December 31, 2013.

The UNAD Adjunct union salary table of FT will roll to the 2012 SGRP with a 1.5% increase (excluding “_HR”, “_CV”, and “_NC” grades) based on the current contract agreement in place for January 1, 2011, to December 31, 2013.

All non-represented faculty in FN and FR employee classes may renegotiate an increase determined on an individual basis and will be left to the discretion of the MAU departments.

Non-union salary table (SS) utilized for regular staff employees will roll to the 2012 SGRP with a 2% grid increase pending approval by the UA Board of Regents. On Friday, December 9, 2011 a one step increase process will occur for each employee with an active job assignment as of January 1, 2012 on the regular staff employee salary schedule (SS). This increase will take effect for the beginning of the R02 pay period on January 1, 2012. The combination of salary schedule grid increase in July and the one step increase in January translates to a total increase of 2.5% for regular staff employees over the course of FY12.

Salary Schedule Rolls for FY12 – continued

Non-union salary tables (TS and TC) utilized for temporary employees will roll to the 2012 SGRP with 2% grid increase pending approval by the UA Board of Regents.

The student (SD) salary grid will roll to the 2012 SGRP with a \$.50 per hour increase in salary rate pending approval by the UA Board of Regents.

All salary roll information is subject to change based on pending legislative approvals.

Positions & Budgeting – FY11 & FY12

The campuses will provide the SW Budget office the Access/Excel files for the FY12 budget prior to June 20, 2011. The Statewide Budget office will collect all of the campus budget files and prepare the file to be uploaded into Banner HR.

Prior to the budget roll, HR Systems will verify that each active position in NBAPBUD has the “Salary” and “Premium Earnings” under the “Budget Roll Rules” set to zero. Any positions that are set to any other value will be re-set to zero before the roll to a 2012 working budget occurs.

No data entry is allowed on position records (NBAPOSN and NBAPBUD) starting at 5 p.m. on June 28, 2011, through the business day of Friday, July 1, 2011, or through the completion of BHR budget activation. Position record maintenance can resume upon email notification from the Statewide HR On-Call helpline of a successful BHR budget activation.

The budget roll process will begin on June 29 with HR Systems creating a working budget with budget values of zero. HR Systems will coordinate with the Office of Information Technology to prepare and load the consolidated FY12 budget file(s) into the FY12 working budget in BHR. HR Systems will produce a working budget report. By July 1, the Statewide Budget office will verify the working budget report and inform the HR On-Call technician (450-8208) of any discrepancies. On July 1, 2011, HR Systems will approve and activate the FY12 budget and notify the MAU Budget office via email upon completion of the process.

Once the FY12 budget is approved, the prior year budget will close, position records will be updated with the FY12 active budget and account distribution, and the position records will be updated for the 2012 salary schedules. HR Systems will not feed the position budget information from BHR to the BFIN system. The FY12 budgets will be updated in BFIN via a separate budget load process.

Job Assignments for FY11

The job roll process globally updates all non-terminated job records with an effective date record for the new fiscal year salary schedule and rate information.

FY Salary Transition with Increases - June 23, 2011 - Limited Personnel Data Entry

Local 6070 - On June 23, pending legislative approval, HR Systems will roll the L6070 job records to the 2012 salary schedules with a 1.0% salary grid increase. The job roll will create new job effective date records of July 3, 2011, with the 2012 SGRP, and the job change reason of UNAD (salary adjustment-union) for all job records using the CC or CM salary schedule.

Job Assignments for FY12 - continued

On November 11, 2011, HR Systems will increment the L6070 job records on the 2012 salary SGRP by one step level. The job roll will create new job effective date records of December 1, 2011, with the job change reason of STEP (step movement) for all Local 6070 jobs. The preliminary report designating the salary SGRP change will be available from Vista Plus for MAU HR office review on Monday, November 7, 2011 and the final report post generation of the step increase job records will be available for review on Friday, November 11, 2011. The HR offices will review the preliminary and final reports for any future corrections or additions that are required to the employee's job assignments.

UNAD Adjunct job records will be moved to the 2012 salary schedule with a 1.5% increase for anyone being paid the minimum of pay scale on June 23 pending legislative approval. The job roll process will create a new job effective date record of July 3, 2011, with the 20112SGRP and the job change reason of UNAD (salary adjustment-union) for all non-terminated adjunct faculty jobs.

