

**FY 2010/2011 Year-End Closing Procedures**

**MEMORANDUM**

TO: WEBBA and WEBFS System Users  
FROM: Marc Bloom, Assistant Comptroller, Accounting Systems  
DATE: April 15, 2011  
SUBJECT: FY 2010/2011 Year-End Closing Procedures

With the 2010/2011 fiscal year coming to a close on June 30, it is necessary to review a number of year end procedures that directly affect your account(s). This memorandum informs you about the closing procedures for the following:

Departmental Journal Vouchers - 2010/2011 Transactions  
Internal Requisitions - 2010/2011 Expenditures  
Kuali Cash Edoc's - 2010/2011 Income  
Kuali Cash Edoc's - 2011/2012 Income  
Service Center Liens - 2010/2011 Liens  
Service Center Liens - 2011/2012 Liens  
Transferring Deferred Income and Expense

If any questions arise, please contact the relevant office listed.

Thank you.

**Departmental Journal Vouchers - 2010/2011 Transactions**

Kuali Journal Voucher edocs need to be approved by the approver by:

Deadline: - June, 2011 - Tuesday June 28, 2011, 5:00 P.M.  
- 13 Series, 2011 - Tuesday July 19, 2011, 5:00 P.M.

Include: Internal Requisitions.

Questions: Si Nguyen 821-1985 or Andrew Chang 821-4372

**Internal Requisitions - 2010/2011 Expenditures**

All decisions and procedures are up to the Service Department.

It is their responsibility to submit Internal Requisitions on Kuali Journal Voucher edocs by the dates listed above to be included in the 2010/2011 fiscal year.

For any questions, please contact the Service Department.

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**Cashier's Office - 2010/2011 Income**

Kuali Edoc's - Cash Receipt

All Kuali Cash Receipt Edoc's entered by the department and approved by the Cashier's Office by 3:30 p.m. on Thursday June 30, 2011 will be recorded in June, 2011.

All Kuali Cash Receipt Edoc's entered by the department prior to Midnight on Thursday June 30, 2011 and approved by the Cashier's Office by 3:30 p.m. on Wednesday July 6, 2011 will be recorded in 13 Series, 2011.

All Kuali Cash Receipt Edoc's after June 30, 2011 will be recorded as 2011/2012 income.

Kuali Edoc's - Credit Card / Advanced Deposit

Kuali Credit Card and Advanced Deposit Edoc's entered by the department and successfully submitted by approximately 5 P.M. on Thursday June 30, 2011 will be recorded as June, 2011 Income.

Those submitted between approximately 5 P.M. and Midnight will be recorded as 2011/2012 income.

<u>Questions:</u>	UPC - Alice Brown	(213) 740-2877
	Carter Williams	(213) 740-2877
	HSC - Andrea Ramezankhani	(323) 442-3040
	Betty Wong	(323) 442-3041
<u>Additional Assistance:</u>	Suzie Hunt	(213) 740-2951
	Peter Tom	(213) 821-7971

**Kuali edocs - 2011/2012 Income**

2011/2012 income received in the 2010/2011 fiscal year and to be recorded in the 2011/2012 fiscal year must sent to Karen Mitsuuchi as a FYI. Appropriate documentation (including deferment reason) must accompany all edocs.

**Service Center Liens - 2010/2011 Liens**

All Service Center Liens other than Mailing Services will be automatically carried forward to the 2011/2012 fiscal year during 13 series closing on Friday July 22, 2011. If you have any other liens that should not be carried forward to the 2011/2012 fiscal year, please contact the appropriate service center to close these liens before the end of the 13 series.

Questions: Service Department

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**Service Center Liens - 2011/2012 Liens**

Mailing Services Liens will be automatically created in the current unrestricted fund group (accounts beginning with 11 through 18 and 84) during June closing on Friday July 1, 2011. Please contact the individual service centers for creation of all other liens in the new year using normal procedures.

Questions: Service Department

**Transferring Deferred Income and Expense**

Depending on the amount of accounting work at this fiscal year's closing, certain deferred transactions will be transferred by Financial System Administration to the proper current unrestricted income and expense accounts in July, 2011. Most transactions will occur during August, 2011 with the remainder taking place in September, 2011. You can help expedite this process by making sure that a valid account number and object code has been provided along with deferment reason.

Questions: Karen Mitsuuchi 821-1900