

Mānoa Fiscal Officers Meeting
April 29, 2011
Meeting Highlights

1. Year End Closing Issues

- a. The Schedule of Cut-Off Dates for FY 2011 closing, issued by the Vice President for Budget and Finance and Chief Financial Officer, contain the following changes from prior years:
 - After-the-fact payroll on G funds will not be encumbered
 - SCOPIS payroll will not be encumbered (all fund sources)
 - Many deadlines moved up by 1 working day from prior year-end calendars
 - FMIS Screen 80 will be disabled specifically for processing JV's affecting G funds at 10:00 a.m. on 6/17/11 (in prior years, Screen 80 was not disabled until JV deadline for non-G funds)
- b. Note the timeline for payroll corrections:
 - Payroll paid on 6/20/11 will be recorded 6/14/11
 - After-the-fact payroll on S/R Funds will be encumbered by GALC on 6/14/11
 - Encumbrance will mirror payroll paid on 6/20/11 (for service period 5/15-5/31/11)
 - Contact payroll office to request late acceptance if PNF's for pay date of 7/5/11 miss the 6/9/11 deadline
 - Corrections to after-the-fact payroll encumbrances due 4:30 p.m. 6/15/11
 - If payroll should have been encumbered but was not, submit Miscellaneous Encumbrance form
 - If payroll was encumbered but should not have been, request deletion of encumbrance via e-mail to: your payroll clerk, Eric Hiyoto (eric.hiyoto@hawaii.edu), Karyn Yoshioka (karynn@hawaii.edu) **and** JR Kashiwamura (jkashiwa@hawaii.edu)
- c. Reclass of RCUH advances, expenses through June: GALC will extend deadline to 4:30 p.m. 6/24/11
- d. Additional instructions for G Funds from Mānoa Budget Office – FO's have three options to close out G Funds:
 - Spend down G funds to match allocation, after-the-fact payroll paid 7/5/11 will be paid with FY 2012 allocation
 - No allocation revision in FY 2012
 - Move after-the-fact employees off of GF, spend remainder of GF
 - No allocation revision in FY 2012
 - Spend down GF except for amount of after-the-fact payroll to be paid 7/5/11
 - MBO will increase FY 2012 TFSF allocation by difference between FY 2011 GF allocation and expenditure (this adjustment will be non-recurring)

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2. Kualii Update
 - a. Kualii Project is moving forward with a July 2012 implementation date
 - b. Management of the project will be co-chaired by Paul Kobayashi, Director of Financial Management and Controller; Kathy Cutshaw, Mānoa Vice Chancellor for Administration, Finance and Operations; and Mike Unebasami, Vice President for Community Colleges
 - c. Mānoa Talk Story meetings will be used as a venue for communication as project proceeds

3. Budget Update
 - a. Conference committees continue to meet tonight; session closes next week
 - b. Current version of budget bill cuts \$8.1 M in General Funds from UH and do not provide funds for faculty salary restoration in August 2011 (thus UH must fund this expense from existing funds)