



**M E M O R A N D U M ADMINISTRATIVE
SERVICES
DEPARTMENT**

To: All Divisions, Departments and Elected Officials

From: Andrea Amundson, Interim Director of Accounting

Date: 11/1/11

Re: Various Year-End Cut Off Dates

PLEASE NOTE: THE FOLLOWING DUE DATES AND CLOSE DATES ARE FIRM; WE CANNOT EXTEND OUR DEADLINES FOR ANY REASON.

ACTION	DUE DATE/ CLOSE DATE	CONTACT	OTHER
Receive on a PO with 2011 GL date	Friday, December 30, 2011	Andrea Amundson x8546	Access to the receiving menu will not be available in 2012 until noon on Tuesday 1/3/12.
Request a PO to be closed or rolled over	NOON, Thursday, December 29, 2011	Andrea Amundson x8546	Notify by e-mail only
Request a Contract (OS's and CO's) to be closed or rolled over	NOON, Thursday, December 29, 2011	Staci Potts x8536	Notify by e-mail only
Submit invoices for PO payment in 2011	NOON, Wednesday, January 25, 2012 (MUST HAVE BEEN RECEIPTED BY THE DECEMBER 30 th DEADLINE)	Erika Heck x8562 or Kay Aberle x8532 Diane Patterson x8534 Rose Lissak x8548	For PO's ending in A-H For PO's ending in I-P For PO's ending in Q-Z
Submit vouchers for payment in 2011	NOON, Wednesday, January 25, 2012	Erika Heck x8562 or Kay Aberle x8532 Diane Patterson x8534 Rose Lissak x8548	For vouchers ending in A-H For vouchers ending in I-P For vouchers ending in Q-Z
Last 2011 A/P check run (released December 30, 2011)	NOON, Wed, December 28, 2011 (check dated December 30, 2011)	Kay Aberle x8532	Must be received by AP or entered into JDE by NOON on Wednesday, December 28, 2011

ACTION	DUE DATE/ CLOSE DATE	CONTACT	OTHER
Submit 2011 vouchers for 1099 reportable expenditures	NOON, December 28, 2011	Laura Waggoner x8539 Kay Aberle x8532	Must be received by AP or entered into JDE by noon on Wednesday, December 28, 2011
Accounts Receivable	December 21, 2011	Laura Waggoner x8539	Must be received by AR by December 21, 2011 to be processed & sent out by December 30, 2011.
Procurement Card Charges (Procards)	Friday, December 30, 2011 NOTE: ALL CHARGES MADE IN 2011 MUST HAVE A 2011 TRANSACTION DATE	Kim Harter x8549 Elaine Fears x8554	The final 2011 procard charges will be uploaded into JD Edwards before the end of February. All transactions with a 2011 date will be taken back to 2011. If the transaction date is 2012, but the items were purchased and received in 2011, you can request that the expenditure be taken back to 2011 by sending a copy of the invoice or receipt showing the date received to Kim Harter by 2/3/12. Transaction dates can be verified in the PVS net system in January.
Interdepartmental Transfers/Expense Transfers	January 31, 2012	Brenda Romito x8542	All 2011 interdepartmental transfers need to be turned in to Accounting by 1/31/12 so that adjusting journal entries can be posted to accounts by 2/17/12.
Journal Entries	February 17, 2012	Elaine Fears x8554	All 2011 regular and adjusting journal entries must be posted to the general ledger by 2/17/12. This includes adjusting back to 2011 any MATERIAL Accounts Payable invoices that missed the January 25, 2012 deadline for AP entry.

