March 24, 2010

BruinBuy Users

Re: Fiscal Close Procedures for BruinBuy Users

Your department has been sent detailed instructions for the year-end fiscal closing procedures. These instructions can also be viewed on-line at the Corporate Accounting web site (http://www.accounting.ucla.edu/) under the Closing Schedules menu.

1. Invoices and reimbursements dated May 31, 2010 and prior must be received by Accounts Payable by 5:00 p.m. Friday June 18, 2010 in order to be processed for fiscal year 2009-10. Invoices and reimbursement requests received after this will be processed on a first come, first serve basis. Due to the high volume of transactions that we normally receive at fiscal year-end, please submit all invoices for processing as soon as possible.

2. Invoices for goods received or services incurred between June 1 – June 30, 2010 must be submitted to Accounts Payable for processing by 10:00 a.m. Wednesday June 30, 2010 in order to be processed for fiscal year 2009-10. Invoices and reimbursement requests received after 10:00 a.m. June 30, 2010 will be processed with an effective date in the new fiscal year.

3. Please review and resolve all queue items including “H&I” invoices relating to 2009-10 and notify Accounts Payable so that we may process all pending transactions prior to June 30. (These items can also be seen using OFSR or BruinBuy). Please note that invoices remaining in “I” status at the cut-off date are not recorded as an expense in fiscal year 2009-10.

   ➢ BruinBuy at: https://www.bruinbuy.ucla.edu/

4. On Sunday, July 4, all transactions processed through BruinBuy and Travel related to fiscal year 2009-10 will have been posted to the general ledger. You will need to review your ledgers to be sure that all expenses relating to 2009-10 have been properly recorded. If any invoices are not recorded on the ledger and you would like to accrue charges, you may submit an accrual journal to General Accounting by 3:00 p.m. Tuesday, July 6 in order for that expense to show up on the preliminary general ledger.

5. The effective date of on-line orders processed by departments after June 30, 2010 will automatically default to the current July date unless the preparer overrides it. If you are processing an order between June 30 and July 3, for which you would like the encumbrance to appear as 2009-10 business, you will need to override the effective date and enter June 30, 2010. (Please see our website for detailed instructions at: http://www.accounting.ucla.edu/AP/FiscalClose/EffDate.pdf) BruinBuy encumbrances will remain on your ledger for open funds until the order is paid or closed.

6. If you have any open memo liens from requisitions, or encumbrances from open orders, that have been paid or should be closed, you can eliminate those balances from your ledger by performing a change order. (Please see our website for more details.) Again, these should be processed with a June 30, 2010 or prior effective date to be reflected in the 2009-10 ledger.

If you need assistance regarding any of these instructions please contact Accounts Payable at (310) 794-0197, or attend an upcoming Accounts Payable open house.

Ian Paul Da Costa
Manager, Accounts Payable