



To: All President's Office Finance Administrators
 From: Holly Wang, Associate Controller
 Date: May 1, 2018
 Re: FY2018 Closing and FY2019 Opening

To ensure that financial transactions, including encumbrances and payments, are charged to the appropriate fiscal year, please note the following due dates. The dates referenced below allow for sufficient lead time for President's Office departments to complete their year-end tasks. In order to reduce any possible problems at year end, only FY18 vouchers and purchase orders will be processed through June 30, 2018. All FY19 activity will begin July 1st.

CLOSING DATES FOR FY2018 TRANSACTIONS	
Transaction Type	Date Due
All FY18 or FY19 Payroll Funding Swaps are due to HR by June 1 st for processing. If funding is not changing for FY2018, do not send in the paperwork. For those that process their funding swaps on-line please make sure that they are all in for the Pay Period Ending (PPE) 6/9/2018. If any changes are needed, you will still have the PPE 6/23/2018 to make those corrections/changes.	June 1
New Non-grant Chartfield requests must be submitted to the Controller's Office by June 26 th . Chartfield changes received after this date will be held and processed after July 13 th .	June 26
Expense Reports for Employee Reimbursements for all expenses through June 2018 must be entered in PeopleSoft by June 22 nd with all required departmental approvals in PeopleSoft by June 29 th . Expense Reports and Travel Authorizations that are in the system but are not yet approved will be sent back and will need to be resubmitted after July 1 st .	June 22
Invoices and Journal Vouchers against FY2018 PO Encumbrances must be in Controller's Office by	June 22
Direct Pay Vouchers must be submitted to Controller's Office by	June 26
Purchase orders and Invoices exported from BuyWays to PeopleSoft will be put on hold on: BuyWays users may continue to enter requisitions in BuyWays, but Purchase orders will not be exported to PeopleSoft.	June 29 (5pm)
Last ProCard feed for FY18 (includes transactions through June 29 th)	June 30
Purchase Order and Travel Authorization Roll-over in FY19	July 1

CLOSING DATES FOR FY2018 TRANSACTIONS

Transaction Type	Date Due
Purchase orders and Invoices exported from BuyWays to PeopleSoft will resume on	July 2 (after the PO Rollover is complete)
Journal Entries: Paper and electronic submissions of FY18 journal entries must be received in the Controller's Office by July 6 th . No prior year activity can be processed once the fiscal year is closed. All FY2018 journals must be loaded to PeopleSoft and posted by July 12 th .	July 6
Last day for ProCard Reallocation for feeds through July 1, 2018. Every effort should be made to reallocate activity through the end of June prior to the last week of June. The last day for reallocation should be reserved for activity posted in the prior week.	July 10 – 12:00 Noon
Assets that need to be disposed of/retired must be reported to the Controller's Office by	July 6
June Month End and Fiscal Year 2018 GL Closing (AP and Expenses close on June 30 th)	July 13
Assets to be included in FY18 need to be either processed through the Asset Management staging table or added manually by close of business Thursday, July 26 th .	July 26
Asset Management Year End	July 27 – 9:00 am

PO ROLLOVER - NOTICE

All open Purchases order balances in PeopleSoft on June 30th will be rolled over to FY19.

In order for outstanding commitments on FY18 POs to roll into FY19, the FY18 POs must be in an Approved or Dispatched status with a Valid Budget Check. There must be a valid budget row in your FY19 budget to accommodate the rolled balance on your FY18 POs, or the PO will fail budget checking in FY19. Procurement/Controller's staff will work with departments to ensure that all qualified purchase orders roll into FY19.

Asset Receiving on FY18 PO's must be vouchered by June 30th; therefore, the invoice and packing slip must be submitted to the Controller's Office by June 16th. To be considered Received, an item must be inspected and tagged.

PAYROLL - NOTICE

Payroll through June 30, 2018 (PPE 06/23 and 7/14th of PPE 07/07) will be expensed in all departments in FY18. The fringe benefit rate applied to the payroll will be the rate in effect for the fiscal year of the payroll. The FY18 fringe rate is 34.86%. The proposed fringe rate for FY19 is 35.41% (Health/Retirement/Terminal Leave) and 1.73% for payroll taxes (UI/UHI/Medicare).

A/P CHECK RUNS - NOTICE

The A/P check runs during the last few weeks of the fiscal year are: 6/25, 6/26, 6/27 and 6/28. The first A/P check run of FY19 will be on 7/2.

