



MEMORANDUM

TO: Finance Officers; Department and Grant Administrators

FROM: Patricia L. Kost, University Controller Patricia L Kost

Digitally signed by Patricia L. Kost
DN: cn=Patricia L. Kost, o=Case Western Reserve University,
ou=Controller's Office, email=patkost@case.edu, c=US
Date: 2018.05.04 16:31:37 -0400

RE: Fiscal 2018 Year-End Closing

DATE: May 4, 2018

The process of closing the books for fiscal 2018 has begun. Key closing dates and important deadlines are outlined below and in the attached schedule. Please take special notice of the information contained in this document, and share it with your staff and others that you deem appropriate. If you have questions or need further information, please do not hesitate to contact the Controller's Office at 368-2126.

EXPENDITURES NOT CHARGEABLE TO THE FEDERAL GOVERNMENT

Departments should conduct a self-audit to be certain that expenditures not chargeable to the federal government do not appear on federally sponsored projects. If such items are charged to an operating account (e.g., OPRxxxxxx speedtypes), they must be classified in the 599000 series of accounts. Please refer to the Controller's Office web page at:

<http://www.case.edu/finadmin/controller/pdf/accounts.not.chargeable.to.federal.government.pdf>
for more information on these expenditures.

COST TRANSFER POLICY

The University's cost transfer policy for charges to sponsored projects requires the posting or transfer of expenditures and other costs within 90 days of the end of the month that such charges appear. Posting of transfers that exceed 90 days may be permitted only on an exception basis, and must include an approved Late Cost Transfer Justification form which can be found on the Office of Research and Technology Management forms website at: <http://case.edu/research/resources/forms-policies> under Award Management Forms. This form requests a detailed justification that explains the nature of the error and the reason for the delay in posting and supports the accuracy of the proposed assignment of costs. Please refer to the Salary Adjustments and Cost Transfer Policy dated May 2016 for further information regarding allowable transfers. A copy of this document can be found on the Office of Research and Technology Management web page at: <http://case.edu/research/media/caseedu/research/documents/ortm-policies/Cost-Transfer-Policy-2016-05-11.pdf>.

CUTOFFS FOR SALARY ADJUSTMENTS AND JOURNAL ENTRIES

Department users must enter all salary adjustments and journal entries into PeopleSoft (PS). For information on entering transactions in PeopleSoft, please refer to the Case Enterprise Resource Planning web page at: <http://www.case.edu/erpf Financials/manual-guides>.

May 31 close

Originating and correcting entries for transactions that occurred between December and April must be submitted for processing during the May close. All entries and adjustments affecting sponsored projects will be reviewed in the context of the Cost Transfer Policy described above. Additional documentation or justification for unusual entries may also be requested.

- **Salary** adjustments must be entered into the **PS Human Capital Management (HCM)** system by May 31 at 5:00 p.m. Supplemental forms or other required documentation must be attached to the adjustment within HCM by that same deadline.
- **Non-salary** journal entries must be entered into **PS Financials** by May 31 at 5:00 p.m. Supplemental forms or other required documentation supporting the adjustments must be attached to the entries within PS Financials by that same deadline.

Preliminary June close

All originating and correcting entries for transactions that occurred in May must be submitted for processing during the preliminary June close. Adjustments and corrections for items that occurred prior to May will be processed on an exception basis and only with an appropriate justification. Entries and adjustments affecting sponsored projects will be reviewed in accordance with the Cost Transfer Policy. Additional documentation or justification for unusual entries may also be requested.

- **Salary** adjustments must be entered into **HCM** by June 29 at 5:00 p.m. Supplemental forms or other required documentation must be attached to the adjustment within HCM by that same deadline.
- **Non-salary** journal entries must be entered into **PS Financials** by June 29 at 5:00 p.m. Supplemental forms or other required documentation supporting the adjustments must be attached to the entries within PS Financials by that same deadline.

Final June close

Salary adjustments and non-salary journal corrections of preliminary June activity **only** must be entered into HCM or PS Financials, as appropriate, by July 12 at 12:00 noon. All final June entries are subject to review and approval by the Controller's Office or Sponsored Projects Accounting Office. Departments may be asked to provide additional documentation depending upon the nature of the transaction. Supporting documentation for salary adjustments should be attached to the adjustment within HCM. Supplemental forms or other documentation supporting non-salary journal entries should be attached within PS Financials.

VENDOR INVOICES

Please approve all invoices and forward to Accounts Payable, Cedar Avenue Service Center - Second Floor, Location Code 4910, as quickly as possible. Be sure that a valid purchase order number is recorded on the invoice. **Invoices received by Accounts Payable through 12:00 noon on July 11 will be reviewed and charged to the appropriate fiscal year.** Generally, invoices are charged to the fiscal year by the date of when the service was provided, not by the date of the requisition or the purchase order date.

Payment requests must be completed on-line in PS Financials. A copy of the payment request and any required supporting documentation must be received in Accounts Payable by 12:00 noon on July 11. If a new vendor must be set up in order to process a payment request, that information must be received in Accounts Payable no later than 12:00 noon on June 29 to ensure that the vendor maintenance team has time to add the vendor to the database.

- Invoices received by 5:00 p.m. on June 29 will be reported on the June *preliminary* run.
- Invoices submitted after 5:00 p.m. on June 29 through 12:00 noon on July 11 will be included on the June *final* run.

PURCHASES AND COMMITMENTS

Accounts will be charged with the cost of materials or services in the fiscal year based on the date of the service provided. If there are special circumstances to be considered in applying these cut-off procedures, please contact Lisa Hausmann, Accountant, at 368-5488 and Mandy Carte, Director, at 368-2595. Lisa and Mandy can also be reached via e-mail at lisa.hausmann@case.edu and mandy.carte@case.edu, respectively.

