

**Miami-Dade County  
Finance Department  
September 30, 2006**

**Closing Procedures**

In order to prepare the County's annual financial statements for the fiscal year ending September 30, 2006, the following "cut-off" procedures must be observed by all departments:

**Cash Collections and Bank Deposits**

Cash collections must be "cut-off" at midnight on Saturday, September 30, 2006. This means that collections on hand at midnight, September 30, 2006 must be:

1. Deposited intact before 2:00 P.M. Monday, October 2, 2006 on a Deposit Receipt dated September 30, 2006.
2. Entered on a Report of Collection dated September 30, 2006 with fiscal period 12/2006.

These reports of collection should be received by the Finance Department no later than Monday, October 2, 2006 for processing with fiscal month 12/2006. All collections received after midnight, September 30, 2006 must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 1, 2006 or later for processing with a fiscal month 01 for the fiscal year 2007.

Those departments using Approval Path ("RIMS") to process Report of Collections must input September 30, 2006 deposits with fiscal period 12/2006 no later than Monday, October 2, 2006.

**Invoices and Construction Payables**

All purchase orders including construction work orders pertaining to fiscal 2006 must be released/created on or prior to September 30, 2006. Otherwise, you will not be able to process the corresponding fiscal 2006 invoices subsequent to September 30.

All outside vendor invoices for goods and services received on or before Saturday, September 30, 2006, will be charged to the 2005-06 budget. Departments using ADPICS A/P Module must have the invoices delivered to the Accounts Payable Section of the Finance Department by noon, October 6, 2006. In order to facilitate this, departments in receipt of goods or services on or prior to September 30, 2006 should request "early" invoicing from these vendors.

All construction-related invoices for work performed on or before Saturday, September 30, 2006 will be charged to the 2005-06 budget. Departments, using ADPICS Construction Payables module must have the invoices delivered to the Construction Payables Unit of the Finance Department by noon, October 6, 2006. In order to facilitate this, departments in receipt of work performed on or prior to September 30, 2006 should request “early” invoices from these vendors.

Prior year invoices received by the Finance Department after Friday, October 6, 2006 for goods, services or work received or rendered to departments on or before Saturday, September 30, 2006 will be encoded in fiscal year 2007. At the end of the audit cycle, if these subsequent period entries are material, an adjusting entry will be posted against the 2006 budget.

**Please do not accumulate old year invoices for payment in the new year.**

### **Documents in the Approval Path**

Departments using the FAMIS/ADPICS Approval Paths for accounts-payable and/or construction payable related transactions and journal entries must hand deliver all documents to the Finance Department within the scheduled “cut-off” dates as follows:

1. Voucher Processing: Submit by September 29, 2006 and by noon, October 6, 2006 (1<sup>st</sup> and last cut off, respectively)
2. Journal Entries: Submit by October 4, 2006 and by noon, October 11, 2006 (1<sup>st</sup> and last cut off, respectively)

In order to assist you in tracking outstanding (not posted) documents for fiscal year 2006, FAMIS and ADPICS - A/P, to include Construction Payable, reports of documents awaiting approval for all departments will be available on On-Demand. Any fiscal year 2006 voucher documents on the approval path for which the original documentation is not received by the Finance Department **by noon, Friday, October 6, 2006, will be deleted from the electronic mailbox.**

Any fiscal year 2006 journal entries on the approval path for which the original documentation is not received by the Finance Department **by noon, Wednesday, October 11, 2006 will be deleted from the electronic mailbox.** All approval path documents, similar to the “Error Listing”, must be cleared by year-end.

As a result of the ADPICS A/P and Construction Payables Modules, there is no longer a need to change the document prefixes to segregate prior year (PY) and current year (CY) invoices. The system will refer to invoice date for this purpose.

### **Interdepartmental Billings**

1. Automated charges for fiscal year 2006 such as energy, telephones, mobile equipment, are to be processed and applied against the 2006 fiscal year no later than September 29, 2006. Payroll accruals will be posted on, Wednesday, September 27, 2006.
2. All manually coded journal entries covering interdepartmental charges for goods and services delivered or rendered on or before September 29, 2006 are to be submitted to the Finance Department no later than noon, Thursday, October 5, 2006.