CASH RECEIPTS/WIRE TRANSFERS - NOTICE

All receipts must be processed timely and therefore should be sent to the Treasurer's Office upon receipt. All Letter of Credit draw requests must be submitted to the Treasurer's Office by noon on Thursday, June 28th.

All foreign currency wire requests must be received by 10:30am on Wednesday, June 27th.

All USD currency wire requests must be received by 10:30am on Thursday, June 28th.

All Cash Deposits must be in Treasurer's Office by 12:00pm on Thursday, June 28th.

All LOC deposits should be entered into PeopleSoft Account Receivables by June 30th.

All Cash Claims for Clearing Account items must be received by 1:00pm on Thursday, July 5th.

GRANTS, BILLING, ACCOUNTS RECEIVABLE - NOTICE

The following is a list of tasks for the Grants, Billing and AR FY18 close.

Grants

- FY18 non-payroll cost transfers need to be completed and submitted to the Controller's Office by Friday, July 6th.
- All grant/project setup paperwork (new or amendments) should be received by Controller's Office by Friday, June 22nd.
- All budget and F&A errors need to be cleared up by Thursday morning, July 12th in order to complete FY18 Utilization billing.
- All Grant Close-out requests for FY18 need to be submitted to the Controller's Office by Monday, June 25th.

Billing

- The last day for FY18 COST billing is Thursday, July 12th (if you need to include the payroll from the 7 days 6/24 - 6/30). Need to coordinate with Controller's Office to assure all FY18 expenses have been posted before you start billing. **Make sure only FY18 expenses are billed and the invoice date is 6/30/2018.**
- The last day for FY18 LOC billing is Thursday, June 28th by noon. The draw request is due to the Treasurer's Office by noon.
- The last day for FY18 Prepaid (events) billing is Monday, July 9th. **Make sure the invoice date is 6/30/2018.**
- The last day for FY18 Utilization billing is Thursday, July 12th.
- The first day to bill FY19 LOC, COST, Prepaid and Utilization is Monday, July 16th.

Accounts Receivable

- The last day to enter FY18 non-LOC deposits (for cash posted in FY18) in PeopleSoft Accounts Receivable is Wednesday, July 11th. **Make sure the accounting date is 6/30/2018.**
- The last day to apply payments for FY18 in PeopleSoft Accounts Receivable is Wednesday, July 11th.
- The last day to perform any maintenance worksheets for FY18 is Wednesday, July 11th. **Make sure the accounting date is 6/30/2018.**
- The first day to enter FY19 deposits (for cash posted in FY19), apply payments or perform maintenance worksheets in PeopleSoft Accounts Receivable is Monday, July 2nd. **Make sure the accounting is dated in July.**

NON-GRANT BILLING & ACCOUNTS RECEIVABLE - NOTICE

The following is a list of tasks for the Non-Grant Billing and AR FY18 close.

Billing

- The last day for FY18 billing is Thursday, July 12th (if you need to include the payroll from the 7 days 6/24 - 6/30). Need to coordinate with Controller's Office to assure all FY18 expenses have been posted before you start billing. ***Make sure only FY18 expenses are billed and the invoice date is 6/30/2018.***
- The first day to bill FY19 invoices (if no payroll expense is included) is Monday, July 2nd. ***Make sure the invoice date is dated in July.***
- The first day to bill FY19 invoices (if including payroll expense) is Monday, July 16th.

Accounts Receivable

- The last day to enter FY18 deposits (for cash posted in FY18) in PeopleSoft Accounts Receivable is Wednesday, July 11th. ***Make sure the accounting date is 6/30/2018.***
- The last day to apply payments for FY18 in PeopleSoft Accounts Receivable is Wednesday, July 11th.
- The last day to perform any maintenance worksheets for FY18 is Wednesday, July 11th. ***Make sure the accounting date is 6/30/2018.***
- The first day to enter FY19 deposits (for cash posted in FY19), apply payments or perform maintenance worksheets in PeopleSoft Accounts Receivable is Monday, July 2nd. ***Make sure the accounting is dated in July.***

OPENING DATES FOR FY2019 PO/AP ENCUMBRANCES

Purchase Orders/Requisitions for FY19 Encumbrances: Requisitions may not be future year dated.

July 1