# Year End Close Instructions

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD1 – ACCOUNTS PAYABLE</td>
<td>4</td>
</tr>
<tr>
<td>MD1.1 – Invoices</td>
<td>4</td>
</tr>
<tr>
<td>MD1.2 – Auto Pay Vendors</td>
<td>4</td>
</tr>
<tr>
<td>MD1.3 - Purchasing Card (PCard)</td>
<td>5</td>
</tr>
<tr>
<td>MD1.4 – Travel</td>
<td>5</td>
</tr>
<tr>
<td>MD1.5 - Wire Transfers</td>
<td>5</td>
</tr>
<tr>
<td>MD1.6 - Prepaid Expenses</td>
<td>5</td>
</tr>
<tr>
<td>MD2 – ACCOUNTS RECEIVABLE</td>
<td>7</td>
</tr>
<tr>
<td>MD2.1 - Non-SIS Receivables</td>
<td>7</td>
</tr>
<tr>
<td>MD2.2 - SIS Accounts Receivable</td>
<td>7</td>
</tr>
<tr>
<td>MD3 – AG RESEARCH FOUNDATION</td>
<td>8</td>
</tr>
<tr>
<td>MD4 – GENERAL LEDGER RECONCILIATIONS</td>
<td>8</td>
</tr>
<tr>
<td>MD5 – BUDGET</td>
<td>8</td>
</tr>
<tr>
<td>MD5.2 - Journal Vouchers</td>
<td>8</td>
</tr>
<tr>
<td>MD6 – CASH</td>
<td>9</td>
</tr>
<tr>
<td>MD6.1 - Cash Receipts</td>
<td>9</td>
</tr>
<tr>
<td>MD6.2 - Petty Cash and Vault Funds</td>
<td>9</td>
</tr>
<tr>
<td>MD6.3 - Point of Sale, including Virtual Merchants</td>
<td>9</td>
</tr>
<tr>
<td>MD7 – FIXED ASSETS</td>
<td>10</td>
</tr>
<tr>
<td>MD7.1 - Equipment Under Construction</td>
<td>10</td>
</tr>
<tr>
<td>MD7.2 – Inventory</td>
<td>10</td>
</tr>
<tr>
<td>MD8 – FUND BALANCES</td>
<td>11</td>
</tr>
<tr>
<td>MD8.1 - Funds with Negative Cash Balances</td>
<td>11</td>
</tr>
<tr>
<td>MD8.2 - Funds with Negative Fund Balances</td>
<td>11</td>
</tr>
<tr>
<td>MD9 – GENERAL</td>
<td>13</td>
</tr>
<tr>
<td>MD9.1 - Inactive Funds</td>
<td>13</td>
</tr>
<tr>
<td>MD9.2 - Data Warehouse</td>
<td>13</td>
</tr>
<tr>
<td>MD9.3 – FUPLOADS</td>
<td>13</td>
</tr>
<tr>
<td>MD9.4 - Accounting Periods</td>
<td>13</td>
</tr>
<tr>
<td>MD9.5 - FIS Systems Lockout</td>
<td>13</td>
</tr>
<tr>
<td>MD10 – GRANTS</td>
<td>13</td>
</tr>
<tr>
<td>MD11 – JOURNAL VOUCHERS</td>
<td>13</td>
</tr>
<tr>
<td>MD12 – OSU FOUNDATION</td>
<td>14</td>
</tr>
<tr>
<td>MD13 – PAYROLL</td>
<td>14</td>
</tr>
<tr>
<td>MD14 – PURCHASING</td>
<td>14</td>
</tr>
<tr>
<td>MD14.1 – Manual Encumbrances</td>
<td>14</td>
</tr>
</tbody>
</table>
Year End Close Instructions

MD14.2 – Purchase Orders ............................................................................................................................... 14
MD15 – SCHOLARSHIPS ................................................................................................................................. 15
MD16 – UNEARNED INCOME ......................................................................................................................... 15
QUESTIONS/CONTACTS ......................................................................................................................................... 16
TERMS AND DEFINITIONS .................................................................................................................................... 18
Year End Close Instructions

MD1 – ACCOUNTS PAYABLE

**MD1.1 – Invoices**

**Exercise caution, Period 01 FY16 is open concurrently** for processing of FY16 invoices for goods or services received on or after July 1, 2015. Pay close attention to vendor invoice dates and transaction dates when processing invoices at year end.

