Year-End Close Checklist

Please refer to the Year-End Memo for specific due dates

☐ Do I have a backup for authorizing expenditures if I am gone?

Procurement & Accounts Payable

☐ Make sure your vendors have submitted signed Supplier Forms and W9s
☐ Ensure all purchases made and received are completed for the fiscal year
☐ Review open purchase orders and encumbrances for charges to the correct fiscal year
☐ Request that purchase orders and requisitions which are no longer needed be closed by notifying customer-care-team-pds@case.edu
☐ Submit all invoices with valid PO numbers to Accounts Payable for processing
☐ If necessary, follow up with your vendors who have not sent an invoice
☐ Notify Accounts Payable if items received before June 30 do not appear on your fiscal year-end statements
☐ Enter all student and employee travel and expense reimbursements in the T&E Module by June 30
☐ Submit paper-based Visitors' travel and expense reimbursements, Statement of Travel, and original detailed receipts to Accounts Payable for processing
☐ Approvals for all student and employee travel and expense reimbursements in T&E Module
☐ Reallocate P-Card transactions in PVSNNet as necessary. Check P-Card transactions and make sure that items purchased are posted by June 25

Controller’s Office & General Accounting

☐ Equipment gifts memo and any appraisal info to be submitted by June 15
☐ All checks deposited by June 29 with Cashier's Office and Development
☐ All petty cash funds should be reimbursed by June 29

Payroll & Salary

☐ Time entered and approved
☐ Salary adjustments made:
  o For June Preliminary close, May activity ONLY
  o For June Final close, for June activity ONLY
Sponsored Projects Accounting

☐ All checks deposited by 12 noon on June 29 with SPA
☐ Conduct self audit of expenditures that are not chargeable to the federal government
☐ Review cost transfer policy
☐ Review what SPA requires for additional documentation or justification for unusual or large non-grant related adjustments or entries BEFORE posting

Important Dates to Remember

Preliminary June close – June 29th by 5pm

☐ Correcting Journal Entries for May
☐ Salary adjustments for May
☐ Journal entries submitted for June Prelim activity
  o Support documentation to the SPA Office if needed

Final June close – July 12th by 12 noon

☐ Salary adjustments for June
☐ Correcting Journal Entries for June Prelim Activity ONLY
  o Support documentation to the SPA Office if needed

Websites

http://ora.ra.cwru.edu/ospa/PreAward_Services/index_postaward.cfm
http://campusservices.case.edu/PDSHome.aspx
http://www.cwru.edu/travel/