



VIRGINIA COMMUNITY COLLEGE SYSTEM

James Monroe Building • 101 North Fourteenth Street • Richmond, Virginia 23219

MEMORANDUM:

TO: AIS College Contacts

FROM: David S. Mair *DSM*
VCCS Controller

DATE: July 24, 2009

SUBJECT: Fiscal Year 2009-2010 AIS Month End Schedule

Attached is an **Administrative Information System (AIS)** transaction processing schedule and month-end schedule for the fiscal year beginning on July 1, 2009 and ending on June 30, 2010. This schedule is applicable to both state and local funds.

College transaction input cut-off is defined as the last calendar day to key, post, and journal generate state transactions into AIS to meet the Department of Accounts (DOA) interface deadline for a specific fiscal month and the last calendar day a transaction can be keyed, posted, and journal generated to AIS to effect a specific fiscal period.

Accounts Payable and SIS Interface transactions keyed or interfaced into AIS and posted and journal generated to the AIS General Ledger as of the last business day of the month will be recorded in AIS and CARS for the same fiscal month and period. For example:

- **Accounts Payable** transactions keyed into AIS Accounts Payable and posted and journal generated to AIS General Ledger as of July 31, 2009 will be recorded in AIS and CARS to fiscal period 01 (July).
- **Accounts Payable** transactions keyed into AIS Accounts Payable and posted and journal generated to AIS General Ledger as of August 1, 2009 will be recorded in AIS and CARS to fiscal period 02 (August).
- **SIS** transactions interfaced, posted, and journal generated to AIS General Ledger as of July 31, 2009 will be recorded in AIS and CARS to fiscal period 01 (July).
- **SIS** transactions interfaced, posted, and journal generated to AIS General Ledger as of August 1, 2009 will be recorded in AIS and CARS to fiscal period 02 (August).

Deposits, Journal Entries (ATV's), Non-AP Disbursements, and CIPPS

Interface transactions can be keyed or interfaced three (3) business days into the next calendar month to effect the prior calendar month fiscal period as long as the Accounting Date is keyed with the last day of the fiscal period effected. For example:

- **Deposits** physically taken to the bank by 2:00 PM on the last business day of the month, July 31, 2009, can be keyed, posted, and journal generated on August 3, 4, or 5, 2009, but the user must key the Deposit Date and the Accounting Date as July 31, 2009 to effect fiscal period 01 (July).
- **Deposits** physically taken to the bank by 2:00 PM on the first business day of the next month, August 1, 2009, can be keyed, posted, and journal generated on August 3, 4, or 5, 2009, but the user must key the Deposit Date and the Accounting Date as August 1, 2009 to effect fiscal period 02 (August).
- **Journal Entries (ATV's), Non-AP Disbursements, and CIPPS Interfaces** to effect fiscal period 01 (July) can be keyed or interfaced, posted, and journal generated to the AIS General Ledger on August 3, 4, or 5, 2009, but the user must key or interface the Accounting Date as July 31, 2009 or earlier.
- **Journal Entries (ATV's), Non-AP Disbursements, and CIPPS Interfaces** to effect fiscal period 02 (August) can be keyed or interfaced, posted, and journal generated to AIS General Ledger on August 3, 4, or 5, 2009, but the user must key or interface the Accounting Date as August 1, 2009 or later.

VERY IMPORTANT!! Please follow the instructions below to ensure that all AIS transactions have posted to the general ledger for a specific fiscal period prior to the month end.

- Review and take appropriate action for all transactions on the GL Daily Diagnostic Report-Transactions **Not Posted**
- Review and take appropriate action for all transactions residing on the **AIS CARS Error Transmittal File**
- Review and take appropriate action for all transactions residing on the **CARS Error File**
- Routinely run the daily AP Daily Diagnostics, Daily Voucher Register and Accounting Feed-Daily Cycle, and Payment History by Bank reports.
- Review AIS for un-posted AP Transactions. **Navigation:** Reporting Tools>Query>Query Viewer and Select:
 - VX_AP_UNP_VCHRS_BY_BU_VALID_KK - Prompts for AP BU - Lists un-posted vouchers with valid Budget Check by APBU.
 - VX_AP_UNPOSTED_VCHRS_BY_BU - Prompts for APBU - Lists un-posted vouchers by APBU regardless of voucher matching, document tolerance or budget checking status.
 - VX_AP_VCHRS_KK_ERROR_BY_BU - Prompts for APBU - Lists vouchers with budget checking errors by APBU.
 - VX_AP_VCHRS_MATCH_ERROR_BY_BU - Prompts for APBU - Lists vouchers with match exceptions by APBU

MEMORANDUM

Page Three

July 24, 2009

- VX_AP_PSTED_VCHRS_NOT_JGEN_BU - Prompts for GL Business Unit -
Lists all voucher accounting entries posted to AP but not yet journal generated to
GL

Please share the attached schedule with *all AIS users* at your college impacted by this schedule.

Your cooperation in adhering to the above schedule and procedures will ensure that transactions are recorded in AIS and CARS in the same fiscal period and will greatly facilitate the monthly reconciliation process between AIS and CARS.

Thank you.

cc: Glenn DuBois
VCCS Presidents
Karen J. Petersen
Donna VanCleave
Vice Presidents of Financial and Administrative Services
Business Managers
John Brilliant

**VIRGINIA COMMUNITY COLLEGE SYSTEM
ADMINISTRATIVE INFORMATION SYSTEM (AIS)
LOCAL AND STATE FUNDS**

**MONTH END SCHEDULE
FISCAL YEAR 2009-2010**

The following schedule will be in effect for AIS Month End for fiscal year beginning July 1, 2009 and ending June 30, 2010. Please ensure that all financial transactions are recorded in AIS according to the schedule below.

<u>FM/YEAR</u>	<u>ACCOUNTS PAYABLE and SIS INTERFACES</u> Must be keyed or interfaced and posted by:	<u>DEPOSITS, JOURNAL ENTRIES (ATV'S), NON-AP DISBURSEMENTS, and CIPPS INTERFACES</u> Must be keyed or interfaced and posted by:
July 2009	July 31, 2009	August 5, 2009 with Accounting Date of July 31, 2009
August 2009	August 31, 2009	September 3, 2009 with Accounting Date of August 31, 2009
September 2009	September 30, 2009	October 5, 2009 with Accounting Date of September 30, 2009
October 2009	October 30, 2009	November 4, 2009 with Accounting Date of October 31, 2009
November 2009	November 30, 2009	December 3, 2009 with Accounting Date of November 30, 2009
December 2009	December 31, 2009	January 6, 2010 with Accounting Date of December 31, 2009
January 2010	January 29, 2010	February 3, 2010 with Accounting Date of January 31, 2010
February 2010	February 26, 2010	March 3, 2010 with Accounting Date of February 28, 2010
March 2010	March 31, 2010	April 5, 2010 with Accounting Date of March 31, 2010
April 2010	April 30, 2010	May 5, 2010 with Accounting Date of April 30, 2010
May 2010	May 31, 2010	June 3, 2010 with Accounting Date of May 31, 2010
June 2010	June 29, 2010	To Be Announced