

UNIVERSITY OF PITTSBURGH
OFFICE OF FINANCIAL INFORMATION
DEPARTMENTAL CLOSING SCHEDULE FOR FISCAL YEAR 2008

<u>CUTOFF DATE</u>	<u>DEPARTMENT ACTIVITY</u>	<u>CUTOFF TIME</u>
MONDAY JUNE 16	CUTOFF FOR PAPER PURCHASE ORDERS AND ELECTRONIC REQUISITIONS FORWARDED TO THE PURCHASING DEPARTMENT	5:00 PM (a)
WEDNESDAY JUNE 18	CUTOFF FOR DISBURSEMENTS, T&Bs, TRAVEL ADVANCES, PETTY CASH REIMBURSEMENTS AND VENDOR INVOICES TO THE PAYMENT PROCESSING DEPARTMENT	5:00 PM (b)
FRIDAY JUNE 20	FINAL FY 2008 SALARY/WAGE COST TRANSFERS FOR <u>ALL</u> ACCOUNTS TO FINANCIAL RECORDS SERVICES	5:00 PM
TUESDAY JUNE 24	LAST DAY FOR PCARD PURCHASES TO AFFECT FY 2008 LEVEL REPORTS	(c)
	FINAL FY 2008 SPARS TO FINANCIAL RECORDS SERVICES	5:00 PM (d)
FRIDAY JUNE 27	CUTOFF FOR PANTHERBUY ORDERS (ORDERS MUST BE FULLY APPROVED TO AFFECT FY 2008 LEVEL REPORTS)	5:00 PM
MONDAY JUNE 30	CUTOFF FOR ON-LINE PCARD APPLICATION TRANSFERS TO AFFECT FY 2008 LEVEL REPORTS	3:30 PM
	CUTOFF FOR ON-LINE (PRISM) PURCHASE ORDERS	5:30 PM (e)
	CUTOFF FOR BUDGET MODIFICATION REQUESTS TO THE BUDGET AND FINANCIAL REPORTING DEPARTMENT	5:00 PM
TUESDAY JULY 1	CUTOFF FOR ALL GL FILE TRANSFERS FROM AUTHORIZED DEPARTMENTS <u>NOTE: ACCOUNT CORRECTIONS RELATED TO THESE FILES ARE DUE BY 3:00 PM</u>	10:30 AM
	ALL JUNE CASH REPORTS (OTHER THAN DIRECT DEPOSITS) MUST BE RECEIVED IN THE STUDENT PAYMENT CENTER	NOON
	ALL PAPER JOURNAL ENTRIES MUST BE RECEIVED IN THE FINANCIAL RECORDS SERVICES DEPT. (NSCTs, NSCTRs, IDCs, DIRECT DEPOSIT CASH REPORTS) <u>NOTE: ENTRIES RECEIVED AFTER THIS DATE AND TIME WILL BE ENTERED AS JULY 2008 BUSINESS BY THE FINANCIAL RECORDS SERVICES DEPARTMENT</u>	NOON
WEDNESDAY JULY 2	CUTOFF FOR ON-LINE PRISM GL USERS <u>NOTE: ENTRIES MADE AFTER THIS DATE AND TIME WILL BE POSTED FOR JULY 2008 BUSINESS</u>	10:30 AM (f)
TUESDAY JULY 8	RECEIVE JUNE PRELIMINARY LEVEL REPORTS	(g)
EARLY OCTOBER	RECEIVE JUNE FINAL LEVEL REPORTS	

UNIVERSITY OF PITTSBURGH
OFFICE OF FINANCIAL INFORMATION
DEPARTMENTAL CLOSING SCHEDULE FOR FISCAL YEAR 2008

- (a) Paper and electronic requisitions submitted to the Purchasing Department from June 1, 2008 to June 16, 2008 will be processed on a priority basis. Any exceptions must be approved by a Vice-Chancellor. Budgets for most research grants can be carried forward to the next fiscal year. A few unique types cannot. Please clearly indicate on the front of the requisition that **“Funds must be spent in the Current Fiscal Year”**. Please indicate the type of special grant to which the purchase will be charged. The Purchasing Department will make every effort to process these orders by fiscal year-end. Remember, purchase order amounts are not reflected on your level reports until an invoice is received in Payment Processing from the vendor. Any purchase orders or service contracts for which the goods or services are received or performed after June 30, 2008, will not affect departmental budgets until FY 2009.
- (b) Vendor invoices received that do not match a University purchase order will not be paid. Please ensure that any invoice discrepancies (NOIDS) are corrected by May 31, 2008.
- (c) PCard transactions occurring on, or prior to, June 24, 2008 will affect departmental budgets in FY 2008 provided that the vendor submits the transaction to PNC Bank by June 24, 2008. Thus, there is a possibility that PCard purchases made on or before June 24, 2008 may not affect FY 2008 departmental budgets.
- (d) SPARS submitted after the deadline will be processed for July 2008 activity. Any SPAR processed after the deadline which relates to FY 2008 activity will not be credited back to departmental entity 02 accounts.
- (e) Purchase order amounts are not reflected on your level reports until an invoice is received in Payment Processing from the vendor. Invoices for most orders entered into PRISM directly by departments late in June will not be received until July 2008 (FY 2009). If it is important to record the expense in FY 2008, consider using contracted suppliers available with PantherBuy.
- (f) All batches that remain “non-postable” at the established cutoff date and time will be posted as July 2008 (FY 2009) business unless immediately corrected upon notification by Financial Information Administration or Research & Cost Accounting.
- (g) **NOTE:** Departments will not have the opportunity to post adjustments to their accounts after receipt of the June Preliminary level reports. It is essential that departments review and adjust their level reports prior to the June Preliminary close to ensure that the level reports are properly stated.