Closing of Books

Business Services

June 2024

Index

Information Resources

- Business Services Website

https://inside.sou.edu/bus-serv/accounting/index.html#year-end-closing

Purpose

CLOSING OF BOOKS

o Ensures accounting records are complete and <u>accurate</u>.

o Ensures revenues and expenditures are reported in the correct and appropriate <u>periods</u>.

o Provides <u>timely data</u> for:

  1) Compilation of the University's "SOU Annual Financial Report"

  2) Inclusion in State of Oregon's "Annual Comprehensive Financial Report"

Definitions

○ **Fiscal Year**
The financial year is the date range of: July 1 – June 30.
The fiscal year has 12 periods.

○ **Fiscal Period**
The fiscal year begins in July, period 01, and ends June, period 12

○ **Adjusting Accounting Entries**

Record liabilities and receivables in the correct period.

- **Prepaid Expense**
Recording of money paid out in the current fiscal year for goods and services that will be received in the next fiscal year.
Example: Theatre production; Subscriptions

- **Deferred Revenue**
Monies received in advance for products or services that are going to be performed in the next fiscal year (as revenue not yet earned).
Example: Tuition or non-refundable deposits for conferences

[Key Dates](https://inside.sou.edu) Calendar

https://inside.sou.edu/bus-serv/accounting/index.html#year-end-closing

Business Services Accounting
Year-End Closing, Fiscal Year 2024
Key Dates

SOU Due Date	Description
June 10	**Purchase Orders** – Last day to issue a Purchase Order for inclusion in FY24
June 14	**Procurement** – Purchases to be included in FY2024 should be completed.
June 14	**Payroll Obligations** –All FY24 Payroll obligations due to Payroll Office.
June 24	**Higher One Reimbursements** deadline. All Higher One reimbursements to students for FY24 must be in the Service Center by close of business.
June 28	Deliver all *on hand Cash* Deposits to the Bursar's office by noon.
June 28	All departments Deliver all new incoming Department Deposits to Bursar's office by noon. Any checks brought over on the 30th may potentially miss the deposit deadlines and not be recorded until the following day. These will be manually accrued back to the previous fiscal year as appropriate.
June 28	**Purchase orders** for goods and services **received by June 30**, must be processed, approved, and posted.
June 28	**Expenditure reports Submitted to Service Center** for all completed travel in FY24.
June 28	**Payroll Redistributions** should be received by Payroll Services by June 28. Re-distributions for June by 7/1 at latest.
June 30	**STUDENT SIS: No Data Entry to student accounts** and to the miscellaneous deposit forms (temporarily shut down at 5PM, and reopen after midnight)
June 30	**Re-establish SIS data entry capabilities** for the TFAMISC, TSAAREV, and TSASPAY forms.
July 1	**US Bank Purchasing Card**: Transaction verifications and cost reallocations need to be completed by close of business
July 3	**Deadline for final Payroll Adjustments involving FY24**. Final June payroll feed run on 7/5.
July 5	All **FY24 Invoices** must be input and approved at all levels before 10am to insure a payment is issued to the vendor that day. All invoices for current year should be in by 6/30 AND goods/services received.
July 8	**FY24 Donation Pledges: Submit a list of any pledges** that are outstanding as of 6/30/24 and which are made directly to the University, if any.
July 8	**Clearing of Purchasing Card Charges** – Clear all goods and services received by June 27th Statement drop- date. If not on statement, then expensed next year.
July 8	**Overdrawn Accounts**: Where possible, departments should clear all deficits before closing period 12 financial statements.
July 8 4pm	**Period 12 Journal Voucher cut off**. All JV transactions must be input by 4 p.m.
July 8 5pm	**Close in Progress**
July 19	All **Period 12 JVs** should be input and cleared out of departmental approval queues.
July 22 5pm	**CLOSE PERIOD 12 ("SOFT CLOSE")**

Accounting
Closing of the Books

o Period 12 close

  JULY 8th in progress

o Period 12 close

  JULY 22nd

Detail Explanation of Cut-off Dates:

Expense
Income
Journal

- 1) Purchase Orders Fixed Assets
- 2) Procurement Expense
- 3) Payroll Obligations
- 4) Higher One Student Reimbursement
- 5) Travel Reimbursement Reports
- 6) Expense Invoices for current year input
- 7) Procurement Card clearing
- 8) Cash Deposits
- 9) Student (SIS) Accounts shut-off
- 10) Revenue Receivable: Donation Pledges
- 11) Overdrawn Accounts
- 12) Journal Voucher Cut –off
- 13) Unrelated Business Income (UBI)

Purchases
Fixed Assets

- Fixed Assets must be booked prior to fiscal year end for items received on or before June 30.