Note: If the Adjunct employee does not have a summer assignment, the job roll process will not create a new fiscal year record.

UAFT employees will receive a \$1,627.00 salary increase for each full-time nine month base assignment at this time based on the tentative contract agreement. Faculty members working less than full-time or less than nine months will receive a prorated increase amount. A report of union members with less than full time or less than nine month assignments and the appropriate prorated increase amount will be distributed from the Statewide Employee and Labor Relations Office by Monday, June 20, 2011. On June 23, HR Systems will roll all UAFT jobs to the new fiscal year, 2012, salary schedule with a \$1,627.00 increase amount.. The job rolls will create new job records with the job effective date of July 3, 2011, a personnel change date of July 3, 2011, the 2012 SGRP and the job change reason of UNAD (salary adjustment-union) for all non-terminated UAFT jobs. All MAU HR offices will manually adjust an employee's increase amount based on the content of the prorated increase report by Friday, July 8, 2011.

UNAC employees will receive a 2.5% pay increase based on Article 15.4.3 of the tentative contract agreement. On June 23, HR Systems will roll all UNAC job assignments to the 2012 SGRP with the job effective date of July 3, 2011, a personnel change date of July 3, 2011, the new rate, and the job change reason of UNAD (salary adjustment-union) for all non-terminated UNAC jobs.

Per the tentative contract agreement, there will be no market adjustment increases for fiscal year FY12.

Additional data entry of promotions is to be completed by MAU offices by the close of business on June 27 2011. A list of Promotional increases will be provided to the MAU HR offices by the Statewide Employee and Labor Relations Office by Friday, June 3, 2011. Job Assignment records should be inserted with a record effective date following the FY12 system generated record in the following priority order with a Personnel Date of July 3, 2011:

Entry Priority

July 3, 2011 System generated increase record with UNAD job change reason.

July 4, 2011 Promotional increase, if applicable; use a job change reason of FAPR.

Any employees on the F9 salary table in a FR or FN employee class should not receive an increase due to their non-represented faculty status and the ability to re-negotiate their employment contract (e.g. Post Doctoral Fellows, Academic Directors, etc). On Thursday, June 23, 2011, when HR Systems performs the job roll process the roll may include FR and FN employees on the F9 salary table and generate an FY12 effective date record of July 3, 2011, on a salary group of 2012 and a job change reason of SYPC. These rate increase records

should be manually removed as soon as possible. Following the job roll processing, HR Systems will distribute via email a list of employees identified to have these increases removed.

Job Assignments for FY12 - continued

On June 23, HR Systems will roll all FW jobs (non-represented temporary faculty on CR_## grades) to the 2012 FT salary schedule with a 1.5% increase. The job rolls will create new job effective date records of July 3, 2011, with the 2011 SGRP and a job change reason of COLA (cost of living allowance) for all non-terminated FW jobs.

All exempt and non-exempt regular employees will receive a 2% salary increase effective July 3, 2011, pending approval by the UA Board of Regents and available funding. On June 23, HR Systems will roll all exempt and non-exempt jobs on the SS salary schedule to the new salary rates. The job roll process will create new job effective date records with a date of July 3, 2011, 2012 SGRP, and a job change reason of COLA (cost of living allowance) for all non-terminated exempt and non-exempt jobs.

As in previous fiscal years, staff employees on a step zero will be assessed for the potential movement onto an appropriate step level of the staff salary grid. Regular employees remaining on a step 0 of the staff salary grid for the fiscal year may be granted up to the same percentage salary increase as non step zero employees, based on supervisor initiation and approval. No staff employee will receive an annual increase for FY12 greater than the determined percentage salary increase. Implementation of increases for staff employees on a step zero must be coordinated with the SW Classification and Compensation Office and the campus HR offices.

All exempt and non-exempt temporary employees will receive a 2% salary increase effective July 3, 2011, pending approval by the UA Board of Regents and available funding. On June 23, HR Systems will roll all exempt and non-exempt temporary employees on the TS and TC salary schedule to the FY12 salary rates. The job roll process will create new job effective date records with a date of July 3, 2011, 2012 SGRP, and a job change reason of COLA (cost of living allowance) for all non-terminated exempt and non-exempt temporary jobs.

