

**Miami-Dade County  
Finance Department  
September 30, 2016**

**Closing Procedures**

In order to prepare the County's annual financial statements for the fiscal year ending September 30, 2016, 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, 2016. This means that collections on hand at midnight, September 30, 2016 must be:

1. Deposited intact before 5:00 p.m., Monday, October 3, 2016 on a Deposit Receipt dated September 30, 2016.
2. Entered on a Report of Collection dated September 30, 2016 and with fiscal period 12/2016. (For all departments in FAMIS.)

These reports of collection (paper or Interface) should be received by the Finance Department no later than Monday, October 3, 2016 for processing with fiscal month 12/2016.

All collections received after midnight September 30, 2016 must be deposited, recorded on a Deposit Receipt and entered in a Report of Collection dated October 1, 2016 or later for processing with a fiscal month 01 for fiscal year **2017**.

Those departments using Approval Path ("RIMS") to process Report of Collections must input September 30, 2016 deposits with fiscal period 12/2016 no later than **Monday, October 3, 2016**.

**Invoices and Construction Payables**

All purchase and **change** orders including construction work orders pertaining to fiscal 2016 must be released/created on or prior to September 30, 2016. Otherwise, subsequent to September 30, you will not be able to process the corresponding fiscal 2016 invoices.

All outside vendor invoices for goods and services received on or before September 30, 2016, will be charged to the 2015-16 budget. Departments using ADPICS A/P Module must have the invoices delivered to the Accounts Payable Section of the Finance Department by **12 noon, Thursday, October 6, 2016**. In order to facilitate this, **departments in receipt of goods or services** on or prior to September 30, 2016 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, 2016 will be charged to the 2015-16 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 FY2016. Invoices must be delivered to the Construction Payables Unit of the Finance Department by **12 Noon, Tuesday, October 4, 2016**. 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 12 noon, Thursday, October 6, 2016, will be processed in fiscal year 2017. At the end of the audit cycle, if subsequent period entries are material, an accrual adjusting entry will be posted against the 2016 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 FY2016. 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 2016 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 FY2016 must be approved by the department and **must be in Finance Accounts Payable's 'Final Review' IWA queue by 5PM, Wednesday, October 5, 2016.** Invoices approved in IWA by the department after the cut-off of 5PM, Wednesday, October 5, will be processed in New Year (FY2017).

**Construction packages that are to be processed through IWA must be submitted to the Construction Payables section of Finance by September 30, 2016 by 5 PM.**

### **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 30, 2016 (1<sup>st</sup> preliminary); and by 12 Noon, Thursday, October 6, 2016 (final A/P cut-off and 2<sup>nd</sup> preliminary reports).
2. Journal Entries: Submit by noon, Friday, September 30, 2016 (1<sup>st</sup> preliminary); 12 Noon, Thursday, October 6, 2016 (2nd preliminary and interdepartmental cut-off); 5 PM, Thursday, October 6, 2016 (JE within your department cut-off); and noon, Wednesday, October 12, 2015 (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 2016.

FY2016 voucher documents for which the original documentation is not received by the Finance Department **by 12 Noon, Thursday, October 6, 2016** will remain in approval path to be posted in new fiscal year 2017.



We will delete any fiscal year 2016 journal entries (JEs) from the electronic mailbox for which the original documentation is not received by the Finance Department by **noon, Thursday, October 06, 2016.**

### **Journal Entries**

1. All manually coded journal entries covering charges for goods and services delivered or rendered on or before September 30, 2016 are to be submitted to the Finance Department no later than 12 Noon, Friday, September 30, 2016 to be included in the 1<sup>st</sup> 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, 2016 are to be submitted to the Finance Department no later than Noon, Thursday, October 6, 2016. This is the **final cut-off for interdepartmental JEs** and will be included in the final 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, 2016 are to be submitted to the Finance Department no later than noon, Thursday, October 6, 2016. This is the final cut-off for departmental JEs for FY2016 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, 2016 are to be submitted to the Finance Department no later than noon, Wednesday, October 12, 2016 to be included for FY2016 and the final closing reports.

### **Interdepartmental Billings**

1. Automated charges for fiscal year 2016 such as energy, telephones, mobile equipment, are to be processed and applied against the 2016 fiscal year no later than Friday, September 23, 2016. Payroll accruals will be posted on Wednesday, September 28, 2016.
2. All manually coded journal entries covering interdepartmental charges for goods and services delivered or rendered on or before September 30, 2016 are to be submitted to the Finance Department no later than noon, Thursday, October 6, 2016 to be included in the 2<sup>nd</sup> preliminary (interdepartmental cut-off) closing reports.

### **Encumbrance Liquidations**

Please read the instructions provided regarding encumbrance liquidations carefully. We needed a response from you by August 20, 2016. If you have not provided your response, please contact Berta Rufat, Controller.