



Division of University Accounting
Rutgers, The State University of New Jersey
33 Knightsbridge Road, 2nd Floor West
Piscataway, NJ 08854-5603

<http://ua.rutgers.edu>
848-445-2133
Fax: 732-445-5922

TO: All Concerned
FROM: Christina E. Orłowski *Christina E. Orłowski*
Associate Controller
SUBJECT: FY 2015-2016 RIAS Closing Schedule
DATE: May 20, 2016

2016 RIAS CLOSING SCHEDULE

Attached you will find a copy of the year end calendar for the FY2015-2016 fiscal year end closing. A separate memo will be distributed to RBHS Banner Users regarding the FY2015-2016 closing schedule in the Banner system. 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.

INVOICE AND TABER CUTOFF - JUNE 24, 2016

In order to ensure that your purchases will be charged to the current fiscal year 2015-2016 budget, invoices and TABERS must be received by Invoice Processing **no later than 4:30 p.m. on Friday, June 24, 2016**. 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 2016-2017 budget.

To ensure timely processing of all orders made through the University's RU Exchange Suppliers (i.e. Sigma-Aldrich, CDW Government, Fisher Scientific Company, VWR, Office Max and Staples), orders should be processed no later than Monday, June 20 – 4:30 p.m.

If you have any questions regarding the year-end commitment or invoicing procedures, please contact Dave Amador in Accounts Payable at extension 848/445-4674 or via email at damador@uco.rutgers.edu.

YEAR-END RIAS INTERNAL RECEIPTS/INVOICES

Please note that all receipts (and the corresponding invoices that are created automatically) entered by Monday, June 27, 2016 will be charged/credited to JUN-16 or the Fiscal Year 2016 Budget. These transactions will be included in the June Unadjusted Financial Reports (JUN-16 period).

If you do not want charges or revenue to be booked until the month of July 2016 (JUL-17 period) or against Fiscal Year 2017, you should not enter the receipt, which creates the corresponding invoice, until Tuesday, July 5, 2016.

SALARY REALLOCATIONS

Salary reallocations which need to be reflected in your June 30 Unadjusted (JUN-16 period) reports should be submitted through the Employee Charging Instructions screen by 4:30 p.m. on Thursday, June 23, 2016. Salary reallocations required to be done through the Salary and Wage Redistribution and Justification (SWRJ) application should be approved by Thursday, June 16, 2016.

Salary reallocations which need to be reflected in your June 30 Adjusted (JUN-ADJ-16 period) reports should be submitted through the Employee Charging Instructions screen by 4:30 p.m. on Tuesday, July 12, 2016. Salary reallocations required to be done through the SWRJ application should be approved by noon Wednesday, July 6, 2016.

Payroll and DGCA will make its best efforts to process all SWRJ reallocations to be reflected in the JUN-ADJ-16 period reports. Please submit your reallocations as early as possible.

PAYROLL ACCRUAL

The last salary (Class 1) payroll of the year will be on Friday, June 17, 2016. Salary expense for June 20 through June 30 (9 days) will be recorded in the FDW by Tuesday, July 5. Therefore, the salary expense for the 9 days will not be seen on your JUN-16 Unadjusted reports. The expense will be on your JUN-ADJ-16 reports during the adjusting period. The salary encumbrance will be updated accordingly for the final 9 working days after the June 17 payroll. Therefore, you will be able to calculate your final salary expense for the fiscal year.

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.

If you have any questions regarding the purchasing procedures, please contact the Procurement Department located on your campus as follows: Camden: 856/225-6140, Newark: 973/353-5338, New Brunswick: 848/932-4375. A separate communication is being sent from University Procurement Services regarding procurement transaction processing deadlines and considerations for FY16 year-end close for the Rutgers Administrative Information System (RIAS).

CHANGE ORDER REQUEST FORMS

Change Order Request Forms (**paper CORS**) must be submitted by Friday, June 3, 2016 and must be emailed to procure@rci.rutgers.edu. Change Order Request Forms that can be processed by the department will be returned. Any paper forms that are received after June 3, 2016 will be processed in July.

CASH TRANSMITTALS

Please ensure that all cash transmittals and deposits arrive at the New Brunswick Cashier's Office by 3:30 p.m. on Wednesday, June 29, 2016. Effort should be made to deposit and record all funds on a timely basis throughout the month of June. If your cash transmittals and deposits are not going to meet the 3:30 p.m. deadline on June 29, please notify your local Cashier's Office. Cash transmittals and deposits, which are dropped off at University Accounting on June 29, should arrive by 12 noon for timely processing.