All student (ST, SN, GT, GN) employees that are not terminated will receive a \$.50 per hour increase in salary rate on June 23, 2011. A new effective date record will be created for July 3, 2011, 2011 SGRP, with a job change reason of COLA (cost of living allowance).

FY Salary Transition without Increases - June 24, 2011, Restricted Personnel Data Entry

All executive (EX) employees that are not terminated will roll on June 24 without a change in salary rate. A new effective date record will be created for July 3, 2011 with the job change reason of SYPC (system/policy change). The new job records will reflect the 2012 salary group.

On June 24, HR Systems will roll FW jobs (non-represented temporary faculty on 00_CV, 00_HR or 00_NC grades) to the 2012 FT salary schedule without a change in salary rate. The job rolls will create a new job effective date record of July 3, 2011, with the 2012 SGRP and a job change reason of SYPC (system/policy change) for all non-terminated FW jobs. MAU HR offices will review and assess the current salary paid to employees on these grade levels will meet or exceed University minimums.

Future Job Assignment Updates

The Statewide HR office will programmatically update the new salary group and rate information on July 11 for all future job records dated beyond July 3 for all employee classes. A report of the records updated will be available for each employee class on July 11, 2011, via Vista Plus and a preliminary report of anticipated records to be updated will be available for review by the regional offices from June 28 through July 11. After reviewing the report, the MAU HR offices must email syhr@alaska.edu by noon on July 8 to confirm the results of the report or to note any discrepancies before the update process will occur on July 11.

Testing of Future Job Records Update

In preparation for the job changes for FY12, HR Systems will test the Future Job Records update process in LRGP during the time frame of June 1-24, 2011.

Step Increase Processing

For fiscal year 2012, L6070 employees and regular staff employees are slated to receive a one step increase as listed below;

Step increase processing for the Local 6070 employee class of CR will receive a one step increase effective on December 1, 2011. Processing of the step increase movement will take place on November 11, 2011. The generated reports from the update process can be found under the Personnel Reports folder in Vista Plus and should be reviewed for any potential corrections or manual updates of future effective date records. A preliminary report of employees slated to receive a one step increase will be made available via Vista Plus on Monday, November 7, 2011.

Step increase processing for regular staff employees (NR, XR) will receive a one step increase effective on January 1, 2012. On Friday, December 9, 2011 a one step increase process will occur for each employee with an active job assignment as of January 1, 2012 on the regular staff employee salary schedule (SS). This increase will take effect for the beginning of the R02 pay period on January 1, 2012.

A preliminary audit report of the regular staff step increase movement will be generated on Monday, December 5, 2011, and made available for review via Vista Plus. The HR offices will review the preliminary and final reports for any future corrections or additions that are required to the employee's job assignments

Job Form / Turnaround Document Generation

The generation of the job form turnaround documents during the job roll processing week can be produced and printed using the NHR2PAF report program from within the Banner Job Submission form of GJAPCTL in the following batches:

Documents for Standard Data Entry Days - For data entered between Monday, June 20, 2011, and Wednesday, June 22, 2011:

Use the date range of ***June 19, 2011 - June 23, 2011***.

Documents for FY12 Pay Increases - For the system job roll processing that generates an increase in salary on the limited data entry day of June 23, 2011:

Use the date range of ***June 23, 2011 - June 24, 2011***.

Documents without FY12 Pay Increases - For the system job roll processing that generates new job assignment records without an increase on the restricted data entry day of June 24, 2011:

Use the date range of ***June 24, 2011 - June 25, 2011***.

Documents for Future Dated Job Assignments Updates - For the job assignment records dated beyond July 3, 2011, with a salary change that is updated through the system processing on July 11, 2011:

Use the date range of ***July 11, 2011 - July 12, 2011***.

Job Form / Turnaround Document Generation – continued

Documents for L6070 Step Increases - For the system step increase processing that will occur on Friday, November 11, 2011 and a new job assignment record with an increase of one step value is generated for December 1, 2011:

Use the date range of *Nov 11, 2011 – Nov 12, 2011*.

Documents for Regular Staff Step Increases - For the system step increase processing that will occur on Friday, December 9, 2011 and a new job assignment record with an increase of one step value is generated for January 1, 2012:

Use the date range of *Dec 9, 2011 – Dec 10, 2011*.

