

TO: All Concerned
FROM: Christina E. Orłowski
Associate Controller
SUBJECT: 2007-2008 Closing
DATE: May 2, 2008

Christina E. Orłowski

2008 CLOSING SCHEDULE

Attached you will find a copy of the year end schedule for the 2007-2008 closing (Attachment I). Please remember that the time frame continues to remain considerably accelerated due to a directive from the State Treasurer. All dates included in the schedule must be complied with and no exceptions will be allowed.

2008 ADJUSTING JOURNAL ENTRY PROCEDURES (TBJE'S)

The following procedures have been established for 2007-2008 adjusting journal entries:

1. Deadline for all adjusting journal entries is **Friday, July 11 – 12:00 noon**. Entries must be received by the Division of University Accounting prior to this deadline -- **NO EXCEPTIONS**. In order to expedite keypunching, we ask that you submit your entries as soon as possible and not wait until the last minute.
2. Journal entries should be delivered to Nancy de Vera (Ext. 5-2133 - Division of University Accounting - Room 300, ASB) when they are completed. She will assign a "TBJE" number at that time. No number will be assigned in advance. When the number is assigned, a confirmation copy of the entry will be returned to you. If you do not receive this within a few days, **after the cutoff**, please check with Nancy.

NOTE: Be sure to type the following on the top of each entry form:
TBJE# _____ (see Attachment II for an example of a
TBJE entry, reversing and non-reversing.)

3. The journal entry explanation must be complete and, where reference is made to supporting documentation, a copy of such documentation must be attached to the original as well as to each copy of the entry.
4. Adjusting TBJE's should be prepared in quadruplicate (one original and three yellow copies) with the following distribution typed on the bottom:

TBJE File
KPMG
Confirmation - (Name of person to whom confirmation copy is to be returned)

Entries may be produced on an 8 1/2" x 11" paper using a laser printer, provided the format is identical to the existing TBJE form.

PLEASE NOTE, it is the responsibility of the **originating department** to forward copies to any additional individuals in need of them. It is important that you copy all individuals affected by the entry, since no monthly accounting reports are distributed during this period. Please make sure the copies are mailed to the respective individuals promptly.

5. All entries must be dated June 30, 2008 and signed by the preparer.
6. In order to expedite processing, more than one entry should be shown on the same entry form whenever possible. These should be shown as if they were separate entries. (See item 7 below, however).
7. Write "To Be Reversed" or "Not To Be Reversed," as appropriate, at the top of each journal entry form. If there is more than one entry on a form, each must be of the same type (i.e., all "To Be Reversed" on one JE Form, all "Not To Be Reversed" on another JE form). The Division of University Accounting will make all reversing journal entries automatically in July. Do **not** submit your own reversing entries.
8. Ensure that current year (2007-2008) account numbers are used for all adjusting journal entries.
9. Journal entries not prepared in accordance with these instructions will be returned to the originator. Any corrected journal entries which must be resubmitted will still have to comply with the July 11 deadline.
10. Any suspense activity generated by the processing of TBJE's will have to be cleared in the normal manner through Loretta Anderson.
11. Three copies of the **Adjusted BR #3** reports will be distributed on July 28. These reports will include all TBJE activity which took place in your accounts during the closing. This activity can also be viewed via OFIS (On-line Financial Information System) and in Discoverer after each trial balance cycle.

SALARY ADJUSTMENTS

1. Salary reallocations which need to be reflected in your June 30 **Unadjusted** reports must be received in the Payroll department no later than Friday, June 13 -- 4:00 p.m.
2. Salary reallocations which need to be reflected in your June 30 **Adjusted** reports must be received in the Payroll department no later than Thursday, July 10 -- 12:00 noon.
3. Salary reallocations may be hand delivered to Payroll Services, Room 317, ASB, up to the cutoffs noted. If you send reallocation forms by campus mail, you should allow sufficient time to meet the respective deadlines; otherwise, the forms should be hand carried.
4. Forms received after the June 13 deadline will be reflected in your June **Adjusted** reports.
5. Forms received after the July 10 deadline will **NOT BE** able to be reflected in your fiscal year 2007-2008 accounts.