For invoices that represent goods or services **received** on or before June 30th make sure to process as FY15 expenses by using a June transaction date.

FY15 goods and services **received** by June 30th exceeding $500 for which invoices have not been received or processed require an AP Accrual Entry. Enter an estimated amount on the [Year-End AP Accrual Spreadsheet](#). When the invoices are received, they should be processed in the FY16 accounting records by using the current date as the transaction date. Additionally, include on the spreadsheet **Direct Pay Invoices** (i.e. Office Max, VWR, Fisher Scientific, OSU Bookstore, etc.) if amount is greater than $500 and **not posted** in FY15 already.

All completed Year-End AP Accrual Spreadsheets must be turned into Business Affairs.

**Note:** the spreadsheet must be submitted electronically as a Microsoft Excel file to [Baff.Accounting@oregonstate.edu](mailto:Baff.Accounting@oregonstate.edu). A scanned copy with the Budget Authority signature must also be submitted (email with the Excel file, if possible).

For **FY16 invoices**, process each invoice in the FY16 accounting records by using the current date as the transaction date.

**MD1.2 – Auto Pay Vendors**

Direct pays (AutoPays) (e.g., Office Max, OSU Bookstore, VWR, Fisher Scientific, etc.) are expenditures charged directly by Business Affairs to unit accounts via ICxxxxxx documents. OSU has approximately 24 direct pay vendors and each direct pay vendor sets its own billing cycle. To increase the likelihood that purchases from direct pay vendors are included in the FY15 accounting records, complete those purchases with vendors as early in June as possible.

If purchases are made after June 15th those expenses may not be processed by Business Affairs in FY15 depending on the vendor billing cycle. Business Centers will need to closely look at June autopay files loaded on their behalf to make sure all June purchases were included. The Business Center will be responsible for adding any purchases over $500 to their AP Accrual spreadsheet if the vendor failed to include goods received by a department on the June autopay spreadsheet given to Business Affairs.

All Direct Pay Vendor files for June charges will be loaded by Business Affairs by July 10th in order to give Business Centers enough time to review the transactions loaded and include any purchases not posted in FY15 as an AP accrual.
MD1.3 - Purchasing Card (PCard)

Business Affairs will stop loading PCard transactions at the end of the June statement cycle. All transactions in the PCard module will be FY15 transactions that will need to be distributed. Units will need to process these transactions through the PCard Module. Business Affairs will notify units, after YEC is complete, that the PCard transactions are again being loaded into the PCard module.

MD1.4 – Travel

All travel advances and reimbursements for travel incurred up through June 30 must be included in the FY15 accounting records. The reimbursement requests must be entered and completed, with all appropriate documentation to the Final Approval unit.

Airfare purchased in FY15 with departure dates in FY15 must be reflected in the FY15 accounting records. Business Affairs processes the airfare billings from the travel agencies. Final June airfare files from travel agencies will be split by Business Affairs according to trip date and posted in the appropriate fiscal year. Airfare files from April and May should be reviewed by Business Centers to make sure that any direct billed airfare is accounted for in the proper fiscal year.

July travel dates should be accounted as a prepaid expense. See MD1.6 for details on making the Prepaid Accrual JV.

Any expenses for FY15 travel that have not posted by Period 12 close should be put on the accrual spreadsheet.

MD1.5 - Wire Transfers

MD1.6 - Prepaid Expenses

Often to secure a registration or ticket (advance conference registrations, hotel reservations, and/or airfare), payments may have been made in FY14 for those events which will occur after June 30, 2014 or in FY16.

During accrual Period 14, complete a JV to move any amounts greater than $500 to prepaid expense on the General Ledger using rule code 3JV1. Also, include direct billed airfare previously processed before June 30 for trips scheduled after July 1, 2015. This action removes the expense from FY14 financial statements.

Only June airfare files from travel agencies will be split by Business Affairs according to trip date and posted in the appropriate fiscal year. Airfare files from April and May should be reviewed by Business Centers to make sure that any direct billed airfare is accounted for in the proper fiscal year.
Year End Close Instructions

Note: Do not perform these transactions for any Restricted Fund Grants and Contracts. Grants and Contracts are billed on a cumulative basis by OPAA. It is acceptable to have prepaid travel and other expenses on these funds.