For additional information regarding the criteria and execution of the Job Form Turnaround document program, NHR2PAF, please refer to the processing procedures found at the following URL:

http://www.alaska.edu/files/hr/downloads/personnel.hiring_process.job_form_processing.pdf

Job Assignments for R14

The initial extract for the R14 payroll will run the morning of Thursday, June 30, 2011. All new assignments, assignment changes, and deduction/benefit changes must be in the HR system by close of business on June 29 for the changes to be reflected in the R14 initial processing.

Payroll Time Entry Issues for R14 – FY11 & FY12

The Banner HR system will create two time entry records for each position/suffix job assignment that crosses the fiscal year for an individual. One time entry record will be for the FY11 period of June 19 through June 30. The second time entry record will be for the FY12 period of July 1 through July 2. The effective date on the PHA HOUR record distinguishes the fiscal year.

For ECLS's with Generated Pay:

For employees who are in ECLS's with generated pay status, the system will prorate the hours/dollars for each time entry record based on the chart below. As usual, payroll will need to key any leaves or labor overrides on the correct time entry record based on the time/effort reports.

ECLS	R14 FY11 default days	R14 FY12 default days
XR, AR, EX, XX, XT, FR	9 working days (72 hrs)	1 working day (8 hours)
NR, CR	9 working days (72 hrs)	1 working day (8 hours)
F9, A9, FN	9 working days (72 hrs)	1 working day (8 hours)
FT, FW	.9 units (9 days)	.1 units (1 day)

For ECLS's with required time entry:

For employees who are in ECLS's that require time entry, payroll will key the time entry onto the respective fiscal year time entry record based on the time sheet information. For example, a student works Tuesday-Friday, 4 hours per day both weeks of the pay period, totaling 32 hours worked. Payroll would key 28 hours (7 days x 4 hours/day) on the FY11 PHA HOUR record and 4 hours (1 day x 4 hours/day) on the FY12 PHA HOUR record.

Note: The July holiday closure days do not occur during the fiscal year transition pay period. The UA holiday closure days of July 4, and July 5, 2011 will be paid in the R15 pay period on July 29.

The Banner HR system will calculate FY11 earnings based on the FY11 time entry record and book to Finance as FY11 earnings. The FY12 earnings will be calculated based on the FY12 time entry record and booked to Finance as FY12 earnings.

Payroll Time Entry Issues for R14 – FY11 & FY12 - continued

Testing of R14 Split Payroll Processing

In preparation for the R14 payroll processing, HR Systems will test the split fiscal year payroll run processing in LRGP by June 24, 2011.

Deduction/Benefit Processing Issues – R14 & FY11

We will use the FY12 PERS, TRS, ORP (T1), ORP (T2), and ORP (T3) rates noted below to calculate all of the retirement deductions/benefits for the R14 pay period, which begins on June 19. The PERS and TRS contributions and related earnings will be reported to the Division of Retirement as FY12 earnings. The FY12 PERS, TRS, ORP (T1), ORP (T2), and ORP (T3) rates will be implemented in Banner HR on June 10 prior to the beginning of the R14 payroll period.

FY11 Rates

Retirement Program	Deduction Rate	Maximum Contribution	Benefit Rate	Maximum Contribution	Income Limit
PERS (Defined Benefit)	6.75 %	None	22.00 %	None	None
PERS – Fire/Police (Def Benefit)	7.50%	None	22.00 %	None	None
TRS (Defined Benefit)	8.65 %	None	12.56 %	None	None
PERS (Defined Contribution)	8.00 %	\$ 19,600.00	6.13 %	\$ 15,018.50	\$245,000.00
PERS – Fire/Police (Def Contr.)	8.00 %	\$ 19,600.00	7.16 %	\$ 17,542.00	\$245,000.00
PERS HRA (Defined Contr.)				\$1,699.71	
TRS (Defined Contribution)	8.00 %	\$ 19,600.00	8.35%	\$20,457.50	\$245,000.00
TRS HRA (Defined Contr.)				\$1,699.71	
ORP (Tier 1)	8.65 %	\$ 21,192.50	12.56%	\$30,772.00	\$245,000.00
ORP (Tier 2)	8.65 %	\$ 21,192.50	12.00 %	\$29,400.00	\$245,000.00
ORP (Tier 3)	8.00 %	\$ 19,600.00	12.00 %	\$29,400.00	\$245,000.00