BUDGET ADJUSTMENTS

1. Permanent salary budget adjustments which need to be reflected in your June 30 **Budget Status** reports must be received in the Office of Budget Management no later than Wednesday, June 4 - 4:00 p.m.
2. Permanent non-salary budget adjustments which need to be reflected in your June 30 **Adjusted** reports must be received in the Office of Budget Management no later than Wednesday, May 28 - 4:00 p.m.

3. Any additional permanent adjustments that missed the May 28 and June 4 cut-offs need to be recorded during the FY 2009 working budget process.
4. Temporary salary line budget adjustments which need to be reflected in your June 30 **Budget Status** reports must be received in the Office of Budget Management no later than Wednesday, June 18 – 4:00 p.m. Salary line budget adjustments received after the June 18 deadline will not be reflected in your June Budget Status reports.
5. Temporary non-salary budget adjustments which need to be reflected in your June 30 **Unadjusted** reports must be received in the Office of Budget Management no later than Monday, June 23 – 4:00 p.m.

SALARY SAVINGS REQUESTS

1. Requests to transfer the savings of vacant state funded positions for non-salary use must be received by the Office of Budget Management no later than Monday, June 23 -- 4:00 p.m. to be reflected in your June 30 **Unadjusted** reports.
2. Requests to transfer the savings of vacant state funded positions for non-salary use must be received by the Office of Budget Management no later than Thursday, July 10 – 12:00 noon to be reflected in your June 30 **Adjusted** reports.

SPECIAL ACCRUAL REQUESTS

The Accounting Department will no longer be handling requests for the return of 2007-2008 budgeted funds into your 2008-2009 budget for invoices received after the June 26, 2008 cutoff. At the discretion of each unit's Executive Vice President, Chancellor or their appointed designee, each department will be able to carryover its budget as stated in the provisions of the budget policies and rules.

PURCHASE ORDER ROLL OVER

All open requisitions and purchase orders, including blanket and internal purchase orders created in RIAS, will automatically carry over into the new fiscal year for all accounts. All non-RIAS internal purchase will not carry over into the new Fiscal Year.

If you have any questions regarding the purchasing procedures, please contact the Purchasing Department located on your campus as follows: Camden: 856/225-6140, Newark: 973/353-5338, New Brunswick: 732/932-8888.

INVOICE AND U-CHARGE CUTOFF - JUNE 26, 2008

In order to ensure that your purchases will be charged to the current fiscal year 2007-2008 budget, invoices must be received by Invoice Processing **no later than 12:00 Noon on Thursday, June 26, 2008**. Invoices should be sent directly to Invoice Processing, 65 Davidson Road, Administrative Services Building, Room 302, Piscataway, NJ 08854. Invoices received after the deadline will be charged to your fiscal year 2008-2009 budget.

To ensure timely processing of all orders made through the University's RU Exchange Suppliers (i.e. Staples, Sigma-Aldrich, CDW Government, Fisher Scientific Company, and VWR), orders should be processed no later than Friday, June 20 – 4:00 p.m.

If you have any questions regarding the year-end commitment or invoicing procedures, please contact Joseph Harrigan in Accounts Payable at extension 732/445-4674 or via email at jmh3@rci.rutgers.edu.

It is important that you communicate the above procedures to the appropriate members of your staff. In addition, please make sure your staff is closely reviewing their April and May monthly accounting reports, Discoverer reports, and/or OFIS screens, in detail, in an effort to record as many correcting entries as possible in June. This will help to reduce the volume of adjusting journal entries required in July.

June 30 Unadjusted reports will be delivered to your offices on or around July 7. If you are responsible for the further distribution of these reports, please do so immediately. This will allow those individuals responsible for reconciling the accounts to review the report and meet the TBJE cutoff.

Accounts Payable or Plant Fund checks **will not** be printed on Tuesday, July 1 through Thursday, July 3. Check printing will resume on Monday, July 7.

Please do not hesitate to contact me at extension 5-2133, or one of the Accounting Managers, if you have any questions regarding these procedures. Thank you for your continued cooperation and assistance.

