

Fiscal Year 2011 Year-End Accounting and Deposit Deadlines

The following timeline will ensure that documents are processed by the fiscal year-end close date. These deadlines must be followed strictly to ensure the accuracy of our annual financial reporting as required by the State Comptroller's office. Documents received after the published deadline will not be processed without explicit approval by the Chief Financial Officer.

August 31, 2011 (Wednesday)

- All University departmental deposits must be delivered to University Deposits, Drane Hall Room 163, by 2:00 PM. Items received by this time will be entered into fiscal year 2011. All cash and check deposits received after that time will be deposited into fiscal year 2012. If you have questions concerning revenue accrual entries, contact Financial Accounting and Reporting at far@mail.ttu.edu.
- Year-end valuation letters for the University Libraries whose book and reference material purchases exceed \$5,000.00 annually are due by 5:00 PM. The valuation letters should be submitted by email to John Rodriguez at john.rodriguez@ttu.edu. If you are unsure if your department is required to submit this information, also please contact John Rodriguez.
- Year-end valuation letters for collections consisting of works of art and historical treasures are due by 5:00 PM. The valuation letters should be submitted by email to John Rodriguez at john.rodriguez@ttu.edu. If you are unsure if your department is required to submit this information, also please contact John Rodriguez.
- Year-end livestock inventories are due by 5:00 PM. These inventories should be submitted by email to John Rodriguez at john.rodriguez@ttu.edu. If you are unsure if your department is required to submit this information, also please contact John Rodriguez.
- Direct Pay transactions on SPAR funds to be processed against FY11 funds must be entered into the Direct Pay system by 5:00 PM. (Documentation paperwork for FY11 transactions must be received by SPAR no later than 5:00 PM Friday, September 2, 2011).
- Labor redistributions to be processed against FY11 sponsored project funds, must be submitted to SPAR before close of business. Labor redistributions after this date will be processed with a FY12 posting date

September 1st, 2011 (Thursday)

- September Accounting Period for fiscal year 2012 will open.

September 2nd, 2011 (Friday)

- Intra-Institutional Vouchers (IV) and revenue Journal Voucher's (JV) need to be submitted with the date of 8/31/2011 for transactions that are associated with fiscal year 2011.
- All appropriate transfer documentation including appropriate approvals to clear negative fund balances should be submitted to Financial Accounting & Reporting.
- All FY11 wires must be claimed by contacting Marcos Richarte in the Accounts Receivable department at marcos.j.richarte@ttu.edu.
- Direct Pay documentation paperwork for FY11 transactions on SPAR funds must be received by SPAR no later than 5:00 PM.
- To ensure entry into the August accounting period, all Cost Transfers and Revenue JV's must be received by Sponsored Programs Accounting & Reporting or Financial Accounting & Reporting by 5:00 PM.
- IV's for August must be entered or received by Financial Accounting & Reporting by 5:00 PM. If you need assistance in processing the IV's, please contact Vicki Hicks at 2-2970, ext. 302, or email her at vicki.hicks@ttu.edu. Any IVs for consumable supplies and services must be processed in the fiscal year which the goods/services were received.
- Accounts Receivable Listings for any department that has earned and not yet received revenue from external sources as of August 31, 2011, must be received by Vicki Hicks, or email her at vicki.hicks@ttu.edu.
- Year-end Inventory of Consumable Supplies and Items for Resale in excess of \$10,000.00 as of August 31, 2011, must be received by Vicki Hicks, emailed to vicki.hicks@ttu.edu.
- Labor redistributions must be received by Budget by 5:00 PM.

Financial Accounting & Reporting is located in Drane Hall Room 221, MS 1091, Phone 742-2970

Sponsored Programs Accounting & Reporting is located in Drane Hall Room 301, MS 1105, Phone 742-2985

Accounts Receivable Reconciliations is located in Drane Hall Room 221, MS 1102, Phone 742-3271

Accounts Receivable University Deposits is located in Drane Hall Room 163, Phone 742-0560

Budget & Resource Planning & Management is located in Drane Hall Room 247, MS 1096, Phone 742-3228

Please refer to the [FAR Accountant List](#) for the FAR Directory by Fund Class contact information. Please refer to the [Grant Accountant List](#) for SPAR contacts by fund class.