The following two transactions should be recorded at the same time.

1. The entry dated June 30, 2014 to record the prepaid expense – use rule code 3JV1:

   Debit Fund _________ Account Code A5901 Prepaid Expense Year End Accrual
   Credit Index __________ Account Code 2xxxx
   Text: “FY15 to record prepaid expense
          First and Last Name, BC, Phone Number”

   Note: There is no index on the debit line. Several debit and credit lines can be put on one JV when the purpose is the same. Remember to enter the document number of the original entry in the document reference field.

   Since Period 14 FY15 and Period 01 FY16 are open concurrently, immediately reverse the above JV in Period 01, FY16; using a July 1 date and rule code 3JV1.

2. The reversing entry dated July 1, 2015 – use rule code 3JV1:

   Debit Index __________ Account Code 2xxxx (used above)
   Credit Fund _________ Account Code A5901 Prepaid Expense Year End Accrual
   ● Reference J# from entry one above in the document reference field
   Text: “FY16 to reverse FY15 prepaid expense
          First and Last Name, BC, Phone Number”

   If you have several like invoices to accrue, you can sum the amount together on the JV for the debit and credit, rather than listing each one separately.

   If you do not list the invoices separately, include the following text in the JV accrual:

          First and Last Name, BC, Phone Number”

   List the details of your accruals on the Prepaid Expense Reconciliation and submit via the e-mail to Business Affairs at BAFF.Accounting@oregonstate.edu.

   Payment for supplies, services, memberships, or subscriptions that begin on July 1, 2015 or after must not be processed until Period 01 FY15 is opened. Exceptions will not be made without prior approval from the Office of Business Affairs.
MD2 – ACCOUNTS RECEIVABLE

MD2.1 - Non-SIS Receivables

Non-SIS Receivables are amounts due to Oregon State University from entities external to the Oregon State University for goods or services already provided. These receivables are managed by each unit and are not part of SIS Receivables, which are managed by Business Affairs.

All Non-SIS receivables not deposited by cash close should have an A/R Accrual recorded by Journal Voucher no later than Period 12 close.

IMPORTANT: The credit entry should be on the index into which the cash will be deposited when received. The debit will be to the same fund code that is associated with the Index used on the credit side of the JV. The debit will not be made against an Index, just the fund and account.

The following two transactions should be recorded at the same time.

1. The entry dated June 30, 2015 will record the amount of receivable:

   Debit Fund _________ Account Code A3802 A/R Rec Year End Accruals
   Credit Index ________ Account Code (0xxxx series)
   Text: “To record A/R for FY15 – Detail sent to Business Affairs
   First and Last Name, BC, Phone Number”

2. The reversing entry dated July 1, 2014:

   Debit Index __________Account Code 0xxxx (used above)
   Credit Fund __________Account Code A3802 A/R Rec Year End Accruals
   • Reference J# from original entry above in the document reference field
   Text: “To reverse A/R for FY14
   First and Last Name, BC, Phone Number”

A Non-SIS A/R Reconciliation Sheet should be completed and e-mail to Business Affairs at BAFF.Accounting@oregonstate.edu no later than the close of Period 14.

MD2.2 - SIS Accounts Receivable

For inclusion in the FY15 accounting records, all accounts receivable transaction files to be entered by Business Affairs must be received in the Business Affairs Office by Monday, June 23 [5:00 pm].

Direct entry by units of SIS accounts receivable transactions must be completed by Friday, June 27 [5:00 pm].
MD3 – AG RESEARCH FOUNDATION

MD4 – GENERAL LEDGER RECONCILIATIONS

All general ledger account codes must be reconciled at year-end by the unit responsible for that Fund and/or Account. The exceptions are those account codes which are automatic entries made within Banner by the system; these are A0901 Cash on hand and B0100 Invoices Payable, as well as Fixed Asset and Accumulated Depreciation accounts (A8xxx).

Reconciliation reports on all other asset (Axxxx) and liability (Bxxxx) account codes are required to be submitted to Business Affairs. These include account codes A3802 A/R Receivable Year End Accruals, A5901 Prepaid Expense Year End Accrual, and B5901 Accrued Undistributed Income. Send the reconciliations to BAFF.Accounting@oregonstate.edu.

