



**Accounting Division, Budget & Management Analysis Division**

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**Purchasing Division**

**M E M O R A N D U M**

Date: October 4, 2011

To: Department Heads  
Division Heads  
Elected Officials

From: Alan Boisvert, Director of Accounting  
Jim Garner, Director of Purchasing  
Tina Caputo, Director of Budget & Management Analysis

Subject: **2011 Year-End Financial Processing**

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As year-end approaches, the Accounting, Budget & Management Analysis, and Purchasing divisions wish to remind you of important deadlines and cutoff dates. We are providing this memo to assist you in your year-end financial planning.

**NOTE:** Appropriations for requisitions not converted to a purchase order or an executed contract will lapse at year-end. Funds budgeted in 2011 for any purchase which is not completed or received prior to December 31, 2011 will be not be eligible for re-appropriation in 2012 unless it is for a capital project or other significant one-time expense. Re-appropriation of operating budgets is not considered eligible for carryforward to the subsequent fiscal year.

Any requisitions for 2011 and prior years' business which have not yet received division approval will be cancelled as of 12/30/11.

Please keep in mind the following deadlines as the year **2012** rapidly approaches:

**Now - PURCHASE ORDERS AND REQUISITIONS**

In order to have a valid purchase order entered to encumber 2011 funds, the procurement process must be completed before year end. **Please enter your requisitions for 2012 purchases now.** This will enable Purchasing to plan our workloads for minimal impact on our service to you.

**Mon. 10/31 - LAST DAY TO ENTER YEAR 2011 REQUISITIONS REQUIRING BIDS, QUOTES OR COST PROPOSALS**

Requisitions for items valued over \$50,000 requiring the development of new specifications or a Scope of Work, a bid or quote process resulting in the issuance of a 2011 purchase order must be entered by end of day **OCTOBER 31, 2011**. Please contact Purchasing as soon as possible to discuss your particular situation. **Note: Bear in mind that requisitions for goods or services requiring a contract may not have sufficient time to be processed for receipt by year end, depending upon the complexity of the contract or project.**

**Thu. 12/01 - LAST DAY TO ENTER ANY YEAR 2011 REQUISITIONS**

Requisitions for all items including those valued under \$50,000 must be entered into the JDE Financial system on or before end of day December 1, 2011.

**Fri. 12/02 - LAST DAY FOR 2011 SUPPLEMENTAL BUDGET REQUESTS**

In order for the Board of County Commissioners to approve any 2011 supplemental budget requests before the end of the year, the Budget Division must receive any requests from departments on or before December 2, 2011. Please contact your assigned budget analyst for assistance in meeting this deadline.

**Fri. 12/16 - LAST DAY TO REQUEST 2011 BUDGET TRANSFERS**

The Budget Division must receive all 2011 budget transfer requests on or before December 16, 2011 in order to be processed before year end. Please contact your assigned budget analyst for assistance in meeting this deadline.

**Wed. 12/21 - SUBMIT 2011 ACCOUNTS RECEIVABLE INVOICE REQUESTS**

Must be received by AR on Wednesday, December 21, 2011. For any questions, please contact Laura Waggoner (x8539).

**Wed. 12/28 - SUBMIT 2011 VOUCHERS FOR 1099 REPORTABLE EXPENDITURES  
NOON**

Must be received by AP by noon on Wednesday, December 28, 2011, or entered into JD Edwards by noon on Wednesday, December 28, 2011. For any questions, contact Erika Heck (x8562), Diane Patterson (x8534) or Kay Aberle (x8532).

**Fri. 12/30 - LAST DAY TO REQUEST A PO OR CONTRACT (CO's and OS's) TO BE CLOSED OR ROLLED OVER**

For PO's - Notify Andrea Amundson by e-mail only (questions: x8546). For CO's and OS's - Notify Staci Potts by e-mail only (questions: x8536).

**Fri. 12/30 - PROCUREMENT CARD CHARGES**

**(ALL CHARGES MADE IN 2011 MUST HAVE A 2011 TRANSACTION DATE)** 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 receipt showing the date received to Kim Harter (x8549) on or before Friday, February 3, 2012. Transaction dates can be verified in the PVS net system in January.

**Fri. 12/30 - LAST DAY TO RECEIVE ON A PURCHASE ORDER**

**December 30, 2011 is the last day to receive on all orders to have them expensed to your 2011 budget. An invoice or packing slip from the vendor must be in hand and a receipt made on the system.**

You will not have access to the receipts menu starting at close of business December 30<sup>th</sup> through noon January 3<sup>rd</sup>. Please contact Andrea Amundson (x8546) or Brad Dalby (x8023) with any questions related to year-end receiving.

~ 2012 ~

Sat. - Tue.