Open purchase orders will be listed as encumbrances on the June expense statement. It is important to review these encumbrances carefully to be sure that expenses are charged to operating accounts in the appropriate fiscal year.

Please notify Accounts Payable of items received prior to June 30, 2018 that do not appear on your fiscal year 2018 expense statements, or items appearing on your fiscal year 2018 expense statements but received after June 30, 2018. Your notification should include the speedtype, account, amount, voucher number, PO or requisition number (if there is one), description, and date received or paid.

If you have any questions regarding the above items, please contact Procurement at 368-2560 or via e-mail at customercareteam-pds@case.edu.

P-CARD AND D-CARD CHARGES

Due to the billing cycle of the P-Card and the D-Card, please note that any P-Card/D-Card purchases that are not posted by the vendor to your P-Card/D-Card account by 12:00 midnight on June 25 will not be charged to your June statements. P-Card/D-Card purchases made between June 26 – June 30 will be charged to fiscal 2019. Please plan your purchases accordingly. All P-Card/D-Card reconciliations/allocations must be completed by June 28 at 9:00 p.m.

PAYROLL TIME ENTRY PROCESSING

- For charges to be incorporated into the June 30 payroll, students and staff must enter time worked through June 15 into HCM by 5:00 p.m. on June 19. HCM approvers must approve this time by 5:00 p.m. on June 20.
- For charges to be incorporated into fiscal 2018 activity, students and staff must enter time worked through June 30 into HCM by 5:00 p.m. on June 29. HCM approvers must approve this time by 5:00 p.m. on July 2. **Time entered after this date, will be posted against fiscal 2019 budgets.**
- Salary variance reports for period ended May 31 will be distributed by June 11. Most of the variances on this report are typically timing differences that will correct themselves at the June run. As a result, Payroll will not make any adjustments until after the final report; however, this preliminary report will allow the opportunity to check for potential problems. The final year-end salary variance reports will be distributed July 3 by 7:00 p.m. Any final adjustments will be due back to the Payroll Office by 12:00 noon on July 11.

CHECKS FOR GIFTS AND OTHER PAYMENTS

All checks received in June are to be deposited by the end of the day June 29. Checks processed through Sponsored Projects Accounting Office should be delivered to Charnice Wimberly in Nord Hall, Sixth Floor, Location Code 7037, by 12:00 noon on June 29. All gift checks should be delivered to Advancement Services, BioEnterprise Building, Third Floor, Location Code 7035, by 12:00 noon on June 29. All other checks should be deposited with the Cashier's Office in Yost Hall, room 165, no later than 5:00 p.m. on June 29.

TRAVEL ADVANCES/REIMBURSEMENTS

All travel advances must be cleared from the books by June 29. In addition, the expense reports for all reimbursements of travel occurring in fiscal 2018 should be processed before the final June close. Due dates correlate with the deadlines for payment requests. For questions concerning travel advances and expense reports, please contact Michael Kurutz at 368-6092 or via e-mail at michael.kurutz@case.edu.

EQUIPMENT GIFTS

If your department received gifts of equipment during the fiscal year, please send a memo briefly describing the equipment along with an estimate of the current value to Todd DiSanto in the BioEnterprise Building, Third Floor, Location Code 7006 or via e-mail at controller-equipment@case.edu, by 5:00 p.m. on June 15. Copies of appraisal documents supporting the valuation should be included, if available.

PETTY CASH VOUCHERS

All petty cash vouchers should be processed and presented to the Cashier's Office for payment no later than 5:00 p.m. on June 29 so that the petty cash expenditures can be applied against the fiscal 2018 budget.

SUMMARY OF YEAR-END CLOSING DATES
Fiscal Year 2018

PRELIMINARY JUNE CLOSE

Action	Deadline
<i>Payroll</i>	
• Time through 6/15 entered/approved in HCM	June 19/20 – 5:00 p.m.
• Time through 6/30 entered/approved in HCM	June 29/July 2 – 5:00 p.m.
<i>Check Processing</i>	
• Grant checks to the Sponsored Projects Accounting Office	June 29 – 12:00 noon
• Gift checks to Advancement Services	June 29 – 12:00 noon
• All other checks to Cashier’s Office	June 29 – 5:00 p.m.
<i>Petty Cash Reimbursements</i>	June 29 – 5:00 p.m.
<i>Salary Adjustments and Journal Entries</i>	
• Salary adjustments entered into HCM with back up attached	June 29 – 5:00 p.m.
• Non-salary journal entries entered into PS Financials with back up attached	June 29 – 5:00 p.m.
<i>Accounts Payable and Purchasing Items</i>	
• New vendor set-up information to Accounts Payable	June 29 – 12:00 noon
• Travel advance clear up	June 29 – 5:00 p.m.
• Copy of Payment Request form and supporting documentation to Accounts Payable	June 29 – 5:00 p.m.
• Vendor invoices to Accounts Payable	June 29 – 5:00 p.m.

Preliminary June Financial Reports Available July 9 in the Online Report Distribution System

FINAL JUNE CLOSE

Action	Deadline
<i>Salary Adjustments and Journal Entries</i>	
• Salary variance report adjustments	July 11 – 12:00 noon
• Salary adjustments entered into HCM with back up attached	July 12 – 12:00 noon
• Non-salary journal entries entered into PS Financials with back up attached	July 12 – 12:00 noon
<i>Accounts Payable and Purchasing Items</i>	
• Copy of Payment Request form and supporting documentation to Accounts Payable	July 11 – 12:00 noon
• Vendor invoices to Accounts Payable	July 11 – 12:00 noon

Final June Financial Reports Available July 23 in the Online Report Distribution System