MD5 – BUDGET
MD5.2 - Journal Vouchers

All FY15 budget change journal vouchers processed after the close of business on June 30 must carry a June transaction date.

MD20.2 Budget Journal Vouchers
Funds 000000 – 199999, for budget changes crossing college/unit boundaries:
- Submit budget change requests for inclusion in period 12 to the Office of Budget & Fiscal Planning.
- The Office of Budget & Fiscal Planning uses Period 14 for completing administrative budget actions, but can process a limited number of emergency budget adjustments between funds or between colleges during period 14.

Funds 000000 – 199999, not crossing college boundaries (1xGF, 1xGP & 1xAS rule codes):
- Complete and approve period 12 budget change journal vouchers by the close of period 12.
- During period 14, departments must contact their Business Center for guidance.
- Business Centers may elect to continue using their 1xGF, 1xGP and 1xAS rule codes during period 14.

Funds 030000 – 039999:
- Complete and approve period 12 budget change journal vouchers by period 12 close.
- Only SWPS administrative budget offices are allowed to process FY15 budget adjustments during period 14.
  Contacts for those units are:
  Agricultural Experiment Station (030xxx funds) – Lela Mazzo, 737-5908
  OSU Extension Service (034xxx funds) – Christen Harryman, 737-0697
  Forest Research Lab (037xxx funds) – Roger Admiral, 737-3163
Year End Close Instructions

Direct questions regarding year-end budget balancing and deadlines to Karen Meador at 737-0914, or via e-mail to: Karen.Meador@oregonstate.edu

MD6 – CASH
MD6.1 - Cash Receipts

All cash receipts received must be delivered to the Cashiers Office by the cash close deadline for inclusion in the FY15 accounting records.

The Cashiers Office will be closed at noon on June 30th in order to complete cash close procedures. It is important that cash receipts are deposited daily. **DO NOT** accumulate receipts for one final year end deposit.

After making final deposits at local banks, off-campus locations (e.g. Ag Experiment Stations and Extension offices) must **email** a legible copy of the deposit slip and a completed Cash Receipts Record to the Cashier’s Office

**Email** the detailed deposit information to departmental.deposits@oregonstate.edu. If the ability to scan and email the deposit information is not available, it may be faxed to 541-737-0615. Please also forward the originals as usual, clearly noting that the deposit information was emailed or faxed and when (to help avoid duplicated deposits).

MD6.2 - Petty Cash and Vault Funds

Settle and reimburse petty cash funds. Inactive petty cash funds that a unit wishes to discontinue should be returned to the Cashier’s Office with a reconciliation form.

Physically count cash being held as petty cash or vault fund. Cash should be counted with at least two persons present. One person should be someone other than the person who normally has physical custody of the funds. See the **Cash Handling Policy** for additional information.

Verify and document all receipts that have not been reimbursed. All receipts must be reimbursed in the proper fiscal year. Payment Requests for reimbursement should be processed in Period 12 by the period close deadline.

Prepare the **Petty Cash Reconciliation** and submit to the cashier’s office no later than the close of Period 14

MD6.3 - Point of Sale, including Virtual Merchants
Year End Close Instructions

All Point of Sale (POS) terminals must be settled by **NOON** on the cash close deadline and deposits submitted to the Cashier’s Office by **2:00 pm** to be included in the FY15 cash records. Any POS transactions received after the cash close deadline should be accrued as a Non-SIS Receivable.

**MD7 – FIXED ASSETS**

**MD7.1 - Equipment Under Construction**

All expenses on account code 40199 must be moved to 40101 Equipment or A8011 Equipment (for service centers or auxiliary enterprises) by year-end. The journal voucher for this transaction should be dated June 30, 2014 or before and posted prior to the close of Period 12.

Account code 40199 is **not** allowed as an accruable item and is **not** allowed on the A/P accrual spreadsheet.

