

UNIVERSITY OF PITTSBURGH  
OFFICE OF FINANCIAL INFORMATION  
DEPARTMENTAL CLOSING SCHEDULE FOR FISCAL YEAR 2009

| <u>CUTOFF DATE</u> | <u>DEPARTMENT ACTIVITY</u>  | <u>CUTOFF TIME</u> |
|--------------------|---|--------------------|
| MONDAY JUNE 15     | CUTOFF FOR PAPER AND ELECTRONIC REQUISITIONS (PRISM) FORWARDED TO THE PURCHASING DEPARTMENT   | 5:00 PM (a)        |
|                    | CUTOFF FOR DISBURSEMENTS, T&Bs, TRAVEL ADVANCES, PETTY CASH REIMBURSEMENTS AND VENDOR INVOICES TO THE PAYMENT PROCESSING DEPARTMENT   | 5:00 PM (b)        |
| FRIDAY JUNE 19     | FINAL FY 2009 SALARY/WAGE COST TRANSFERS FOR <u>ALL</u> ACCOUNTS TO FINANCIAL RECORDS SERVICES  | 5:00 PM            |
| TUESDAY JUNE 23    | LAST DAY FOR PCARD PURCHASES TO AFFECT FY 2009 LEVEL REPORTS  | (c)                |
|                    | FINAL FY 2009 SPARS TO FINANCIAL RECORDS SERVICES   | 5:00 PM (d)        |
| MONDAY JUNE 29     | CUTOFF FOR PANTHERBUY ORDERS<br><b>(ORDERS MUST BE FULLY APPROVED TO AFFECT FY 2009 LEVEL REPORTS)</b>  | 5:00 PM            |
| TUESDAY JUNE 30    | CUTOFF FOR ON-LINE PCARD APPLICATION TRANSFERS TO AFFECT FY 2009 LEVEL REPORTS  | 3:30 PM            |
|                    | CUTOFF FOR ELECTRONIC (PRISM) PURCHASE ORDERS   | 5:30 PM (e)        |
|                    | CUTOFF FOR BUDGET MODIFICATION REQUESTS TO THE BUDGET AND FINANCIAL REPORTING DEPARTMENT  | 5:00 PM            |
| WEDNESDAY JULY 1   | CUTOFF FOR ALL GL FILE TRANSFERS FROM AUTHORIZED DEPARTMENTS<br><b><u>NOTE: ACCOUNT CORRECTIONS RELATED TO THESE FILES ARE DUE BY 3:00 PM</u></b>   | 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)<br><b><u>NOTE: ENTRIES RECEIVED AFTER THIS DATE AND TIME WILL BE ENTERED AS JULY 2009 BUSINESS BY THE FINANCIAL RECORDS SERVICES DEPARTMENT</u></b> | NOON               |
| THURSDAY JULY 2    | CUTOFF FOR ON-LINE PRISM GL USERS<br><b><u>NOTE: ENTRIES MADE AFTER THIS DATE AND TIME WILL BE POSTED FOR JULY 2009 BUSINESS</u></b>  | 10:30 AM (f)       |
| WEDNESDAY JULY 8   | RECEIVE JUNE PRELIMINARY LEVEL REPORTS  | (g)                |
| EARLY OCTOBER      | RECEIVE JUNE FINAL LEVEL REPORTS  |                    |

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- (a) Paper and electronic requisitions submitted to the Purchasing Department from June 1, 2009 to June 15, 2009 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, 2009, will not affect departmental budgets until FY 2010.
- (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, 2009.
- (c) PCard transactions occurring on, or prior to, June 23, 2009 will affect departmental budgets in FY 2009 provided that the vendor submits the transaction to PNC Bank by June 23, 2009. Thus, there is a possibility that PCard purchases made on or before June 23, 2009 may not affect FY 2009 departmental budgets.
- (d) SPARS submitted after the deadline will be processed for July 2009 activity. Any SPAR processed after the deadline which relates to FY 2009 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 2009 (FY 2010). If it is important to record the expense in FY 2009, 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 2009 (FY 2010) 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.