**12/31 - 1/3 - NO RECEIVING OF ANY PO'S IN JDE**

New Year's holiday is observed on Monday, January 2<sup>nd</sup>. By noon on Tuesday, January 3<sup>rd</sup>, all open 2011 encumbrances will be rolled over from 2011 to 2012.

Tue. 1/3 -

**RECEIVE ON A PURCHASE ORDER USING ONLY 2012 GL DATES**

Following the encumbrance rollover processed by noon on Tuesday, January 3, 2012, only 2012 GL dates will be allowed on PO receipts beginning Tuesday, January 3, 2012. If you need an amount to be paid from 2011, contact Andrea Amundson (x8546) for information on what is needed to move that amount via journal entry back to 2011.

Fri. 1/20 -

**LAST DAY TO SUBMIT REQUEST OF ANY MATERIAL 2011 OVERTIME OR HOURLY PAYROLL ACCRUALS**

If you have any overtime or hourly employee pay related to 2011 that is charged on the 1/20/12 payroll, please contact Andrea Amundson (x8546) to discuss the possibility to charge the amount back to 2011.

Wed. 1/25 -  
NOON

**SUBMIT INVOICES FOR PO PAYMENT IN 2011**

(MUST HAVE BEEN RECEIPTED BY THE DECEMBER 30th DEADLINE)

For Purchase Orders for Suppliers ending in A-H:

contact Erika Heck at x8562 or Kay Aberle at x8532

For Purchase Orders for Suppliers ending in I-P:

contact Diane Patterson at x8534

For Purchase Orders for Suppliers ending in Q-Z:

contact Rose Lissak at x8548

Wed. 1/25 -  
NOON

**SUBMIT VOUCHERS FOR PAYMENT IN 2011**

For Claim Vouchers for Suppliers ending in A-H:

contact Erika Heck at x8562 or Kay Aberle at x8532

For Claim Vouchers for Suppliers ending in I-P:

contact Diane Patterson at x8534

For Claim Vouchers for Suppliers ending in Q-Z:

contact Rose Lissak at x8548

Tue. 1/31 -

**INTERDEPARTMENTAL TRANSFERS AND EXPENSE TRANSFERS**

All 2011 interdepartmental transfers need to be turned in to Accounting by January 31, 2012 so that adjusting journal entries can be posted to accounts on or before February 17, 2012. Contact Brenda Romito (x8542) with any questions.

Fri. 2/17 -

**LAST DAY FOR 2011 JOURNAL ENTRIES**

All 2011 regular and adjusting journal entries must be entered and posted to the general ledger by February 17, 2012. This includes any vouchers paid in 2012 that are for goods or services received in 2011. Contact Elaine Fears (x8554) or Kim Harter (x8549) with any questions.

Fri. 2/17 -

**ALL FINAL 2011 BUDGET TRANSFERS REQUIRED DUE TO YEAR END ACCOUNTING ACCRUALS**

All 2011 budget transfers that are required as a result of year end accounting accruals and other accounting related transactions must be submitted to the Budget division no later than February 17, 2012.

## Important Dates to Remember

- ✓ **October 31, 2011** Last day to enter 2011 requisitions requiring bids, quotes, or Proposals
  - ✓ **December 1, 2011** Last day to enter any year **2011 requisitions**
  - ✓ **December 2, 2011** Last day to request **2011 Budget Supplementals**
  - ✓ **December 16, 2011** Last day to request **2011 Budget Transfers**
  - ✓ **December 21, 2011** Last day to submit any **2011 AR invoice requests**
  - ✓ **December 26, 2011** **Christmas Holiday**
  - ✓ **December 28, 2011** **NOON deadline:** Submit **2011 vouchers** for 1099 reportable expenditures
  - ✓ **December 30, 2011** Last day to request a PO or Contract to be **closed or rolled over**
  - ✓ **December 30, 2011** Last day for **procurement card purchases** to be charged to your 2011 budget
  - ✓ **December 30, 2011** **CLOSE OF BUSINESS:**  
**No further 2011 purchase order receiving in JDE**
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- ✓ **January 2, 2012 New Year's Holiday** (Observed by County)
  - ✓ **January 3, 2012** Purchase orders must be received using **2012 GL dates**
  - ✓ **January 20, 2012** Last day to submit **2011 material overtime or hourly payroll accrual requests**
  - ✓ **January 25, 2012** **NOON deadline:** Submit **invoices for PO payment** in 2011  
**NOON deadline:** Submit **vouchers** for payment in 2011
  - ✓ **January 31, 2012** Submit **interdepartmental transfers/expense transfers** for payment in 2011
  - ✓ **February 17, 2012** Submit **journal entries** for payment in 2011
  - ✓ **February 17, 2012** Submit **final 2011 budget transfers required due to year end accounting accruals and adjustments**