1. For those units making installment/pre-payments for equipment that will not be received until FY15, the following JV should be submitted with a transaction date of June 30, 2014 or before:

   Credit Index ________ Account Code 40199 Construction in Progress (Equipment)
   Debit Fund ________ Account Code A5901 Prepaid Expense Year-End Accrual

2. This entry will then need to be reversed via a JV with a July 1, 2014 date.

   Debit Index ________ Account Code 40199 Construction in Progress (Equipment)
   Credit Fund ________ Account Code A5901 Prepaid Expense Year-End Accrual

**MD7.2 – Inventory**

Organized storeroom and unit storeroom inventories are to be counted and priced annually.

The Inventory is recorded as an asset using the following account codes:

- A4010 - Facilities Services Inventory
- A4011 - Org Storeroom Inventory
- A4012 - Vet Med Storeroom Inventory
- A4201 - Supplies Inventory
- A4202 - Motor Pool Auto Parts Inventory
- A4203 - Motor Pool Gasoline Inventory
- A4204 - Forestry Inventory
- A4901 - Materials & Supplies Year/End Inventories

The inventory account (A4xxx) should be adjusted to equal the value of the physical count. The adjustment to the inventory account is recorded as a debit or credit to operating expense.
Year End Close Instructions

Send a detailed listing of final inventory (matched to the General Ledger) to BAFF.Accounting@oregonstate.edu

JVs must be completed during Period 12 using 3JV1 rule code. June 30, 2014 should be used as the transaction date.

1. To decrease inventory valuation:
   - Debit expenditure Index ______ Account Code 28723 Inventory Adjust/Write-Off
   - Credit inventory Fund ________ Asset Account Code A4xxx

2. To increase inventory valuation:
   - Debit inventory Fund _______ Asset Account Code A4xxx
   - Credit expenditure Index ___ Account Code 28723 Inventory Adjust/Write-Off

MD8 – FUND BALANCES

MD8.1 - Funds with Negative Cash Balances

Gift Funds (M Funds and some FA Funds) and Agency Funds (fund begins with 9xxxxx) are not to be spent before cash is received. Cash received and posted after 12:00 pm, noon on June 30th will be reported in FY16 and will not show as cash (A0901) in FY15. Therefore, it is important that gift fund balances are closely watched and that expenditures are not made against these funds unless cash is positive.

The cash balance for these funds must be monitored through the close of Period 14. At the close of FY15, all funds must have a positive cash balance. If there is an overdraft the expenses will be moved to the unit’s general funds to bring cash to zero. Reminder – direct payments such as Printing & Mailing, Motor Pool, Telecom, and OSU Bookstore processed with a date of June 30 or earlier immediately affect cash even though the process may be run up to Period 12 close.

MD8.2 - Funds with Negative Fund Balances

Funds may not have negative fund balances at June 30. The necessary adjusting entries to resolve any negative balances must be recorded in the FY15 accounting records during Period 14 using a June 30 transaction date and a 3JV1 rule code. Wait until Period 12 closes to determine if a fund balance adjustment is necessary.

- Designated Operations (05XXXX) Fund Balances:
  Determine the Fund Balance as of June 30 by using Banner screen FGITBSR. If the fund balance shows as negative (Debit Balance) and funding is necessary, process a journal voucher that debits the unit index using account code 92255 Tfr Out – from FT11 Budgeted Ops and credits the designated operating fund using account code 91255 Tfr In – from FT11 Budgeted Ops. See FIS 515 Designated Operations http://oregonstate.edu/fa/manuals/fis/515.
Year End Close Instructions

- **Service Center (09XXXX) Fund Balances:**
  Determine the Fund Balance as of June 30 by using Banner screen FGITBSR. If the fund balance shows as negative (Debit Balance) and funding is necessary, process a journal voucher that debits the unit index using account code 92255 Tfr Out – from FT11 Budgeted Ops and credits the service center using account code 91255 Tfr In – from FT11 Budgeted Ops. See FIS 516 Service Center Operations [http://oregonstate.edu/fa/manuals/fis/516](http://oregonstate.edu/fa/manuals/fis/516).

- **Auxiliary (1xxxxx) Fund Balances:**
  Determine the Fund Balance as of June 30 by using Banner screen FGITBSR. If the fund balance shows as negative (Debit Balance), funding is necessary. Normally, the only source of funding available to Auxiliary Funds is a loan from another Auxiliary Fund.

