

MEMORANDUM

To: Vice Chancellors, Deans, Directors, and Financial Administrators

From: Brent Morgan, Controller
Tom Hoole, Chief Procurement Officer

Date: May 23, 2016

Subject: Fiscal 2016 Year-end Close

As we prepare for the end of the fiscal year, we ask your assistance in ensuring an orderly financial closing process. The following memorandum provides important information and cut-off dates to be followed. While many administrators may be familiar with the past closing process, we ask all administrators to review the information below as some information has changed for this year, and there are new changes effective July 1st.

This memorandum is divided into four sections: 1) Administrative Oversight, 2) Changes effective July 1st, 3) Cut-off Dates for Campus Transactions, and 4) Training and Assistance.

Information Sessions

Financial Services will hold two information sessions on year-end procedures:

Tuesday, June 7th 9:00-10:00 a.m. University Crossing, Room 492

Wednesday, June 8 3:00 – 4:00 p.m. Health and Human Sciences Building, Room 342

For additional demonstrations and training sessions, please visit the [Financial Services training website](#).

Please take a moment to review the following information and understand the impact on your budget and area of your responsibility. We hope this information is helpful and we appreciate your feedback concerning the year-end process and training programs. Comments may be addressed to the [Controller's Office](#) at ControllerFeedback@uml.edu.

Thank you for your assistance to ensure a successful closing.

I. Administrative Oversight

The Financial Closing is an important process in which financial data is annually compiled for the purposes of financial statements, University reporting, and audit. The financial information is relied upon by various constituencies which impact UMass Lowell's reputation, our comparison to peers, and our fund raising. Each administrator is responsible for the data reported in their operating budget(s) and therefore needs to be aware of applicable University policies governing financial stewardship.

Administrators are expected to monitor expenses all year for appropriate classification and accuracy, comparing actual expenses to budget and resolving any significant variances. Routine review and reconciliation of transaction records to the PeopleSoft financial system is necessary to verify the accuracy of records, the appropriateness of transactions, and their compliance with policy. This is best accomplished using the SUMMIT reporting dashboard or downloading monthly PeopleSoft reports.

Administrators are also entrusted to ensure cash, inventories, equipment, and other property are secured physically, counted periodically (at least annually), and are compared with control records. In addition, safeguards should be in place to prevent the loss or unauthorized use of university assets, including data.

II. Changes for FY17 – Starting July 1, 2016

Cash Advances

After an extensive review, the university will no longer support the cash advance. Further information will be forthcoming.

Invoice Approvals

Beginning July 1, we will no longer be sending out invoices for approval, with the exception of invoices for services greater than \$1,000. If there is a matched Purchase Order within established tolerances, the invoice will be automatically processed for payment. If you experience difficulties with the service provider which you cannot resolve directly with them, please contact Procurement Services at Purchasing@uml.edu, and we can assist.

If you prefer to ensure satisfactory receipt of goods and services prior to invoice payment, you are still able to do so: You continue to have the option to turn on the “Good Receipt” radio button within BuyWays. You will then be required to acknowledge satisfactory receipt of the goods or services before the invoice can be processed for payment.

III. FY 2016 Cut-off Dates

Cash/checks:

All cash is to be deposited with the [Cash Management Services Office](#) or bank by end of business on Friday, June 24th. The cash transmittal is to be submitted to the Cash

Management Services Office by Tuesday, June 28th, and any petty cash or change funds are to be reconciled and any discrepancies resolved.

PLEASE NOTE: The Controller's Office will be performing spot cash counts and evaluating cash controls in some departments as part of year- end audit procedures.

Budget

1. **Budgets** – Final planning should be completed for the year and major expenses either encumbered or processed. Please note the requisition cut-off dates below for remaining purchases through the end of year.
2. **Account Deficits** – Any known deficit should be covered prior to Friday, June 24th by processing a budget transfer. Please contact the [Budget Office@uml.edu](mailto:Budget.Off@uml.edu) if you have any concerns.
3. **Carry Forward Balances** - Financial Services will review budget balances at year-end as part of the FY17 budget load process. FY16 operating account balances may roll into FY17 at the Executive Cabinet's discretion.