Attachments

cc:	Stephen J. DiPaolo	Betsy Cafiero	John Carroll	John Cuilis
	Joseph Harrigan	Cheryl Hart	Jeff Manalo	John Straley
	Debra Vassallo	Nancy de Vera		

DISTRIBUTION LIST

Narda Acevedo
Fabiola Acuna
William Adams
Adriana Afonso
Lynn Agre
Dave Amador
John Anciano
F. Alex Andrews
Salome Arencebia
Debbie Bachorik
Maria Balac-Martinez
Dayle Bartell
Lucy Baruch
Terry Beachem
Peter Bennett
Dennis Benson
Marsha Bergman
Dorothea Berkhout
Pamela Blake
Diane Bonanno
Dan Boyle
Robin Boyle
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Thomas Cole
Michele Conlin
Susan Cosentino
Claricia Crawford
Debbie Cuomo-Shannon
Carol D'Ambrosia
Virginia Dare
Jacqui Davis
Steve Dekovics
Judy DeLorenzo
Mary Demeo
Jason DiPaolo
Carol Dixon
Janet Donato
Sarah Donnelly
Marlene Druding
Narda Duff
Terry Ellmeyer
Richard Emmons
Lisa Estler

Ed Fabula
Bruce Fehn
Leslie Fehrenbach
Steve Ferst
Deborah Fisher
Barbara Fitzgerald
Louise Forman
Sharon Fortin-Kramer
Linda Fowler
Larry Gaines
Larry Galbreath
Antonio Gardner
Melissa Gelfman
Donna Ghilino
Bernice Ginder
Charlene Glascock
Arlene Goldstein
Desiree Gordon
Elaine Gordon
Candy Grace
Diane Gravatt
Carol Green
Julie Greenman
Roger Grillo
Linda Guardabascio
William Haberman
Annette Hale
Deborah Harrison-Epting
Laura Hart
Mahasti Hashemi
Nancy Hendrickson
Carol Herring
Elizabeth Hetfield
Maryann Holtsclaw
Mike Imperiale
Marlene Importico
Gabriel Jimenez
Jean Johnson
Tim Johnson
Brad Jones
Mathias Kaiser
Suzanne Kelly
Susan Keller
Kevin Kimberlin
Donna Kohl
Elaine Kovac
Thomas Kujawski
Hui-Min Kuo
Georgia Kyrifides
Melodee Lasky
Lisa Latar
Edith Laurencin
Gail Lawrence
Barbara Lee
Rona Lehtonen
Robert Leiher
Ann Lelo
Jennifer Leon

Lucy Lettini
Nathan Levinson
Judith Lige
Ralph Lindauer
Melissa Lomench
Kevin Lyons
Melissa Malana
Kim Manning
Bill Marosy
Carol Martancik
Ann Martin
Lori Marx
Charlie Mathews
Gina Matos
Courtney McAnuff
Nicole McCray
Dorothyann McGee
Alexandra McIntyre
Sue McKinney
Pat McManus
Marie Melito
Natalie Migliaro
Sarah Mobley
Jack Molenaar
Alberta Molnar
Marian Monahan
Pauline Mustacciuolo
Dominick Nasuti
Isabel Nazario
Arlene Nebel
Mirela Ngjela
Frank Ngo
Mary Ann Nicoletti
Debra Norman
Lorraine Norville
Richard Novak
Karen Novick
Isabel O'Donovan-Keeley
Keith Ogin
Roberta O'Haeri
Margaret Ortizz
Emmie O'Such
Robert O'Such
Joseph Pandur
Dilip Pandya
Dhiru Patel
Nancy Petito
Shirley Pettiford
Anthony Pochesci
Allison Pohorence
Kasia Proszowski
Janine Purcaro
Annette Radick
Sally Rago
Jesse G. Rambo, Jr.
Roseann Raniere
Ken Retino
Jane Wainwright Rhodes