- **Ag Research Foundation Funds:**
  Determine the Fund Balance as of June 30 by using Banner screen FGITBSR. If the fund balance shows as negative (Debit Balance), funding is necessary. Any expenses not processed will be moved to E&G Funds.

- **OSU Foundation Reimbursement Funds:**
  FSxxxx and FExxxx funds must have a positive fund balance at year end. It is important to closely monitor unreimbursed transactions during the months of April, May and June to make sure expenditures are reimbursed in a timely manner.

  **OSU Foundation Financial Entry system will be closed down for a period of time during year end. This closure is to allow for the reconciliation of accounts between OSU and the Foundation. See Year End Close Major Deadlines for exact dates.**

  It is imperative that you have reimbursement requests completed prior to this deadline. Any FY15 expenses not processed through the reimbursement system will be moved to E&G Funds and will no longer be available in the OSU-OSUF Reimbursement System for reimbursement from the foundation.

  **Business Affairs** will process a receivable accrual for reimbursements that are approved through the foundation reimbursement system, but cash has not actually been received.
  The reimbursement request must be approved by both OSU and OSUF in order to be included in the accrual – continue checking your requests to ensure they have been OSUF Approved and are not disapproved or on hold.

  Business Centers and Departments **should not do individual A/R accrual JV’s for these funds.**
MD9 – GENERAL

MD9.1 - Inactive Funds

Please submit all requests for termination of FOAPA chart of accounts elements and indexes to the Budget Office. It is important to clean up old chart elements that are no longer needed prior to rolling the ledgers at year end. We only want to roll elements that are necessary and active.

The FOAPA Chart Element Request form can be found on the Office of Budget & Fiscal Planning’s website: http://oregonstate.edu/budget/foapa-banner-chart-accounts.

MD9.2 - Data Warehouse
MD9.3 – FUPLOADS
MD9.4 - Accounting Periods
MD9.5 - FIS Systems Lockout

MD10 – GRANTS

All restricted fund grants that are from Oregon Sponsors (Kxxxxx) and OFRI (K9xxxx) require OPAA to invoice for FY15 grant expenditures by the close of period 12. Departments and Business Centers cannot post FY15 expenditures during period 14 for these funding sources.

If you are aware of FY15 expenditures that have not posted by the close of period 12 you need to provide that information to OPAA so they can include it on the June billing to sponsors. Information should include: salary/ope that is for June and not posted by this time and invoice information for items received in June and not posted in banner by this time. Please provide this information to the appropriate OPAA grant accountant.

MD11 – JOURNAL VOUCHERS

Journal vouchers for the FY15 accounting records may be processed after June 30, so long as they contain a June transaction date. Starting July 1, head each JV “text” with the fiscal year that the transaction is for. JV Approvers are not mind readers they will not know which fiscal year you meant to post your JV in. If you put the Fiscal year in the text they can then check the transaction date to make sure it aligns with the year you are intending on posting in.

Any attempt to make prior year redistributions in FY16 will be reviewed for the effect on financial statements. No retroactive corrections will be allowed which affect Program Codes or are between funding sources (restricted, general, and auxiliary).

During period 14 pay close attention to the Major Deadlines listing to make sure you are aware of the last day to post FY15 JVs. Once this deadline has passed no prior year JVs will be allowed.
MD12 – OSU FOUNDATION

FSxxxx and FExxxx funds must have a positive fund balance at year end. It is important to closely monitor unreimbursed transactions during the months of April, May and June to make sure expenditures are reimbursed in a timely manner.

OSU Foundation Financial Entry system will be closed down for a period of time during year end. This closure is to allow for the reconciliation of accounts between OSU and the Foundation. See Year End Close Major Deadlines for exact dates.

It is imperative that you have reimbursement requests completed prior to this deadline. Any FY15 expenses not processed through the reimbursement system will be moved to E&G Funds and will no longer be available in the OSU-OSUF Reimbursement System for reimbursement from the foundation.

Business Affairs will process a receivable accrual for reimbursements that are approved through the foundation reimbursement system, but cash has not actually been received. The reimbursement request must be approved by both OSU and OSUF in order to be included in the accrual – continue checking your requests to ensure they have been OSUF Approved and are not disapproved or on hold.

Business Centers and Departments should not do individual A/R accrual JV’s for these funds.

