



DATE: June 8, 2010
TO: Account Administrators
FROM: Ana Longoria, Director of Accounting Services *aml*
RE: Account review and year end dates

The year end is approaching quickly and Accounting Services would like to remind you to review your accounts for accuracy. Corrections must be sent to the Accounting Office e-mail with a request to make changes. The information needed in order to process a correction is (1) document number, (2) amount, (3) original account recorded to, and (4) account that you want the transaction to be recorded to. Be sure to copy the administrator of the account being charged in the e-mail.

Along with the review of your accounts for accuracy, we also request that you look at any accounts that have no activity, but that have remaining balances. If these accounts are no longer in use, please determine if the account still needs to be open. If the account needs to be closed and inactivated, any remaining balance and encumbrances will need to be zeroed out. This can be accomplished by moving an appropriate expense, or transferring the funds. We will also work with you to close out the account, at your request.

Important dates to note:

Year End Workshops: July 14, 15, 20 and 22
Corrections for Sep-May: Due to Accounting no later than June 30
Corrections for June: Due to Accounting no later than July 23
Corrections for July: Due to Accounting no later than August 23
Corrections for August: Due to Accounting no later than September 9 at Noon