FY12 Rates

Retirement Program	Deduction Rate	Maximum Contribution	Benefit Rate	Maximum Contribution	Income Limit
PERS (Defined Benefit)	6.75 %	None	22.00 %	None	None
PERS – Fire/Police (Def Benefit)	7.50%	None	22.00 %	None	None
TRS (Defined Benefit)	8.65 %	None	12.56 %	None	None
PERS (Defined Contribution)	8.00 %	\$ 19,600.00	5.71 %	\$ 13,989.50	\$245,000.00
PERS – Fire/Police (Def Contr.)	8.00 %	\$ 19,600.00	6.48 %	\$ 15,876.00	\$245,000.00
PERS HRA (Defined Contr.)				\$1,778.09	
TRS (Defined Contribution)	8.00 %	\$ 19,600.00	7.58%	\$18,571.00	\$245,000.00
TRS HRA (Defined Contr.)				\$1,778.09	
ORP (Tier 1)	8.65 %	\$ 21,192.50	12.56%	\$30,772.00	\$245,000.00
ORP (Tier 2)	8.65 %	\$ 21,192.50	12.00 %	\$29,400.00	\$245,000.00
ORP (Tier 3)	8.00 %	\$ 19,600.00	12.00 %	\$29,400.00	\$245,000.00

Staff Benefit Processing Issues – R14 & FY11

We will use the FY11 staff benefit rates to calculate and process the full R14 payroll period this year.

The FY12 Staff Benefit rates will be implemented on July 6, prior to the ADJ52 (R15) payroll adjustment run.

The FY12 staff benefit rates will be removed and replaced with the FY11 staff benefit rates at the completion of the ADJ52 payroll adjustments run on July 6, 2011 and used for the remainder of the week to complete the R14 payroll processing starting on the morning of July 9, 2011 and completing on Saturday, July 9, 2011.

The FY11 staff benefit rates will be removed and the FY12 staff benefit rates will be re-implemented for the ADJ53 payroll adjustment processing on Monday, July 11, 2011.

The FY12 staff benefit rates will be removed and replaced with the FY11 staff benefit rates before the last FY11 labor reallocation and adjustment run, ADJ54, on July 12, 2011. At the completion of the adjustment run, the FY11 staff benefit rates will remain in place until the conclusion of the adjustment run process, ADJ55, for labor reallocations of R14, FY12 time only, on July 13, 2011.

The FY11 staff benefit rates will be removed and the FY12 staff benefit rates will be re-implemented for the ADJ56 payroll adjustment processing on Thursday, July 14, 2011. No further changes to the FY12 staff benefit rates will occur for the remainder of the FY12 fiscal year's adjustment or payroll run processing.

Adjustment Processing - FY11

Data Entry Restriction: No Data entry of Payroll Adjustments or Labor Reallocations for payroll runs R13 or R14 should occur from July 1, 2011 through the completion of the Financial Aid Feed Processing on Monday, July 11, 2011. Please watch for an email notification from the HR Help Line confirming the Financial Aid Feed processing is complete before performing any adjustment or labor reallocation data entry.

Payroll Adjustments for FY11

- ❖ ADJ49 will be the last adjustment run for processing R01-R10 payroll adjustments using FY11 rates and posting to Finance in FY11. We will process 2011 run numbers (R01-R14) in this run on **June 22, 2011**. **It is crucial that payroll use the June 22, 2011, date as the history and posting override dates for this adjustment run.**

- ❖ ADJ54 on **July12** will be the last adjustment run for processing R11-R14 payroll adjustments using FY11 rates and posting to Finance in FY11. **It is crucial that payroll use the June 30, 2011, date as the history and posting override dates for this adjustment run.**

Payroll Voids for FY11

- ❖ ADJ49 on **June 22** will also be the last chance to void a transaction for runs R01-R10 using FY11 rates and have it post to Finance in FY11. **It is crucial that payroll use the June 22, 2011, date as the history and posting override dates for this adjustment run.**

- ❖ ADJ54 on **July12** will be the last chance to void a transaction for R11-R14 payroll runs using FY11 rates and posting to Finance in FY11. **It is crucial that payroll use the June 30, 2011, date as the history and posting override dates for this adjustment run.**

Labor Reallocations for FY11

- ❖ It is vital that the HR system, which maintains the payroll detail, and the Finance system, which posts summary level payroll charges, remain in balance. Therefore, labor reallocations **MUST** be processed through the payroll system.
- ❖ After the FY11 finance close, only exceptional FY11 restricted fund transfers will be authorized for journal voucher processing in FY12 and **MUST** be approved and processed through the Statewide Finance Office.

