

Iowa State University

OF SCIENCE AND TECHNOLOGY

Interoffice Communication

Date: May 15, 2017

To: Controller's Information Network (via e-mail)

From: Kevin Houlette
Associate Controller

Re: **2017 Year-End Financial Processing Schedule**

The Controller's Department Year-End Resource Page has been updated with 2017 information. The "2017 Year-End Financial Processing Schedule" and a link to the Quali "Year-End Transactions Job Aid" can be found on the following website link - <http://www.controller.iastate.edu/controller/yearend.htm>.

Listed below are some reminders and dates that may be of assistance as you plan for the June 30, 2017 year-end close.

1. Complete all electronic personnel actions for changes in funding, sub account corrections or other year-end clean-up work as early as possible to avoid peak workload periods and processing deadlines.
2. Purchase requisitions on General University and Special Appropriation Fund Groups (102, 103, 109, 701 or 721 accounts) - Procurements exceeding the bid threshold must be bid by the Procurement Services. Requisitions should be received in the Procurement Office as soon as possible in order for goods to be delivered and payment made by June 30. Procurements with long lead times might not arrive before year-end. If this is critical, contact Procurement Services for an estimated delivery date.
3. Carryover of General University Funds for equipment or for other purposes should be discussed with your resource unit fiscal officer. Carryover of funding for equipment encumbrances is not automatic, and the Controller's Department will handle the mechanics of the carryovers that have been approved by fiscal officers.
4. All hourly payroll for the period ending June 30, paid on July 15, will be charged to FY17 funds.
5. Summer session salary processed by the June payroll cut-off will be charged to FY17 funds.
6. Airline tickets for departures on or before June 30 should have been ordered from ISU's contracted travel agency by May 12 to ensure the costs will be paid with current year funding. See the Year-End Resource Page for details on how to ensure that this occurs. Questions should be directed to Dave Baker 294-1940.

7. Scholarships for summer session from all funding sources will be paid from FY17 funds if entered into the financial aid system by June 30. This is the same practice as last year.
8. Compensatory time for general service staff covered by contract cannot be carried over to next fiscal year. Payment of unused compensatory time must be made through hourly payroll no later than July 5th. See the Year-End Resource Page for further instructions. Questions should be directed to Doug Anderson at 294-6558.

A more detailed memo that includes the final financial transaction processing schedule and year-end informational sessions will be distributed the first part of June. Please contact me at kdhoule@iastate.edu or 294-4414 if you have any questions.