

**Miami-Dade County
Finance Department
September 30, 2012**

Closing Procedures

In order to prepare the County's annual financial statements for the fiscal year ending September 30, 2012, 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 September 30, 2012. This means that collections on hand at midnight, September 30, 2012 must be:

1. Deposited intact before 2:00 P.M. Monday, October 1, 2012 on a Deposit Receipt dated September 28, 2012 or September 29, 2012.
2. Entered on a Report of Collection dated September 28, 2012 and September 29, 2012 and with fiscal period 12/2012.

These reports of collection (paper or Interface) should be received by the Finance Department no later than Monday, October 1, 2012 for processing with fiscal month 12/2012. All collections received after midnight September 29, 2012 must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 1, 2012 or later for processing with a fiscal month 01 for fiscal year 2013.

Those departments using Approval Path ("RIMS") to process Report of Collections must input September 28, 2012 and September 29, 2012 deposits with fiscal period 12/2012 no later than **Monday, October 1, 2012.**

Invoices and Construction Payables

All purchase orders including construction work orders pertaining to fiscal 2012 must be released/created on or prior to September 29, 2012. Otherwise, subsequent to September 29, you will not be able to process the corresponding fiscal 2012 invoices.

All outside vendor invoices for goods and services received on or before September 30, 2012, will be charged to the 2011-12 budget. Departments using ADPICS A/P Module must have the invoices delivered to the Accounts Payable Section of the Finance Department by **noon, Friday, October 5, 2012.** In order to facilitate this, **departments in receipt of goods or services** on or prior to September 29, 2012 should request "early" invoicing from these vendors.

All **construction-related invoices** for work performed on or before September 30, 2012 will be charged to the 2011-12 budget. Departments, using ADPICS Construction Payables module must assure POs are created and needed modifications are completed by September 29, in order to post the expenditure to FY2012. Invoices must be delivered to the Construction Payables Unit of the Finance Department by **noon, Friday, October 5, 2012.** In order to facilitate this, departments in receipt of work performed on or prior to September 29, should request "early" invoices from these vendors.

Prior year invoices (invoices for goods or services received or rendered to departments on or before September 30) received by Finance Department after noon, Friday, October 5, 2012, will be processed in fiscal year 2013. At the end of the audit cycle, if subsequent period entries are material, an accrual adjusting entry will be posted against the 2012 budget.

As a result of using ADPICS A/P and Construction Payables Modules, the system will refer to invoice date to determine which invoices should be accrued in FY2012. It is important that the posting of invoice date be accurate. A report will be run and provided to enterprise funds (Transit, Solid Waste, and Seaport) and auditors to calculate accrual entry.

Please do not accumulate old year invoices for payment in the New Year. These will be accrued in FY 2012 during the audit process. If an audit adjustment is proposed by external audit we will notify you of amount of accrual. Enterprise Funds with separate audits will be provided a payable report to assist with the accrual adjustment.

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 Friday, September 28, 2012 (1st preliminary) and by noon, Friday, October 5, 2012 (final A/P cut-off and 2nd preliminary reports).
2. Journal Entries: Submit by noon, Friday, September 28, 2012 (1st preliminary), noon, Friday, October 5, 2012 (2nd preliminary and interdepartmental cut-off), Tuesday, October 9, 2012 (JE within your department cut-off) and noon, Wednesday, October 10, 2012 (grant adjustments/final).

In order to assist you in tracking outstanding (not posted) documents for fiscal year 2012, ADPICS - A/P, including Construction Payable, you can refer to On-Demand to access a report for all departments of "documents awaiting approval" (FAMF/DA/AP/APPR/AP04).

We will delete any FY2012 voucher documents from the electronic mailbox for which the original documentation is not received by the Finance Department **by noon, Friday, October 5, 2012.**

We will delete any fiscal year 2012 journal entries (JEs) from the electronic mailbox for which the original documentation is not received by the Finance Department by **noon, Wednesday, October 10, 2012.**

Journal Entries

1. All manually coded journal entries covering charges for goods and services delivered or rendered on or before September 30, 2012 are to be submitted to the Finance Department no later than noon, Friday, September 28, 2012 to be included in the 1st preliminary closing reports.
2. All manually coded journal entries covering interdepartmental (affecting other departments) charges for goods and services delivered or rendered on or before September 30, 2012 are to be submitted to the Finance Department no later than noon, Friday, **October 5, 2012**. This is the **final cut-off for interdepartmental JEs** and will be included in the 2nd preliminary closing reports.
3. All manually coded journal entries covering departmental (affecting your own department) charges for goods and services delivered or rendered on or before September 30, 2012 are to be submitted to the Finance Department no later than noon, Tuesday, October 9, 2012. This is the final cut-off for departmental JEs for FY2012 and will be included in the final closing reports. (Please note FAMIS will be open on Monday, October 8 - Columbus Day Holiday).
4. All manually coded journal entries for grant adjustments covering charges for goods and services delivered or rendered on or before September 30, 2012 are to be submitted to the Finance Department no later than noon, Wednesday, October 10, 2012 to be included for FY2012 and the final closing reports.

Interdepartmental Billings

5. Automated charges for fiscal year 2012 such as energy, telephones, mobile equipment, are to be processed and applied against the 2012 fiscal year no later than Tuesday, September 25, 2012. Payroll accruals will be posted on Wednesday, September 19, 2012.
6. All manually coded journal entries covering interdepartmental charges for goods and services delivered or rendered on or before September 30, 2012 are to be submitted to the Finance Department no later than noon, Friday, October 5, 2012 to be included in the 2nd preliminary (interdepartmental cut-off) closing reports.

Encumbrance Liquidations

1. Encumbrances reports (excel format) were sent to departments on August 31, 2012 for review and approval of liquidations of old encumbrances that have not had activity for the last six months and/or older.
2. Please note that we will need a response from you by Wednesday, September 12, 2012 in order to meet the 1st Preliminary reporting deadline.