After the following deadlines, no further labor reallocations will be processed for FY11.

Data Entry Restriction: No Data entry of Payroll Adjustments or Labor Reallocations for payroll runs R13 or R14 should occur from July 1, 2011 through the completion of the Financial Aid Feed Processing on Monday, July 11, 2011. Please watch for an email notification from the HR Help Line confirming the Financial Aid Feed processing is complete before performing any adjustment or labor reallocation data entry.

- ❖ ADJ47 on Thursday, **June 16**, will be the last run to process labor reallocations for 2010 runs R15 through R26 using FY11 Staff Benefit Rates..
- ❖ The last labor reallocation run using FY11 Staff Benefit rates for the 2011 R01-R10 payroll periods will be ADJ49 on Thursday, **June 22**.
- ❖ The last labor reallocation run using FY11 Staff Benefit rates for the 2011 R11-R14 payroll periods will be ADJ54 on Tuesday, **July 12**, 2011. Reallocation of FY12 time for R14 is prohibited. It is crucial that payroll/budget use the **June 30, 2010, date** as the posting override date on this adjustment run.
- ❖ The last labor reallocation run using FY11 Staff Benefit rates for the FY12 time only of the R14 payroll period will be ADJ55 on Wednesday, **July 13**, 2011. It is crucial that budget offices use the **July 1, 2011, date** as the posting override date for run processing.

Personal Holiday Leave Usage & Accrual – FY11 & FY12

In conformance with University Regulations, personal holiday leave is not permitted during the pay period in which July 1 occurs. Therefore, all eligible employees must use their FY11 personal holiday leave before the R13 pay period end date of June 18, 2011, or they will lose those hours. In order to provide employees an opportunity to request the use of personal holiday leave prior to the deadline, the Statewide HR office will distribute an email message to the employees with an outstanding personal holiday leave balance following the R10 payroll processing on May 14, 2011.

The unused FY11 personal holiday leave hours will be deleted from the BHR system on July 6 during the R14 processing week.

All employees eligible for PHL will receive the PHL accrual for FY12 on July 6. Note that an employee cannot take FY12 personal holiday leave until the R15 pay period beginning on July 3.

Testing of Personal Holiday Leave Usage & Accrual

In preparation for the PHL accrual in PROD, HR Systems will test the process in LRGP by June 24, 2011.

Annual Leave Roll Indicator Change

The Annual Leave Roll Indicator for the new fiscal year for all applicable benefit categories will be changed in PROD by May 6, 2011.

Local 6070 Leave Bank Update – FY12

The Local 6070 leave bank update report will be processed on July 11, 2011. SW Payroll and Benefit Accounting will prepare a JV based on the update report to transfer the funds to the appropriate account for FY11. A copy of the JV and report will be supplied to SW Labor and Employee Relations for their records.

Verification of Local 6070 Leave Bank Update

In preparation for the Local 6070 leave bank update, HR Systems will run a preliminary leave bank report process against PROD data on June 29, 2011, and coordinate the results verification with SW Labor and Employee Relations.

Payroll Feed to Finance Summary - FY11 & FY12

Finance “Cycle”	Payroll Run
FY11 Cycle 12	R12, R13, ADJ43-ADJ47
FY11 Accrual Period	R14 (FY11 portion), FY11-ADJ48-ADJ51, FY11-ADJ54
FY12 Cycle 1	R14 (FY12 portion), R15, ADJ52, ADJ53, ADJ55-ADJ60

