Fiscal 2016 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 customercareteam-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 30th
☐ 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 PVSNET as necessary. Check P-Card transactions and make sure that items purchased are posted by June 24th

**Controller’s Office & General Accounting**

☐ Equipment gifts memo and any appraisal info to be submitted by June 13th
☐ All checks deposited by June 30th with Cashier’s Office and Development
☐ All petty cash funds should be reimbursed by June 30th

**Payroll & Salary**

☐ Time entered and approved
☐ Salary adjustments made:
  - For May close, for Dec through April activity **ONLY**
  - For June Preliminary close, May activity **ONLY**
  - For June Final close, for June activity **ONLY**
Sponsored Projects Accounting

- All checks processed through SPA delivered by 12 noon on June 30th
- 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

May close – May 31st by 5pm
- Correcting Journal Entries for December through April
- Salary adjustments for December through April
- Journal entries submitted May activity
  - Support documentation to the SPA Office if needed

Preliminary June close – June 30th by 5pm
- Correcting Journal Entries for May
- Salary adjustments for May
- Journal entries submitted for June Prelim activity
  - Support documentation to the SPA Office if needed

Final June close – July 13th by 12pm
- Salary adjustments for June only
- Correcting Journal Entries for June Prelim Activity ONLY
  - Support documentation to the SPA Office if needed

Reminder: Change your journal date to June

Websites

http://ora.ra.cwru.edu/ospa/PreAward_Services/index_postaward.cfm
http://www.case.edu/procurement/
http://www.case.edu/finadmin/controller/pdf/Year_End_Close_Memo_FY16_Final.pdf
http://www.cwru.edu/travel/