FRINGE BENEFIT AND INDIRECT COST

Fringe Benefits and Indirect Costs will process nightly for the JUN-ADJ-16 period between July 1 and July 14. Fringe Benefits and Indirect Costs for the JUL-17 period will be processed the night of July 25.

DUE TO/FROM ENTRIES BETWEEN RIAS AND BANNER

Due To/From journals, for activity between the RIAS and Banner systems, that need to be recorded in your JUN-16 Unadjusted period, should be submitted to University Accounting by Monday, June 20 at 4:30pm. Activity to be recorded in the JUN-ADJ-16 Adjusted period should be submitted to University Accounting by Tuesday, July 12 at 4:30pm.

OTHER

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 Discoverer reports in detail, in an effort to record as many correcting entries as possible in June or earlier, including the processing of salary reallocations. This will help to reduce the volume of adjusting journal entries required in the JUN-ADJ-16 period.

Please note: RIAS applications (i.e. Internet Procurement, Purchasing, Accounts Payable and General Ledger) will be **unavailable** on Thursday, June 30 beginning at 3:00 p.m. through Friday, July 1.

June 30 Unadjusted (JUN-16) period account balances will be available in Discoverer on Saturday, July 2 when individuals may begin entering their June Adjusting Entries using the JUN-ADJ-16 period. Departments will be able to prepare and approve their June Adjusting Entries through **Tuesday, July 12, 2016**. Accounts will be updated in your Discoverer reports by Wednesday, July 13, 2016. After July 12, please contact your Accountant in Central Accounting if you have additional entries which need to be processed as any further adjusting entries will not automatically post to the general ledger. As the departmental deadline is July 12, additional entries should be minimal, if at all.

Accounts Payable and Plant Fund checks **will not** be printed on Friday, July 1. Check printing will resume on Tuesday, July 5 for the new fiscal year 2017.

Please do not hesitate to contact me at 848/445-2133 or 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:	Dave Amador	Cheryl Hart	Mazen Shehat	Debra Vassallo
	Joe Warner	LaDene Diamond	Theresa Go	Janet Green
	Francis X. Colford	Shouk Naqvi	John Glover	

June 2016 General and Central Accounting

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5pm—Change Order Request Forms Due

Last Benefit Payroll of FY16

4:30pm - Invoice and Taber cut-off

4:30pm-Approval of Salary Reallocations submitted thru the SWRJ application

4:30pm-Deadline for Salary Reallocations submitted through the Employee Charging Instructions Screen to be reflected in JUN-16 unadjusted report

3:00pm—RIAS Unavailable as the JUN-16 closing process begins

3:30pm - Deadline for cash transmittals and deposits to arrive at the New Brunswick Cashier's Office

4:30pm - IPO Depts. Submit receipts to create invoices/ payments

4:30pm—Electronic Vendor Purchase cut-off

4:30pm—EDI files submitted

July 2016 General

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 - RIAS Unavailable - No Check Printing - JUN-16 Closing Process continues	2 RIAS Available
3	4 University Holiday RIAS Available	5 - RIAS Available - JUN-16 Period Closed - JUN-16 Reports available in FDW - JUN-ADJ-16 and JUL-17 periods open - FY17 check printing begins - Payroll split 90/10 for FY16 and FY17	6 12 noon - deadline for Salary Reallocations thru SWRJ application prepared and Approved	7	8	9 RIAS Available
10	11	12 June Adjusting Period #1 - Final day for the field to prepare and approve JUN-ADJ-16 entries thru end of day - 4:30pm Deadline for Salary Reallocations thru Employee Charging Screen	13 - Central Accounting continues to prepare and close out accounts	14 June Adjusting Period #2 - Final run of entries for fringe and Indirect Costs FY16 - Accrual entries completed by Accounting	15 June Adjusting Period #3	16 RIAS Available
17	18 June Adjusting Period #4	19 June Adjusting Period #5	20 June Adjusting Period #6	21 June Adjusting Period #7	22 Final Closing Process of JUN-ADJ-16	23 RIAS Available
24	25 -JUN-ADJ-16 period closed - FDW updated for JUN-ADJ-16 - FY17 Fringe and Indirect Costs to Post	26	27	28	29	30 RIAS Available
31						