Dates to Remember: (Refer to the payroll calendar at the following URL for additional date information)

http://www.alaska.edu/files/hr/reference.calendar.calendar_2011.pdf

<i>Date</i>	<i>Category</i>	<i>Event</i>
April 15	All	Open Enrollment Selection Period Begins
April 18	Personnel	Open Enrollment FSA, Supp Life, and AD&D data entry can begin
May 2	Personnel	Salary schedules rolled to FY12
May 6	Personnel	Distribute Supplemental Life Changes report
May 16	All	Open Enrollment Selection Period Ends
May 18	Personnel	Open Enrollment Health Care selection data entry can begin
May 24	Personnel	Run data validation reports from OE entry
May 27	Personnel	Open Enrollment data entry deadline for FSA, Supp Life, and AD&D
June 13	Personnel	Run data validation reports from OE entry
June 16	Budget	Last CY10 labor reallocation run for R15-R26 (ADJ47)
June 17	Personnel	Open Enrollment data entry deadline for Health Care selections
June 17	Personnel	Run preliminary Job Roll reports
June 18	All	Last day to use PHL (R13 pay period end)
June 20	Personnel	Run data validation reports from OE entry
June 22	Budget	Last labor reallocation run at FY11 staff benefit rates for R01-R10 (ADJ49)
June 23	Personnel	Job rolls for job assignments that will have pay increases
June 23	Personnel	<i>Limited personnel data entry allowed due to job roll (with increases)</i>
June 24	Personnel	Job rolls for job assignments that will not have pay increases
June 24	Personnel	<i>Restricted personnel data entry allowed due to job roll (without increases)</i>
June 27	Personnel	Data entry deadline for UNAC promotions
June 28	Personnel	Run preliminary Future Job Changes report
June 28	Labor Relations	Run preliminary L6070 Leave Bank Update report
June 29-July 1	Budget	<i>No Position Data Entry until FY12 Budget Activated</i>
June 29	Personnel	All job and deduction/benefit input completed for R14 payroll
June 29	Budget	Budget roll to working budget of zero for FY12
June 29	Budget	Load budget files as working budget for FY12
June 30	Payroll	R14 payroll processing and time entry begins
July 1 – July 11	Payroll/Budget	No R13 or R14 Pay Adjustment or Labor Reallocation data entry until Financial Aid Feed Completed
July 1	Budget	Roll Budgets to active and close prior year budget
July 2	All	R14 pay period end date
July 3	All	1st day FY12 PHL usage allowable
July 6	Payroll	Roll PHL and accrue FY12 PHL
July 6	Payroll	First FY12 Adjustment (ADJ52, for R15 payroll adjustments only) HR Systems will change the SB rates before and after the run.
July 7	Payroll	R14 initial run through payroll calculation process
July 8	Payroll	R14 secondary run through payroll calculation process

<i>Date</i>	<i>Category</i>	<i>Event</i>
July 9	Payroll	Run R14 payroll with FY11 SB rates
July 11	Personnel	Process to update all future dated job records
July 11	Personnel	<i>Limited personnel data entry allowed due to future job record updates</i>
July 11	Payroll	Second FY12 Adjustment (ADJ53, for R15 payroll adjustments only)
July 11	All	Run final L6070 Leave Bank Update report
July 12	Payroll/Budget	ADJ54 processing. Final payroll and labor reallocation adjustment run processing for R11-R14 using FY11 staff benefit rates (use June 30, 2011 date). LR for R14 – FY11 time only.
July 13	Budget	LAST FY11 labor reallocation run for R14 – FY12 time only at FY11 rates-ADJ55 (use July 1, 2011 posting date). HR Systems will change the SB rates after the run.
July 14	Payroll	Implement FY12 staff benefit rates and process ADJ56 adjustment run for R15.
July 15	Budget/Payroll	Finance FY11 Closes
November 7	Personnel	Preliminary report of L6070 Step Increase Processing
November 11	Personnel	L6070 Step Increase Processing
December 5	Personnel	Preliminary report of Regular Staff Step Increase Processing
December 9	Personnel	Regular Staff Step Increase Processing

Dates to Remember – By Category:

