Closeout Schedule--2012

Closeout Schedule 2012

Friday June 1
• First day to create FY13 Requisition.

Monday June 4
• Robin sends a notice to liaisons regarding the end-of-year delay in rush ordering. Example wording for this is at the end of the schedule (done already)

Wednesday June 6
• Michelle does final movement of revenue funds to materials.

Thursday, June 7
• Michelle submits a RX to have EDI invoices turned off before close-out and turned on again after close-out.
• Michelle reconciles revenues.
• Last day for VISA ordering (except rushes)
• Michelle closes any previous fiscal year budgets that are still active. Michelle checks budget records setup: Budget code: XX-code-year, CP-ITD-2003, Budget type - XXREG, XXEND, XXGIF, XXGRA, Annual budget box checked.

Friday June 15
• Last day for Rush VISA orders.
• Last day to create and approve an FY11 Requisition in PeopleSoft.

Monday, June 25
• Last day to enter new invoices in Aleph.
• Enter P-Card transactions charged but not received in Aleph.
• Last day to "R" invoices in Aleph.
• All invoices must be "R" or "P" by COB.
• EDI invoices turned off.

Tuesday, June 26
• Last day to "P" invoices in Aleph—all invoices must be "P" by COB.
• Today's "N" Report should be Blank.
• Tricia sets final FY11 departmental balances in the web order systems. Michelle notifies liaisons.
• Today's "N" and "R" reports should be blank.
• Send revised budget map to YBP

Wednesday, June 27
• ITD Runs End of Year Closeout
• Today's "N" and "R" reports must be blank (any invoices remaining on them will have to be deleted).
• No staff may log into Acquisitions, Serials, or Administration.
• All Usernames beginning with Z will be disabled.
• Michelle prints and checks any closeout reports.
• Michelle makes any necessary changes to fund codes/names.
• Last day to process FY 11 invoices in Peoplesoft.

Thursday, June 28
• Darlene sets allocations and over-encumber and over-expend thresholds for books.
• Michelle calculates Endowment Fund balances and sets them in Foundation Fund Database.
• Michelle moves leftover FY11 transfer funds and sends requests to hold money to Melissa.
• Michelle sets over-encumber over-expend thresh holds for transfer and foundation funds.
• EDI invoices turned back on.
• Michelle checks book allocations.
• First day to "R" FY12 invoices.
• Michelle and Janet do Web Order System Closeout.

Friday, June 29
• Tricia sets new FY balances in the web order system.
Monday, July 2

• FY 2013 VISA ordering begins.

• First day to pay FY12 invoices in PS and Aleph and submit them to accounts payable.

Date Unknown
• Darlene sets allocations for serials.

Example wording for notice to liaisons about end-of-year ordering delay:

Hi all,
Would you please share with your colleagues the following information.
We wanted to let you know that the Library will not be able to Rush purchase any materials between June 14-28 due to the Library’s end-of-fiscal-year closeout and University procurement guidelines for this time period.
If you will be needing materials (such as books, DVDs, CDs) to be RUSH purchased this summer please get your orders in before June 11.
If you have any questions please contact me, or Michelle Flinchbaugh (flinchba@umbc.edu)
Thank you for your patience during this time!
Robin

Aleph Close-out Values
Aleph Year End Closeout Survey Form
Your request has been submitted.
Aleph Year-End Closeout: 2011
Campus: BC
Aleph Year End Rollover: yes
Budget Type: xxreg
Create Initial Allocations: no
Renew M Order Encumbrance: yes
Renew S Order Encumbrance: yes
Renew O Order Encumbrance: na
Create CRO Transactions: no
Preferred Rollover Date: June 27