

YEAR-END CLOSE CHECKLIST

JULY

1. Do encumbrance queries on every encumbered amount in Budget Query.
2. Check open encumbrances for old PO's that need to be closed:
 - If PO with no activity, send signed yellow copy to Procurement.
 - If PO with activity, send signed yellow copy to Accounts Payable.
 - If encumbrance, email the Budget Accountant with the '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
 - Purchasing card 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 - be aware of Period of Performance and reporting deadlines
3. Remind Faculty that Research Grants will go away at September 30th.
4. Enter Open PO's for the subsequent fiscal year when budget becomes available.
Change date!!!
5. Plan spending to avoid the September cut-off deadline of Sept. 25th.

SEPTEMBER

1. All PO's must be in Banner by September 25th.
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 accountspayable@jsu.edu if traveling September 30th