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
- Submit Travel Reimbursements, Statement of Travel, and original detailed receipts to Accounts Payable for processing
- Submit Non-Travel Reimbursements, and original detailed receipts to Accounts Payable for processing
- Reallocate PCard transactions in PVSNNet as necessary. Check PCard transactions and make sure that items purchased are posted by June 27

**Controller’s Office & General Accounting**
- Equipment gifts memo and any appraisal info to be submitted by June 10
- All checks deposited by June 30 with Cashier’s Office and Development
- All petty cash funds should be reimbursed by June 30

**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 deposited by June 30 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**

**May close – May 31st by 5pm**
- Correcting Journal Entries for December through April
- Salary adjustments for December through April
- Journal entries submitted for 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 14th by 12 noon**
- Salary adjustments for June
- Correcting Journal Entries for June Prelim Activity ONLY
  - 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.case.edu/finadmin/controller/admin_corner.htm#recent
Fiscal Year-End Closing Process

May 17, 2011
This session will cover information and questions about:

- The Year-End Closing Memo
  - Sponsored Projects Accounting: cost transfers, government charges and payment processing
  - Controller’s Office: cutoffs for salary adjustments, journal entries, petty cash and deposits
  - Procurement & Distribution: vendor invoices, SmartCart purchases and commitments, Pcard and Travel Advances
  - Other items related to year-end and questions
2011 Year-End Closing

Procurement & Distribution Services

Melinda Boykin
Gwen Potts-Nash
Mandy Carte

Travel
Michael Kurutz
2011 Year-End Closing

Procurement & Distribution Services

• New Vendor Requests, Supplier Form & W-9
• Purchases & Commitments
• Vendor Invoices
• Pcard Charges
• Travel Advances
• Travel & Non-Travel Reimbursements
• Freight & Postage
• Miscellaneous Items

Purchasing from A to Z Class to be offered June 8th from 1pm-4pm
2011 Year-End Closing

Procurement & Distribution Services: **Travel**

- Facilitating Travel Reimbursement/Advance Processing
  - Include updated 2011 Statements of Travel Expense
  - Business-class flight upgrade permissions
  - International currency conversion references
  - Detailed meal receipts with meal purpose, participants
  - Alcohol disaggregation (acct 599020)
  - Routing to Account Payable
Procurement & Distribution Services: **Travel**

- Travel Policies, Procedures, Resources
  
  - Travel policy and Frequently Asked Questions (FAQs)
  - New American Express Travel and Expense Card (T&E) program
  - New hotel and rental car discounts
  - CWRU preferred travel agencies
  - Links to CDC Health and U.S. Department of State travel advisories
  - New Travel CAPS Training — beginning July, 2011

Travel Services Home Page: [http://www.case.edu/travel](http://www.case.edu/travel)
2011 Year-End Closing

Controller’s Office

Danielle Morris
Heather Kiraly
2011 Year-End Closing

Controller’s Office:

• Cutoffs for Salary Adjustments and Journal Entries
  o Last business day of the month
• Agency Projects
  o Debit balances
• Petty Cash Funds
  o Closures
  o Confirmation of custodian and balance
• Check Deposits
  o Cashier’s Office and Development Office
• Gifts of Equipment

Journals Class to be offered May 18th from 9:30am-12pm
Controller’s Office:

- Payroll Time Entry Processing
  - June 30th Payroll
    - Students and staff must have time entered by 5pm on June 20th
    - Supervisors must approve time by 5pm on June 21st
  - Fiscal 2011 Activity
    - Students and staff must have time entered by 5pm on June 30th
    - Supervisors must approve time by 5pm on July 1st
Housekeeping Items for Fiscal 2012

- Journal Support Documentation
  - Require support documentation or comments populated where applicable

- Petty Cash Fund Audit
  - Will be conducted semi-annually
  - Updated forms

- Closure of the “Honoraria Only” Account
  - Use account 533200 instead of 534310
2011 Year-End Closing

Sponsored Projects Accounting

Diane Domanovics
Robin Trail
Sponsored Projects Accounting:

• Cost Transfers
  o Timely receipt of backup for non-salary adjustments
  o Ensure adequate and thorough explanations
  o 90-day late cost transfer justifications ensure proper approvals are received

• Operating advances **MUST** be cleared by June 30th
Year-End Date Reminders for Correcting Activity*:

- **May close** (*May 31st at 5 p.m. cutoff*)
  - Journal Entries for December through April activity only
  - Salary adjustments entered for December through April activity only

- **Preliminary June close** (*June 30th at 5 p.m. cutoff*)
  - Journal Entries for May activity only
  - Salary adjustments submitted for May activity only

- **Final June close** (*July 14th at 12 noon cutoff*)
  - Journal Entries for June activity only
  - Salary adjustments submitted for June activity only

*Please note the above reminders are for correcting activity only. May and June activity should be processed in the normal fashion.*
Panel Members:

*Procurement & Distribution Services & Travel*
  - Melinda Boykin
  - Gwen Potts-Nash
  - Mandy Carte
  - Michael Kurutz

*Controller’s Office*
  - Danielle Morris
  - Heather Kiraly

*Sponsored Projects Accounting*
  - Diane Domanovics
  - Robin Trail
2011 Year-End Closing

Dates and Times for upcoming CAPS classes:

**Journals**
May 18th from 9:30am-12pm

**Reporting**
June 7th from 11am-1pm

**Cost Transfer**
TDB

**Purchasing**
June 8th from 1pm-4pm

**Financial Online Inquiry**
TDB

Register at [http://www.case.edu/training/caps/registration.html](http://www.case.edu/training/caps/registration.html)
QUESTIONS?

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

Year-end Closing Memo:

CAPS Offerings List: http://www.case.edu/training/caps/finance.html