

MEMORANDUM

TO: The University Community

FROM: Debee Ordway
Controller

DATE: May 18, 2017

SUBJECT: Due Dates for June 2017 Transactions for Fiscal Year End

As a reminder, June 30 is the end of the fiscal year. The purpose of this memo is to remind all University departments of the deadlines for ordering goods and services, making purchase card transactions, submitting travel reimbursements, verifying open commitments and generating charge-backs and invoices surrounding the fiscal year end. Your cooperation in adhering to the dates and procedures outlined below is requested in order to successfully expedite and complete the year-end closeout processes.

If you have any questions, please see the contact list below.

Due Date	
June 9, 2017	Last day to enter requisitions in SAP for fiscal year 2016-17
June 9, 2017	Last day to requisition supplies from the Palmer storeroom
June 9, 2017	Review open requisitions, make necessary corrections. Send an email to Ryan.Bonafair@millersville.edu explaining the changes or requesting the deletion of the requisition.
June 9, 2017	Check your requisitions on hold and either delete or save them by June 9, 2017. Any held requisition with a delivery date of June 30, 2017 or earlier that is not completed by June 23, 2017 will be deleted by Ryan.
June 22, 2017	Last day to requisition supplies from the Roddy Storeroom
June 23, 2017	Last day to place orders with purchasing cards (items charged after this date will be charged to fiscal year 2017-18)
July 7, 2017	If your department generates invoices for goods and services provided to internal or external parties, please prepare and mail all invoices applicable to the period ending June 30, 2017 by July 7, 2017 for invoices to the Millersville University Foundation. Provide the Office of Student Accounts with duplicate copies of these invoices in order for the revenue to be posted into the 2016-17 fiscal year.
July 10, 2017	All Direct Pay forms for goods received prior to July 1 due to accounting office
July 7, 2017	Purchasing Card transactions for the month of June must be coded and signed off by the responsible person with the appropriate receipts uploaded.
July 7, 2017	Review open purchase orders and send changes and/or deletions to Ryan.Bonafair@millersville.edu . Ryan will make the adjustments.

July 7, 2017	Review open travel commitments and send changes and/or deletions to Jean.Ressler@millersville.edu .
July 10, 2017	Travel Vouchers for travel through June 30, 2017 must be submitted to the Purchasing Office as soon as possible after the travel, but no later than July 10, 2017.
July 7, 2017	If your department generates invoices for goods and services provided to internal or external parties, please prepare and mail all invoices applicable to the period ending June 30, 2017 by July 7, 2017. Provide the Office of Student Accounts with duplicate copies of these invoices in order for the revenue to be posted into the 2016-17 fiscal year.
July 13, 2017	It is very important that the Accounting Office receives the project invoices by July 13 to allow adequate time for processing into the SAP system and the Fixed Assets System prior to the audit.
July 14, 2017	Submit all requests for 2016-17 budget transfers via the pre-posting process or via email to the Budget Office
July 14, 2017	Submit all requests for 2016-17 budget related journal entries to the Budget Office.

RESOURCES FOR YEAR-END INFORMATION
Accounting Office

	Phone Ext.
Debee Ordway	4088
Neelima Ayilavarapu	4095
Andrea Connell	4096
Renea Wike-Rivera	4097
Anne Stehman	4093
Lucy Santana	4094
Should be contacted regarding:	
• Grant accounting	
• Check information	
• Accounts Payable including payments for purchasing documents	
• Fixed asset accounting	
• Year-end deadline information	

Budget Office

	Phone Ext.
Tammy Aument-Martin	4091
Gladys LaPorte Rodriguez	4092
Should be contacted regarding:	
• SAP User ID	
• Budget information	
• SAP budget training	
• SAP basic navigation training	

Purchasing Office

	Phone Ext.
Lauren Weitzel	4184
Ryan Bonafair	4186
Jean Ressler	4181
Kathy Fulmer	4185
Should be contacted regarding:	
<ul style="list-style-type: none">• SAP MM questions• Open encumbrances – requisitions, purchase orders• Open travel encumbrance and payments• Credit card and Travel card purchases	