DATE: May 7, 2012

TO: Finance Contacts

FROM: Sharon Loiland, Controller
Accounting Services
Student Account Services
Purchasing Office

SUBJECT: FISCAL YEAR END PROCEDURES - YEAR ENDING JUNE 30, 2012

We are asking for your cooperation in assisting UND with the completion of accurate financial statements in a timely manner. To accomplish this, we MUST charge all materials and services, received on or by June 30, 2012, to fiscal year 2012 funds. Fiscal year end procedures apply to all appropriated and non-appropriated funds, including grant and contract funds.

< All invoices for materials and services received on or before June 30, 2012, should be submitted to Accounting Services by Friday, July 6, 2012. This includes all Journal Entries, Journal Imports, Journal Vouchers, ImageNow electronic payments, Travel Vouchers, and all other FY12 documents. Transactions received after Friday, July 6, 2012 will be processed and charged to FY13.

HOW DO YOU HANDLE:

< Materials or services received in June?
Those charges will be expensed to June 2012.

< Materials or services received in July?
The department should clearly indicate July in the special instructions in the notes section of the e-Form. Those charges will be expensed to July 2012 (FY13).

< Travel expense vouchers beginning in June 2012 and ending on or after July 1, 2012?
A separate travel voucher should be completed for each month.

< Blanket Purchase Orders payments?
Departments will need new Blanket Purchase Order numbers on July 1. Submit a Purchase Requisition to Purchasing for the new Blanket Purchase Order any time prior to May 14, 2012.

< Purchasing Card charges?
UND Purchasing Card statements have a cut-off date of the 2nd of each month. The July 2, 2012 statement will post entirely to June 30, 2012. Please note that transactions made towards the end of June 2012 could appear on either your July 2, 2012 or August 2, 2012 statement, depending on the vendor’s business process. The August 2nd statement will post to FY13.

< Purchase requisitions?
Requisitions for all items that a department expects delivered on or before June 30, 2012, must be submitted to Purchasing by May 14, 2012.

< Open Purchase Orders?
Purchase Orders that remain open and unfilled as of June 30, 2012, will carry over and be deducted from your FY13 budget. It is very important for departments to follow up with the vendor, on any outstanding orders on their accounts. To see which Purchase Orders are open for your department, please use the Budgets Overview Inquiry for Encumbrances Tip Sheet. http://und.edu/finance-operations/connect-und/finance-tip-sheets.cfm
HOW DO YOU HANDLE (cont’d):

< Grant Deposits
For receipt in FY12, Grant deposits must be submitted to the Grants & Contracts Office by 4:30 p.m. on Thursday, June 28, 2012

< Departmental Deposits
For receipt in FY12, departmental deposits must be submitted to Student Account Services by 12:00 p.m. on Friday, June 29, 2012.

< Accounts Receivable
Accounts Receivable (A/R) charges cannot be backdated in Student Finance. For FY12, A/R charges need to be submitted to Student Account Services no later than 4:30 p.m. on Wednesday, June 27, 2012. Please submit your charges as you complete them so that Student Account Services can post everything in a timely manner.

< PeopleSoft/ConnectND
If you have PeopleSoft Finance or year-end questions, feel free to email und.financequestions@email.und.edu.

< Budgets
If the remaining balance in your fund(s) is near zero and you will be processing additional FY12 payments, please provide an alternate funding source for your Journal Entries/Journal Imports, Travel Vouchers and ImageNow electronic payments by sending an email to both dawn.lommen@und.edu and sara.narveson@und.edu.

***If your local funds have a CASH balance but the fund does not have a BUDGET balance, please submit a budget journal as soon as possible or you will not have access to spend your local fund cash.***

Early submission of any Payments and Journal Entries will be greatly appreciated. This will allow Accounting Services to meet deadlines established by the ND Office of Management and Budget and the ND State Auditor’s Office.

QUESTIONS/COMMENTS - PLEASE CALL OR EMAIL:

<table>
<thead>
<tr>
<th>If you have questions about:</th>
<th>Contact:</th>
<th>By Phone:</th>
<th>By Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase requisitions</td>
<td>Purchasing Sara Narveson</td>
<td>7-2132</td>
<td><a href="mailto:sara.narveson@und.edu">sara.narveson@und.edu</a></td>
</tr>
<tr>
<td>Open purchase orders-merchandise</td>
<td>Purchasing Vicki Von Harz</td>
<td>7-2682</td>
<td><a href="mailto:vicki.von.harz@und.edu">vicki.von.harz@und.edu</a></td>
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<td><a href="mailto:vicki.von.harz@und.edu">vicki.von.harz@und.edu</a></td>
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<td>received</td>
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<tr>
<td>ImageNow Electronic payments</td>
<td>Accounting Services Carl Iseminger</td>
<td>7-4131</td>
<td><a href="mailto:carl.iseminger@und.edu">carl.iseminger@und.edu</a></td>
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<tr>
<td>Which month to charge a payment</td>
<td>Accounting Services Carl Iseminger</td>
<td>7-4131</td>
<td><a href="mailto:carl.iseminger@und.edu">carl.iseminger@und.edu</a></td>
</tr>
<tr>
<td>Travel expense vouchers</td>
<td>Bonnie Nerby or Carl Iseminger</td>
<td>7-2966</td>
<td><a href="mailto:bonnie.nerby@und.edu">bonnie.nerby@und.edu</a></td>
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Good luck with the year-end processing. Feel free to contact any of the above offices for assistance.

REMINDER – Upcoming Course through U2
Fiscal Year-End Procedures Workshop – May 9, 2012 from 9-10:30 a.m.
Memorial Union Lecture Bowl
Please contact U2 at 7-4316 or e-mail und.u2@email.und.edu to register