MD13 – PAYROLL

Payroll labor distribution corrections must be made prior to cut-off of June payroll. Check dates on the Payroll calendar and on the list of Major Deadlines for FY14 Year-End Close.

MD14 – PURCHASING
MD14.1 – Manual Encumbrances

Manual encumbrances (“E” documents) remaining in the FY15 accounting records will be rolled into the FY16 accounting records. Therefore, all manual encumbrances must be reviewed to make sure they are still valid. Any manual encumbrances that are not valid or needed should be liquidated so that they are not rolled forward. The FGROPNE report can help identify all open encumbrances.

MD14.2 – Purchase Orders

Period 01 for FY16 will open mid-June for entry of FY16 purchase orders and encumbrances. Make sure to pay close attention to transaction dates when entering Purchase Orders in June.
Year End Close Instructions

Any orders for FY16 need to have Purchase Orders created in FY16 instead of entered in FY15 and rolled forward.

Purchase orders remaining “open” at the end of FY15 Period 12 will be rolled into Period 01 of the FY16 accounting records. It is critical that the “open” purchase orders are indeed “open” and do not include those POs for which final payment has already occurred.

- Use the FGROPNE report to locate all purchase orders for which final payment may have already occurred. These encumbrances should be liquidated with a JV. All remaining open POs will be rolled to FY16.

For additional PO and Encumbrance Monitoring information, please review the materials on Business Affair’s Training website: http://oregonstate.edu/fa/businessaffairs/bcr#FinAcctTrain

MD15 – SCHOLARSHIPS

MD16 – UNEARNED INCOME

Review deposits made in June 2015 to determine if the income has been earned. If the services were not performed by June 30, 2015, the deposit should be reclassified as undistributed income by Journal Voucher.

The following two transactions should be recorded at the same time.

1. The entry dated June 30, 2015 will record the unearned (undistributed) income – use rule code 3JV1:

   Debit Index (originally credited) & Original Account Code 0xxxx
   Credit Fund __________ Account Code B5901 Accrued Undistributed Income
   Text: “FY15 to record unearned income
         First and Last Name, BC, Phone Number”

   Note: There is no index on the credit line. Several debit and credit lines can be put on one JV when the purpose is the same. Remember to enter the Document Number of the original entry in the document reference field.

   Since Period 14 FY15 and Period 01 in FY16 are open concurrently, immediately reverse the above JV in Period 01 FY16; using a July 1 date and rule code 3JV1.

2. The reversing entry dated July 1, 2015 – Use rule code 3JV1:

   Debit Fund __________ Account Code B5901 Accrued Undistributed Income
   Credit Index (originally credited) Account Code 0xxxxx (used above)
   - Reference J# from entry above in the document reference field
   - Text: “FY15 to reverse FY14 unearned income accrual
First and Last Name, BC, Phone Number”

If you only have a few documents to accrue, it is acceptable to accrue in one JV with a new sequence for each deposit. If you have several invoices to accrue, you can choose to list them on the Unearned Income Reconciliation and submit via e-mail to Business Affairs at BAFF.Accounting@oregonstate.edu by Monday, July 21 [5:00 pm].

If you are submitting a spreadsheet, include the following text in the JV accrual:

Text: “FY15 – Detail sent to Business Affairs. To record unearned income. First and Last Name, BC, Phone Number”

QUESTIONS/CONTACTS

Please send any questions or concerns you may have regarding the closing process via e-mail to BAFF.Accounting@oregonstate.edu. Please include appropriate background and detail information with your questions.

General Questions
Alex Sims 737-9370
Charlotte Rooks 737-5422
Doug Botkin 737-1186
Mark Fryman 737-0624

Fixed Assets
Amy Donnelly 737-4084
Nancy Boedigheimer 737-7601

Plant Funds & Assessments
RaeLee Aguilar 737-6047

Accounts Payable
Alex Sims 737-9370

Travel
Stephanie Smith 737-1825

PCards
Rose Hamilton 737-0650

Autopays
Norma Cardona 737-0637

Payroll
Susan Hall 737-8610
Year End Close Instructions

**Accounts Receivable/Cash**
- Lissa Perrone  737-6127
- George Windom  737-0643

**Purchasing**
- Kelly Kozisek  737-2067
- James Figgins  737-6995

**Grants, Gift, and Foundation Funds**
- OPAA  737-4711

**Email Addresses**
- budget.office@oregonstate.edu
- cashiers.office@oregonstate.edu
- departmental.deposits@oregonstate.edu
- BAFF.Accounting@oregonstate.edu
- paymaster@oregonstate.edu
- wire.transfers@oregonstate.edu

