

**Portland State University
FY 11 Year End Closing
Quick Reference Guide**

See other side for deadlines

Required Fund Conditions as of June 30, 2011 at Period 12 closing - July 12, 2011

Fund Type (FT)	Required Condition
General Funds FT 11 (001xxx-04xxxx)	Must have balanced budget, No Budget Overdrafts Allowed.
Designated Operations FT 12 (05xxxx-08xxxx)	Must have Positive Cash and Fund Balance.
Service Departments FT 13 (09xxxx-094xxx)	Must have Positive Cash and Fund Balance. Meet OUS Working Capital Requirements.
Clearing Funds FT 14 (095xxx-099xxx)	GL and Operating Ledger Account Codes - All \$0, No Accruals, No Reversals.
Auxiliaries FT 21-29 (10xxxx-19xxxx)	Must have Positive Cash and Fund Balance.
Govt. Funds FT 31-33 (2xxxxx-39xxxx)	Transactions entered in correct FY, Grant award period vs. Fiscal Year, Impact on general fund, Billings & accruals current, Reconciliation between general fund and grant funds.
Private Funds FT 34 (40xxxx-42xxxx)	Cash Balance must be \$0 or Positive, no negative cash balances.
Foundation Funds FT 35 (43xxxx-44xxxx)	Cash Balance must be \$0 or Positive, no negative cash balances.
Agency Funds FT 90 (9xxxxx)	Cash Balance must be \$0 or Positive, No Accruals, No Transfers, No Payroll.
Prepays	Use appropriate Program code:
Prepaid Revenues and Expenditures - received or paid in FY11 for the next Fiscal Year	0xxxx for Instruction becomes 99602 for Instruction Prepaid 1xxxx for Research becomes 99620 for Research Prepaid 2xxxx for Public Service becomes 99630 for Public Service Prepaid
Prepaid Revenues are adjusted by the Budget Office.	3xxxx for Academic Support becomes 99640 for Academic Support Prepaid 4xxxx for Student Services becomes 99650 for Student Services Prepaid
Prepaid Expense are adjusted by Specialized Accounting.	5xxxx for Physical Plant becomes 99660 for Physical Plant Prepaid 6xxxx for Institutional Support becomes 99670 for Institutional Support Prepaid
Purchasing, Invoices, Journal Vouchers, P-Card Distributions, Labor Distributions Forms, Time Sheets, Cash Deposits, etc. for all current Fiscal Year activity must be processed by the listed deadline date. Any exceptions or late payments must be approved in advance in writing by the Associate Vice President for Finance and Controller.	

Departments are required to have staff available through 5:00 P.M. on the final close date, July 26, 2011, who are able to input, correct, approve, and reconcile banner documents and to answer and resolve questions about their department's financial transactions and status.

Complete Year End information can be found at:

PSU Closing of the Books information	http://www.pdx.edu/bao/forms.html
OUS Closing of the Books instructions	http://www.ous.edu/dept/cont-div/accounting-reporting/closingbooks

Please note that departmental deadlines on are the PSU website.

Departmental deadlines are earlier than the OUS deadlines, as BAO staff must have sufficient time to review and approval or review, get more information and then approve transactions, as well as analyze cash and fund balances campus-wide before final closing.