

**Miami-Dade County
Finance Department
September 30, 2013**

Closing Procedures

In order to prepare the County's annual financial statements for the fiscal year ending September 30, 2013, 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, 2013. This means that collections on hand at midnight, September 30, 2013 must be:

1. Deposited intact before 2:00 p.m. Tuesday, October 1, 2013 on a Deposit Receipt dated September 30, 2013.
2. Entered on a Report of Collection dated September 30, 2013 and with fiscal period 12/2013.

These reports of collection (paper or Interface) should be received by the Finance Department no later than Tuesday, October 1, 2013 for processing with fiscal month 12/2013. All collections received after midnight September 30, 2013 must be deposited, and entered on a Deposit Receipt and a Report of Collection dated October 1, 2013 or later for processing with a fiscal month 01 for fiscal year 2014.

Those departments using Approval Path ("RIMS") to process Report of Collections must input September 30, 2013 deposits with fiscal period 12/2013 no later than **Tuesday, October 1, 2013.**

Invoices and Construction Payables

All purchase and ***change*** orders including construction work orders pertaining to fiscal 2013 must be released/created on or prior to September 30, 2013. Otherwise, subsequent to September 30, you will not be able to process the corresponding fiscal 2013 invoices.

All outside vendor invoices for goods and services received on or before September 30, 2013, will be charged to the 2012-13 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 4, 2013.** In order to facilitate this, **departments in receipt of goods or services** on or prior to September 30, 2013 should request "early" invoicing from these vendors. Departments processing invoices via IWA, please refer to **IWA Invoices and Construction Payables section.**

All **construction-related invoices** for work performed on or before September 30, 2013 will be charged to the 2012-13 budget. Departments, using ADPICS Construction Payables module must assure POs are created and needed modifications are completed by September 30, in order to post the expenditure to FY2013. Invoices must be delivered to the Construction Payables Unit of the Finance Department by **noon, Friday, October 4, 2013.** In order to facilitate this, departments in receipt of work performed on or prior to September 30, should request "early" invoices from these vendors. Departments processing invoices via IWA, please refer to **IWA Invoices and Construction Payables section.**

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 4, 2013, will be processed in fiscal year 2014. At the end of the audit cycle, if subsequent period entries are material, an accrual adjusting entry will be posted against the 2013 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 FY2013. It is important that the posting of invoice date be accurate. Enterprise Funds with separate audits will be provided a payable report to assist with the accrual adjustment.

Please do not accumulate old year invoices for payment in the New Year. These will be accrued in FY 2013 during the audit process. If an audit adjustment is proposed by external audit we will notify you of amount of accrual.

IWA Invoices and Construction Payables

IWA Accounts Payable - All invoices that need to be processed for FY2013 must be approved by the department and **must be in Accounts Payable's 'Final Review' IWA queue by Noon, Friday, October 4.** Invoices approved in IWA by the department after the cut-off of noon, Friday, October 4, will be processed in New Year (FY2014).

Documents in 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 27, 2013 (1st preliminary) and by noon, Friday, October 4, 2013 (final A/P cut-off and 2nd preliminary reports).
2. Journal Entries: Submit by noon, Friday, September 27, 2013 (1st preliminary), noon, Friday, October 4, 2013 (2nd preliminary and interdepartmental cut-off), Tuesday, October 8, 2013 (JE within your department cut-off) and noon, Wednesday, October 9, 2013 (grant adjustments/final).

Please refer to On-Demand report "documents awaiting approval" (FAMF/DA/AP/APPR/AP04) to assist you in tracking outstanding (not posted) documents for fiscal year 2013.

FY2013 voucher documents for which the original documentation is not received by the Finance Department **by noon, Friday, October 4, 2013** will remain in approval path to be posted in new fiscal year 2014.

We will delete any fiscal year 2013 journal entries (JEs) from the electronic mailbox for which the original documentation is not received by the Finance Department by **noon, Wednesday, October 09, 2013.**

Journal Entries

1. All manually coded journal entries covering charges for goods and services delivered or rendered on or before September 30, 2013 are to be submitted to the Finance Department no later than noon, Friday, September 27, 2013 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, 2013 are to be submitted to the Finance Department no later than noon, Friday, **October 4, 2013**. 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, 2013 are to be submitted to the Finance Department no later than noon, Tuesday, October 8, 2013. This is the final cut-off for departmental JEs for FY2013 and will be included in the final closing reports.
4. All manually coded journal entries for grant adjustments covering charges for goods and services delivered or rendered on or before September 30, 2013 are to be submitted to the Finance Department no later than noon, Wednesday, October 9, 2013 to be included for FY2013 and the final closing reports.

Interdepartmental Billings

1. Automated charges for fiscal year 2013 such as energy, telephones, mobile equipment, are to be processed and applied against the 2013 fiscal year no later than Wednesday, September 25, 2013. Payroll accruals will be posted on Wednesday, September 18, 2013.
2. All manually coded journal entries covering interdepartmental charges for goods and services delivered or rendered on or before September 30, 2013 are to be submitted to the Finance Department no later than noon, Friday, October 4, 2013 to be included in the 2nd preliminary (interdepartmental cut-off) closing reports.

Encumbrance Liquidations

1. Due to the implementation of the Grant Restriction enhancement this year, encumbrance reports have been made available on the following link for review and Department staff was notified on Monday, August 19, 2013.

<http://intra.miamidade.gov/procurement/grant-restriction-indicator.asp>

2. Please read the provided instructions regarding encumbrance liquidations carefully. The information provided on the above referenced link concentrates on open purchase orders issued against contracts that have been closed. Please note that we will need a **response from you by Friday, August 30, 2013.**
3. After August 30, 2013, should additional encumbrance liquidations be required, Finance will contact departments directly.