**Web Sites**
- Year End Close - [http://fa.oregonstate.edu/business-affairs/year-end-closing](http://fa.oregonstate.edu/business-affairs/year-end-closing)
- Budget Office - [http://oregonstate.edu/budget/](http://oregonstate.edu/budget/)
- Fund Reconciliation Responsibility by Unit – [http://fa.oregonstate.edu/fis-manual/000-introductory-material/003-list-exhibits/ex003-19-fund-reconciliation-responsibility](http://fa.oregonstate.edu/fis-manual/000-introductory-material/003-list-exhibits/ex003-19-fund-reconciliation-responsibility)
- Fund Reconciliation Responsibility by Fund - [http://fa.oregonstate.edu/fis-manual/000-introductory-material/003-list-exhibits/ex003-18-fund-reconciliation-responsibility](http://fa.oregonstate.edu/fis-manual/000-introductory-material/003-list-exhibits/ex003-18-fund-reconciliation-responsibility)
TERMS AND DEFINITIONS

**ACCRUAL ACCOUNTING:** All year, OSU operates on a modified-accrual basis. When invoices are approved for payment, the entry is Debit (Dr) Expense and Credit (Cr) Accounts Payable. When the check to the vendor is cut, the entry is Dr Accounts Payable and Cr Cash. At fiscal year-end, OSU is required by State statute to have FULL accrual. To do this, the following actions are necessary:

**Revenue:** FY14 Revenue received
  + Revenue earned but not received by 6/30 (receivable)
  - Revenue received but not earned; services not rendered (unearned income)
  = Accrued Income/Revenue

**Expenses:** FY14 Expenses recorded
  + Expenses incurred, goods or services received, but not processed with June 30 or earlier transaction date *(payable)*
  - Expenses prepaid for FY15 activity *(prepaid expenses)*
  = Accrued Expenses

**ACCOUNTS RECEIVABLE:** Revenue earned but not received by the close of the fiscal year. Revenue has been earned if goods were sold or services were provided, either completely or substantially in full, by the close of the fiscal year. If the receivable has not previously been recorded into Banner, then it should be recorded as a balance sheet asset, for year-end accrual use account A3802 A/R Rec Year End Accruals.

**ACCOUNTS PAYABLE:** Expenses should be incurred if goods or services were received, either completely or substantially in full, by June 30. If an invoice is not received and processed with June 30 date by year-end deadline, and purchase amount is over $500, the item should be listed on the Year-end AP Accrual Spreadsheet sent to the Business Affairs Office.

**PRE-PAID EXPENSE:** Represent cash payments required by a third-party vendor in advance of actually incurring the expense. These are not expenses at the point payment is made. It only becomes an expense when the activity actually happens.

Examples include such things as:
- Conference registrations or airline tickets paid in May but where the activity won’t occur until August.
- These payments should be recorded as a balance sheet asset, for year-end accrual use account A5901-Prepaid Expense Year End Accrual.

**UNDISTRIBUTED INCOME:** Represents cash received from a third-party in advance of earning the funds as revenue.

Examples include such things as:
- 4-H summer camp fees received in FY14 for a camp being held in FY15;
- Deposits from customers participating in the Master Gardener Program. The deposit portion of the fees received may be refundable to the customer. We are simply holding the funds until that determination is made.
These receipts should be recorded as a balance sheet liability, for year-end accrual use account B5901.

If the customer meets his/her commitment to the program, the deposit is refunded from the liability account and the money never becomes revenue to us.

However, if the customer fails to meet his/her commitment, the deposit becomes earned revenue to us and is removed from the liability account and recorded as revenue.

**FIXED ASSET:** Tangible property with a cost of $5,000 or more. All other equipment is considered to be minor equipment.

**MATERIALITY THRESHOLD:** The value at which a transaction is considered to be significant to the financial records. OSU’s materiality level for expenditure transactions is $500.