Terry Richartz
Jonah Ridley
Sanjana Rimal
Rosa Rivera
Kristin Rossi
Charlie Rouse
Martin Ryan
Madalyn Saez
Rosa Salgado-Rodriguez
Gladys Salva
Victor Sanchez
Joseph Sanders
Jean Scheaffel
Ed Scheer
Charles Schittone
Marybeth Schmutz
John Shulack
Lucia Schutz
Joseph Sikora
Merryl Simon
Dina Smiley
Lisa Stachniewicz
Tim Stein
Alan Stianchi
Joyce Szabo
Linda Szary
Heidi Szymanski
Mary Tamasco
Kathleen Teichman
John Ternyila
Gerald Thomas
Joann Thurlow
Aida Torres
Suzanna Treesh
Madeleine Varga
Henry Velez
Gene Vincenti
Jenny Visaggio
Marlie Wasserman
Harvey Waterman
Sandy Wetzel
Rich West
Anabell Williams
Barbara Williams
Bill Williams
Cheryl Wisnack
Joe Witkowski
Terry Wooding
Charles Wycoff
Shari Yeager
Rosa Zamora
Sherri Zimmerman
Ronnie Zurich

June 2008 – General (Attachment I – Page 1 of 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 1	2	3	4	5	6	7
			4:00pm-Permanent Salary Budget Adjustments Due			
8	9	10	11	12	13	14
					4:00pm-Regular Salary Reallocations	
15	16	17	18	19	20	21
			4:00pm-Temporary Salary Line Budget Adjustments due		4:00pm-Electronic Vendor Purchase cut-off	
22	23	24	25	26	27	28
	4:00pm-Salary Savings Requests Due 4:00pm-Temporary Non-Salary Budget Adjustments due			12:00noon-JE & Internal Charges cut-off 12:00noon-Invoice and TABERS cut-off		
29	30	July 1	2	3	4	5

July 2008 – General (Attachment I – Page 2 of 2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 29	30	July 1	2	3	4	5
		No A/P checks printed RIAS Unavailable	No A/P checks printed RIAS Unavailable FY08 OFIS updated thru June Unadjusted	No A/P checks printed RIAS Unavailable	RIAS Unavailable HOLIDAY	RIAS Unavailable
6	7	8	9	10	11	12
RIAS Unavailable	Unadjusted Monthly Account Report Detail BL3 distributed Check printing resumes RIAS Available	Disb Ctrl delivers remaining reports		12noon - Salary Savings Requests Due and Payroll cut-off	12noon-TBJE field cut-off	
13	14	15	16	17	18	19
	TB#1		TB#2	TB#3	TB#4	
20	21	22	23	24	25	26
	TB#5	TB#6	TB#7	TB#8 FINAL RUN	RIAS Unavailable No check printing	RIAS Unavailable
27	28	29	30	31	August 1	2
RIAS Unavailable	Adjusted Monthly Account Report Detail BL3 distributed RIAS Available Check printing resumes					

TBJE# _____

ACCOUNT DESCRIPTION	ACCOUNT CODE	P/F	A/R NO. ORDER NO.	DEBIT	CREDIT
<u>TO BE REVERSED</u>					
Accounts Receivable	0-12XXX-1400			3,000.00	
Miscellaneous Income	1-89XXX-0950				3,000.00
To accrue miscellaneous billings for the month of June.					

RUTGERS, THE STATE UNIVERSITY

JOURNAL VOUCHER

DATE

Date JUNE 30, 2008
By (Type Name) Jane Doecdoe
Signature of Originator
Approval Signature

J.E. NUMBER

CC: T/B JE FILE
KPMG

CONFIRMATION: Jane Doecdoe
Univ Accounting

TBJE#

ACCOUNT DESCRIPTION	ACCOUNT CODE	P/F	A/R NO. ORDER NO.	DEBIT	CREDIT
<u>NOT TO BE REVERSED</u>					
Division of Accounting	2-0XXXX-2100			428.00	
Material Services	2-8XXXX-8920				428.00
To record dept expense and corresponding income for supplies delivered prior to 6/30/08.					
Division of Accounting	2-0XXXX-3060			100.00	
Division of Accounting	2-0XXXX-3590				100.00
To correct subcodes incorrectly coded on JE 1234 dated April 1, 2008.					

RUTGERS, THE STATE UNIVERSITY

JOURNAL VOUCHER

DATE

Date JUNE 30, 2008
By (Type Name) Jane Doeckdoe
Signature of Originator
Approval Signature

J.E. NUMBER

CC: T/B JE FILE
KPMG
CONFIRMATION: Jane Doeckdoe
Material Services