Purchasing

1. **Requisitions** –All requisitions must be entered with all required documentation and fully approved prior to close of business on Wednesday, June 29th in order to be processed in FY16. Requisitions may be entered and approved continually, but those not fully approved or entered after June 29th will be held and processed in FY2017.
2. **Receipt of Goods and Services** - When submitting requisitions, allow time for suppliers to deliver goods and services by close of business Tuesday, June 28th in order for the costs to be posted to your FY16 expenses. Goods and services received after June 28th will be posted in FY17. *Please remember to process requisitions early for purchases with long delivery times.*
3. **Purchase Orders** – All open Purchase Orders (POs) should be reviewed and closed by the department prior to close of business on Thursday, June 23rd, eliminating unnecessary encumbrances. Close-out requests may be sent to Purchasing@uml.edu.

[ProCard](#)

The last ProCard file from Citibank will post new charges from suppliers through Thursday, June 30th. To allow time for most suppliers to submit their charges to CitiBank, we recommend you complete your FY16 ProCard purchases prior to Wednesday, June 22nd.

[Accounts Payable](#)

1. **[Invoices](#)** - Vendor invoices - including invoices for purchase orders and service contracts - must be received in the Accounts Payable department prior to close of business Friday, June 24th in order to post to FY16 proper. In order to facilitate the fiscal year close, we encourage all departments to process all FY16 invoices prior to June 20th.

All invoices received after Friday, June 24th will initially be charged to your FY17 budget, regardless of the date goods or services were received. However, any invoices processed in Accounts Payable after June 24th but prior to Friday, July 29th will be reviewed and charged to the budget year in which the goods or services were received. The expenses will be charged to FY16 and will be processed in August.

2. **[Travel and Expense Reimbursements](#)** – Reimbursement requests for travel and non-travel employee reimbursement expenses for FY16 along with all supporting documentation, must be received in the Travel Office prior to close of business on Wednesday, June 22nd. Any scheduled trip, in or out of state, beginning in June and ending in July will be charged in its entirety to the fiscal year into which the majority of expense falls.
3. **[Cash Advances for FY16](#)** must be reconciled prior to June 1st, unless travel will be taking place in the month of June 2016.

[Reports](#)

[SUMMIT Reporting](#) - Please be sure to review your operating accounts and reconcile all transactions prior to year-end close. Contact the [Budget Office](#) or [Controller's Office](#) of any discrepancies needing correction.

Viewing Reports during Year End Close Activity

Activity may be viewed online using SUMMIT. The reporting system is updated one day after transactions are posted in PeopleSoft.

June Reports – June [PeopleSoft reports](#) will be available to download after the fiscal close on Friday, July 15th. You will be advised via email when reports are ready.

July Reports- Prior to the close of the FY16 fiscal year on Friday, July 15th, users may not see all of their Fiscal Year Fund Balance type funds (i.e., PI Overhead and Department Discretionary funds) in SUMMIT:

- If the fund has not had any activity in FY17, the fund will not be listed on the Summary page in SUMMIT. Once the initial close of FY16 is done on Friday, July 15th, the FY16 ending balances will be carried forward as the FY17 beginning fund balances, and users will see all of their Fiscal Year Fund Balance type funds in SUMMIT.
- If a user's fund has had activity in July, the fund will be listed on the Summary page in SUMMIT, but the beginning fund balance will be 0.00 until the initial close of FY16 is done on Friday, July 15th.
- If a user changes the "Through Fiscal Period" filter back to 2016-12 (Jun, 2016), the user will see all of their Fiscal Year Fund Balance type funds and the ending balance at June 30, 2016.

For help reading reports, contact SUMMITFeedback@uml.edu.

IV. Information, Training and Assistance

Information Sessions

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Hopefully you had the chance to attend the Budget Office and SUMMIT training programs this year. You may register for budget training courses [here](#).

For additional information, demonstrations, and training sessions, please visit [our website training area](#).

Assistance

If you have any questions or concerns, please contact the appropriate office:

Budget	Budget Office@uml.edu
Purchasing	Purchasing@uml.edu
Accounts Payable	Ask AP@uml.edu
PeopleSoft	Roberto Miller@uml.edu
SUMMIT	SUMMITFeedback@uml.edu