  - Fixed Assets cannot be booked during month of July
    (until reconciled and balanced)

  - Fixed Asset module stays open but we cannot balance if invoices are entered

Expense *Cut-off Dates*

- Purchase Orders for current year must be <u>approved</u> by Budget authority and <u>submitted</u> to Purchasing by **June 10**th

- Purchases to be included in FY2024 should be completed by **June 14**th*

- Invoices must be <u>entered and approved</u> (10 AM) on **July 5**th

*Note: "Current" Fiscal Year includes Goods and Services <u>received by</u> **June 30**th

Payroll

- By June 28th, all payroll accounting adjustments (re-distributions) for JUNE payroll must be received in the Payroll Office

- July 1st is hard deadline for all payroll adjustments

- Payroll external transmission of adjustments is July 5th and must include all fiscal year accounting adjustments

Human Resources
Student Jobs
& Time-Entry

Form:
https://southernoregonuniversity.formstack.com/forms/2024_2025_student_employee_reappointment_form

For students <u>working after</u> June 12th:

- HR requires: <u>"Student Employment Re-appointment Form"</u> for student working pay period 6/13-7/12 & beyond*

For a student <u>job ending</u> June 12th:

- Student: "Time-Entry" & submission" by 6/13 deadline

- Supervisor: "Time Approval" by deadline

Refer to HR email sent 6.10.2024

*Note: For student jobs beyond date of 6/13, payroll is booked to the next fiscal year

Higher One Reimbursements

- Requests for reimbursements to students should be to Service Center by June 24th

  - Fully completed Higher One documentation should be received in the Service Center by 5pm Monday June 24th

  - Final student reimbursement for June is submitted to Bursar and done on Wednesday same week

Note: All Higher One reimbursements are paid to students via Bank Mobile each Wednesday

Travel
Cut-off dates

- Expenses are posted to the fiscal year in which SOU receives the goods or services.

- By **June 28th,** submit approved and completed "Travel Reimbursement Request" form for all travel completed through June 30th*

*Note: To match revenues to expense in the current fiscal year, we cannot "receive" goods or services in *this* fiscal year and then post the expense to *next* fiscal year, which is next year's budget. It does not match up.

Purchasing- Card Deadlines

- P-Card "use" cut-off is June 17th
  (to guarantee goods will be received and expensed in this fiscal year)

- P-Card closes June 26th
  Items not on this *statement-drop* are expensed to next fiscal year.*

- P-Card custodian completes Transaction verifications and Cost Allocations by 5pm July 1st

* Note:
Items Purchased on P-card between 6/29-6/30 will go into next fiscal year

Cash Deposits

- Cash Deposits to Bursar:

- #1 All Deposits should be delivered to Bursar Office by noon on June 28th

- #2 Bring deposits as you get them, please do not hold $

- The system will be shut down on June 30th at 5:00PM for Student SIS system.

- The system will re-open at start of day on July 1st*

*Note: On July 1st Divisions/Departments will be able to input changes to student accounts:

1) Changes will not be processed in FIS Banner until system is turned back "on"

2) The changes will be effective in the new fiscal year

Revenues & Receivables

Provide List by 7/8 of:

- 1) "<u>Outstanding Donation & Gift Pledges</u>" due directly to University as of June 30

  - These expected resources need to be reflected in correct fiscal year
  - Do not include gifts or donations made through SOU Foundation

- 2) "<u>Non-Student Accounts Receivable</u>" that are outstanding as of June 30
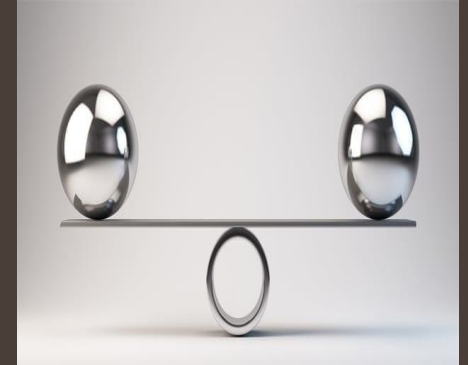
  Other than grants

Overdrawn Accounts

- Division/Department should work with Business Services Central to clear all deficits whenever possible.

- Clear deficits before the close of period 12 on July 8th

Journal Voucher Input & Approvals

- All period 12 Journal Voucher entries should be input and cleared out of departmental approval queues by July 19th.

Unrelated Business Income
Taxable

Tax Reporting (UBIT)

Unrelated Business Income (UBI) is income received from <u>off-campus users</u> (individuals or groups) that involves selling of goods or performing certain services where the university potentially competes with private businesses.

You would report Income received from programs or functions that are:

"Not substantially related to the accomplishment of the University's tax exempt purpose of Education"

Note:
Does not include fundraising resources going to SOU Foundation/University-Advancement

A survey will go out by July to invite your input as part of IRS Compliance.

All Campus

- Who needs to be trained for Closing of the Books?

  - **Accounting/Tech Staff**
  - **Fund Managers**
  - **New or Existing Hires**
    Office staff
    Supervisors
    Directors

Questions/Comments:
Business Services
Mission & Staff page
https://inside.sou.edu/bus-serv/staff.html

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- Business Services: sou.edu/bus-serv/
- Service Center: inside.sou.edu/sc/