Personnel Category

<i>Date</i>	<i>Category</i>	<i>Event</i>
April 15	All	Open Enrollment Selection Period Begins
April 18	Personnel	Open Enrollment FSA, Supp Life, and AD&D data entry can begin
May 2	Personnel	Salary schedules rolled to FY12
May 6	Personnel	Distribute Supplemental Life Changes report
May 16	All	Open Enrollment Selection Period Ends
May 18	Personnel	Open Enrollment Health Care selection data entry can begin
May 24	Personnel	Run data validation reports from OE entry
May 27	Personnel	Open Enrollment data entry deadline for FSA, Supp Life, and AD&D
June 13	Personnel	Run data validation reports from OE entry
June 17	Personnel	Open Enrollment data entry deadline for Health Care selections
June 17	Personnel	Run preliminary Job Roll reports
June 18	All	Last day to use PHL (R13 pay period end)
June 20	Personnel	Run data validation reports from OE entry
June 23	Personnel	Job rolls for job assignments that will have pay increases
June 23	Personnel	Limited personnel data entry allowed due to job roll (with increases)
June 24	Personnel	Job rolls for job assignments that will not have pay increases
June 24	Personnel	Restricted personnel data entry allowed due to job roll (without increases)
June 27	Personnel	Data entry deadline for UNAC promotions
June 28	Personnel	Run preliminary Future Job Changes report
June 29	Personnel	All job and deduction/benefit input completed for R14 payroll
July 2	All	R14 pay period end date
July 3	All	1st day FY12 PHL usage allowable
July 11	Personnel	Process to update all future dated job records
July 11	Personnel	<i>Limited personnel data entry allowed due to future job record updates</i>
July 11	All	Run final L6070 Leave Bank Update report
November 7	Personnel	Preliminary report of L6070 Step Increase Processing
November 11	Personnel	L6070 Step Increase Processing
December 5	Personnel	Preliminary report of Regular Staff Step Increase Processing
December 9	Personnel	Regular Staff Step Increase Processing

Dates to Remember – By Category:

Budget Category

<i>Date</i>	<i>Category</i>	<i>Event</i>
April 15	All	Open Enrollment Selection Period Begins
May 16	All	Open Enrollment Selection Period Ends
June 16	Budget	Last CY10 labor reallocation run for R15-R26 (ADJ47)
June 18	All	Last day to use PHL (R13 pay period end)
June 22	Budget	Last labor reallocation run at FY11 staff benefit rates for R01-R10 (ADJ49)
June 29-July 1	Budget	No Position Data Entry until FY12 Budget Activated
June 29	Budget	Budget roll to working budget of zero for FY12
June 29	Budget	Load budget files as working budget for FY12
July 1 – July 11	Payroll/Budget	No R13 or R14 Pay Adjustment or Labor Reallocation data entry until Financial Aid Feed Completed
July 1	Budget	Roll Budgets to active and close prior year budget
July 2	All	R14 pay period end date
July 3	All	1st day FY12 PHL usage allowable
July 11	All	Run final L6070 Leave Bank Update report
July 12	Payroll/Budget	ADJ54 processing. Final payroll and labor reallocation adjustment run processing for R11-R14 using FY11 staff benefit rates (use June 30, 2011 date). LR for R14 – FY11 time only.
July 13	Budget	LAST FY11 labor reallocation run for R14 – FY12 time only at FY11 rates-ADJ55 (use July 1, 2011 posting date). HR Systems will change the SB rates after the run.
July 15	Budget/Payroll	Finance FY11 Closes

Dates to Remember – By Category:

Payroll Category

<i>Date</i>	<i>Category</i>	<i>Event</i>
April 15	All	Open Enrollment Selection Period Begins
May 16	All	Open Enrollment Selection Period Ends
June 18	All	Last day to use PHL (R13 pay period end)
June 30	Payroll	R14 payroll processing and time entry begins
July 1 – July 11	Payroll/Budget	No R13 or R14 Pay Adjustment or Labor Reallocation data entry until Financial Aid Feed Completed
July 2	All	R14 pay period end date
July 3	All	1st day FY12 PHL usage allowable
July 6	Payroll	Roll PHL and accrue FY12 PHL
July 6	Payroll	First FY12 Adjustment (ADJ52, for R15 payroll adjustments only) HR Systems will change the SB rates before and after the run.
July 7	Payroll	R14 initial run through payroll calculation process
July 8	Payroll	R14 secondary run through payroll calculation process
July 9	Payroll	Run R14 payroll with FY11 SB rates
July 11	Payroll	Second FY12 Adjustment (ADJ53, for R15 payroll adjustments only)
July 11	All	Run final L6070 Leave Bank Update report
July 12	Payroll/Budget	ADJ54 processing. Final payroll and labor reallocation adjustment run processing for R11-R14 using FY11 staff benefit rates (use June 30, 2011 date). LR for R14 – FY11 time only.
July 14	Payroll	Implement FY12 staff benefit rates and process ADJ56 adjustment run for R15.
July 15	Budget/Payroll	Finance FY11 Closes