

College of Agricultural Sciences
Administrative Services Year-End Closing Guidelines for 2017/2018

May 1, 2018, Tuesday

Fiscal Year End Reminders for May 2018

Purchase Order Change Forms-

Please cancel or decrease encumbrances on standing orders as soon as possible to release funds back into D.A.

CRFN's - Please RESOLVE CRFN's in a timely manner.

P-CARDS - Please Reconcile all Purchasing Card Transactions including those in **ERS**.

ERS - Reports need to be processed in a **timely** manner.

Miscellaneous - Review all grants and contracts scheduled to terminate **6/30**.

May 23, 2018, Wednesday

Purchase requisitions \geq \$10,000.00 requiring competitive bidding or price justification.

June 2, 2018, Saturday

Fiscal Year End Reminders for June 2018.

Purchase Order Change Forms- Please cancel or decrease encumbrances on standing orders as soon as possible to release funds back into D.A.

CRFN's- Please RESOLVE CRFN's in a timely manner.

Purchasing Cards- Please reconcile all Purchasing Card Transactions including those in **ERS**.

Please Note: Purchases with transaction dates of July 1st or later cannot be charged to the old year. Please be sure cardholders give themselves plenty of time to make purchases **before June 30th**, and be sure vendor knows to complete (settle) the transaction by that date! (*e.g. you could make a purchase on June 29th but the vendor may not settle the transaction until July 1st- the transaction date would be July 1st and would then be charged to the new year.*)

ERS- Reports need to be processed in a **timely** manner.

SRFC's- All New Year documents with back up processed prior to 7/1/2018 should have a note attached to the front of the backup indicating **FISCAL YEAR 2018-2019**.

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June 13, 2018, Wednesday

2017/2018 E-buy plus Purchase Orders due to Angie Auman.

Foreign Invoices due to Purchasing Services to be charged for the Fiscal Year **2017-2018.**

Purchase requisitions < \$10,000.00

June 20, 2018, Wednesday

Request for Salary Redistribution Forms to **agsalredist@psu.edu.**

June 21, 2018, Thursday

General Stores eBuy Orders must be through the order entry process by **June 21 @ 3:30 p.m.** to be processed and billed against the 2017-2018 Fiscal Year.

June 26, 2018, Tuesday

Purchase Order Change Forms due to **Angie Auman.**

Limited Orders due to **Angie Auman.**

Autoposted P-Card Transactions must be to **Jolene Smeltzer** by **12:00 PM.**

2017-2018 Electronic SRFC's with Paper backup due to **Angie Auman.**

Pcard transaction, processed by **Jolene**, due to **Jolene Smeltzer.**

12:00 PM 2017-2018 ROCR's Deposit Bags to **Creamery Business Office, 119 Food Science Building.**

ROCR copies to **Jolene Smeltzer, 206 Ag Admin.**

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June 29, 2018, Friday

Dept. Rebudgeting - Budget Amendment Requests to Denise Miller.

Income - Budget Amendment Requests to Denise Miller.

2017-2018 Petty Cash fund SRFC's to Angie Auman.

2017-2018 Receipts for Petty Cash to Angie Auman.

2017-2018 Electronic SRFC's, with no backup required, due to Angie Auman.

IDCC's and Journal Vouchers due to Angie Auman.

Wage Payroll Transfer forms due to Angie Auman.

05:00 PM ERS Reports must be submitted and approved to the College of Ag Sciences financial office in order to process for Fiscal Year 2017-2018 by 5:00PM.

**** There will be no exceptions ****

July 3, 2018, Tuesday

Fiscal Year End Reminders for July 2018.

CRFN's- Please RESOLVE CRFN's in a timely manner.

New Year Orders- All New Year paper documents with backup processed prior to 7/1/2018 should have a note attached to the front of backup indicating **FISCAL YEAR 2018-2019.**

2018-2019 - Budget Amendments- cannot be processed until August 15.

July 10, 2018, Tuesday

Begin Processing FY 2018-2019 ERS Forms.

Purchasing Card Transactions must be completely processed by **4:00 PM.**

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July 11, 2018, Wednesday

Begin Processing **FY 2018/2019** SRFC'S

August 15, 2018, Wednesday

Begin processing 2018/2019 Budget Amendments

Begin sending budget amendment requests to Administrative Services for processing