

**Dear Financial People:**

Below please find a summary of the cutoff dates for processing financial documents for fiscal year-end June 30, 2013.

**JOURNAL ENTRIES (JOURNALS):**

SEBS/NJAES Departments can continue to enter Journal Entries (Journals) on **State and Federal accounts** (2-0xxxx – 2-79999) until 4:00 pm on **Thursday, June 13, 2013**. Please remember that we cannot accept journals that appear to be simply spending down available State funds. On June 13, 2013 all corrections and adjustments affecting State and Federal accounts through May 31 must be complete.

If you have a **June** related entry affecting a State or Federal account, which is material to the closing, please email the journal spreadsheet to your Business Office Accountant. The entry will be reviewed and if approved, it will be uploaded for you. We will continue to accept these types of requests for adjusting journals until **Friday, July 5th**. Please remember to fax or email all necessary attachments or electronically attach them to your Journal. Please also be sure that you are available to answer any necessary questions regarding these entries. Unresolved issues may result in a Journal Entry being denied.

NOTE: ADJUSTING JOURNAL ENTRIES (TBJE) INVOLVING ACCOUNTS OTHER THAN STATE AND FEDERAL ACCOUNTS CAN CONTINUE TO BE ENTERED AND UPLOADED BY THE FIELD UNTIL **NOON ON FRIDAY, JULY 5, 2013**.

**TABERS:**

TABERS must be received in the Business Office (with all necessary receipts and signatures) no later than **noon on Wednesday, June 19, 2013**. Please try not to wait until the last day to submit your TABERS. If there is a problem with your TABER, please be sure that you are available to answer any necessary questions in order for the TABER to be processed for the 2013 fiscal year closing. Unresolved issues may result in a TABER being charged to fiscal year 2014.

**CASH TRANSMITTALS:**

Cash Transmittals must be received in the Business Office by **noon on Wednesday, June 26, 2013**.

**SALARY REALLOCATIONS:**

Salary reallocations must be received in the business office by **Monday, June 10, 2013** in order to be reflected in the unadjusted June 30<sup>th</sup> reports. On June 10, 2013 salary reallocations affecting payroll through May 31 must be complete.

Salary reallocations to be reflected in the adjusted reports must be received by **Wednesday, July 3, 2013**. **Reallocations affecting payroll for the month of June, 2013 will be the only reallocations accepted during the period of June 11, 2013-July 3, 2013.**

Please be advised that the University indicated that they will make their **best effort** to process all reallocations. It is advised that you submit any needed reallocations as soon as possible.

**Please remember, it is the responsibility of the preparer (department/unit) to review their financial reports, in a timely matter, to insure that your reallocation was processed properly and posted to the correct fiscal year.**

**INVOICES:**

Just a reminder that invoices must be received in **Disbursement Control** by **Monday, June 24, 2013** in order to be charged to fiscal year ending June 30, 2013. Invoices should be sent directly to Invoice Processing, 65 Davidson Road, Administrative Services Building, Room 302, Piscataway, NJ 08854.

**YEAR-END RIAS INTERNAL RECEIPTS/INVOICES:**

All receipts (and the corresponding invoices that are created automatically) entered by Tuesday, June 25, 2013 will be charged/credited to your Fiscal Year 2013 budget. These transactions will be included in the June Unadjusted Financial Reports (JUN-13 period).

Also, RIAS applications (Internet Procurement, Purchasing, Accounts Payable and General Ledger) will be **unavailable** on Friday, June 28 beginning at 12 noon through Sunday, June 30.

Please note that this email will be posted under the "What's New" section on our webpage <http://ofba.rutgers.edu/>

Thank you.

Lucy



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