

YEAR-END CLOSE CHECKLIST

JULY

1. Check the JSU newswire for computer purchases deadline from IT department.

2. Check open encumbrances for old PO's that need to be closed:

→ If PO with no activity, send signed yellow copy to Sheila Kiker.

→ If PO with activity, send signed yellow copy to Accounts Payable.

→ If encumbrance, email Robin Yarbrough with 'E' number.

3. Check available budget balance for:

→ Student salaries for July - September

→ Telephone charges for July - September

→ Print shop charges for July - September

→ Mail center charges for July - September

4. Make a budget transfer to cover remaining student salaries, if necessary.

AUGUST

1. Be aware of purchasing card transactions that won't post until September and save budget for them.

2. Grant/Contract funds - try to spend out in August to get admin revenue

3. Deadline for computer PO's = NONE in 2012!!

4. Plan spending to avoid the September cut-off deadline of Sept. 14th.

SEPTEMBER

1. All PO's must be in Banner by September 14th.

2. Check to make sure all requisitions are approved (use View Document).

3. Complete a change order to PO's under \$25 if needed (no prior year).

4. Send info to Accounts Payable if you receive goods, but have not received an invoice by September 30th (accrual).

5. Save budget for the amount of September purchasing card transaction accrual.

6. Email dbonds@jsu.edu if traveling September 30th