SECTION D: INTRA-UNIVERSITY FINANCIAL DOCUMENTS

D.1. General Error Corrections:

General Error Corrections must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Wednesday, June 29, 2016 for inclusion in fiscal year 2015-16. Transactions involving Contract and Grant accounts (“RC” sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Tuesday, June 28, 2016. As a reminder, a Year End version of this document may be used to record entries in Period 13 (June 2nd Close) during the period July 1 – July 13, 2016. Please reference Section A of the year end cutoff memos for further details.

D.2. Distribution of Income & Expense (DI's) – Non Travel (see Section B for details on Travel Advance Payments):

Distribution of Income and Expense documents must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Wednesday, June 29, 2016 for inclusion in fiscal year 2015-16. Transactions involving Contract and Grant accounts (“RC” sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Tuesday, June 28, 2016. As a reminder, a Year End version of this document may be used to record entries in Period 13 (June 2nd Close) during the period July 1 – July 13, 2016. Please reference Section A of the year end cutoff memos for further details.

D.3. Transfer of Funds:

Transfer of Funds must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Wednesday, June 29, 2016 for inclusion in fiscal year 2015-16. Transactions involving Contract and Grant accounts (“RC” sub-fund) must route to Contracts and Grants Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Tuesday, June 28, 2016. As a reminder, a Year End version of this document may be used to record entries in Period 13 (June 2nd Close) during the period July 1 – July 13, 2016. Please reference Section A of the year end cutoff memos for further details.

D.4. Internal Billings:

Internal Billings must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Wednesday, June 29, 2016.

D.5. Service Billings (including Auto/Collector Feed Units):

All service billings (including all auto/collector feed units) must be submitted and in “FINAL” status by 5:00 PM Wednesday, June 29, 2016 to be charged to fiscal year 2015-16. Service billing units may begin billing to the new year (July – Period 1) on July 1, 2016.

D.6. Intra-Account Adjustments:

All Intra-Account Adjustments must be submitted and in “FINAL” status by 5:00 PM Thursday, June 30, 2016 to be recorded to fiscal year 2015-16. As a reminder, a Year End version of this document may be used to record entries in Period 13 (June 2nd Close) during the period July 1 – July 13, 2016. Please reference Section A of the year end cutoff memos for further details.
D.7. **Indirect Cost Adjustments:**

All Indirect Cost Adjustments must be submitted and in “FINAL” status by 5:00 PM Thursday, June 30, 2016 to be recorded to fiscal year 2015-16.

D.8. **Service Provider Billings:**

Infrastructure Planning and Facilities (IPF) Service Provider Billing will be initiated on June 23, 2016. Units will have until 5:00 PM Tuesday, June 28, 2016 to add additional accounting string information, if necessary, at which time the Service Provider Billing will auto-approve.

D.9 **Budget Reallocations:**

Budget Reallocations must have all departmental approvals and be awaiting central Office of Planning and Budgets approval by 5:00 PM Monday, June 27, 2016 for inclusion in fiscal year 2015-16. As a reminder, a Year End version of this document may be used to record entries in Period 13 (June 2nd Close) during the period July 1 – July 13, 2016. Please reference Section A of the year end cutoff memos for further details.