



OFFICE OF THE COMPTROLLER

**MEMORANDUM**

TO: Vice Presidents, Deans, Department Chairpersons, Finance Directors, and Administrative Offices  
 FROM: Cassandra West, Assistant Director of Financial Accounting Operations  
 DATE: April 18, 2017  
 RE: FY2017 Year-End Closing Schedule and Beginning Processing for FY2018

**SCHEDULE FOR FISCAL YEAR 2017 ACTIVITIES**

Closing dates for FY 2017 are scheduled below. If you have any questions about the key dates and deliverables you can contact me @ 3-4054.

<b><u>Due Dates</u></b>	<b><u>Documents</u></b>	<b><u>Deliver To</u></b>
April 21 <sup>st</sup>	Final date to submit Departmental Correction Forms for period ending 2/28/17 <sup>1</sup> and prior periods; includes sponsored projects	Accounts Payable
May 15 <sup>th</sup>	Cutoff for Business Reply Mail mailings (See page 4)	Mail Services
May 19 <sup>th</sup>	Final date to submit Departmental Correction Forms for periods ending 3/31/17 and 4/28/17 <sup>1</sup> ; includes sponsored projects	Accounts Payable
May 19 <sup>th</sup>	Request for Marketing & Creative Services	Marketing & Creative Services
May 26 <sup>th</sup>	Cutoff for Endowment requests - (Direct Payments, Transfers, and Reinvestments). Endowment Requests should be submitted to <a href="mailto:endowmentadmin@gwu.edu">endowmentadmin@gwu.edu</a> by email request	Treasury Management
May 26 <sup>th</sup>	Cutoff for Endowment Stipends - this is the last day for FY2017 endowment-funded stipends to be submitted through the Stipend Management System	Treasury Management
May 31 <sup>st</sup>	Cutoff for COA maintenance forms for Departmental Reorganizations to be effective FY2018	COA Maintenance Teamsite
June 12 <sup>th</sup>	Sponsored projects - Complete actions for Failed Funds, Suspense and Clearing Accounts for period ending 5/31/17 <sup>1</sup> and prior periods	OVPR/GCAS

<sup>1</sup> For Sponsored projects, for period ending equates to original posting date.

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<b><u>Due Dates</u></b>	<b><u>Documents</u></b>	<b><u>Deliver To</u></b>
June 12 <sup>th</sup>	Final date to submit Departmental Correction Form for period ending 5/31/17 <sup>1</sup> ; includes sponsored projects	Accounts Payable
June 16 <sup>th</sup>	Stipends for July must be fully approved in the Stipend Management Application	Accounts Payable
June 16 <sup>th</sup>	Interdepartmental Procurement Request (IP)	<ol style="list-style-type: none"> <li>1. Bookstore</li> <li>2. Marvin Center</li> <li>3. Hatchet</li> <li>4. Media and Public Affairs Bldg.</li> <li>5. Academic Technologies</li> </ol>
June 16 <sup>th</sup>	Cutoff for COA maintenance forms for all requests to be effective FY2018.	COA Maintenance Teamsite
June 16 <sup>th</sup>	Liquidation Requests (fully approved by 4pm)	Procurement
June 16 <sup>th</sup>	All final Payment Request/Invoices approved and submitted to A/P. <b>Payment Request/Invoices should not be held. Continue to send them to A/P</b>	Accounts Payable
June 19 <sup>th</sup>	Final date to submit Departmental Correction Forms for the period of June 2017 <sup>1</sup> ; includes sponsored projects	Accounts Payable
June 22 <sup>nd</sup>	By 2pm- Stipends for July must be released for payment in the Stipend Management Application	Accounts Payable
June 23 <sup>rd</sup>	Expense Reports, including P-Card, which are fully approved in the iBuy+ Expense System by 5 pm will be charged to FY2017 as submitted. Unapproved expenses in the iBuy+ Expense System as of July 1st will be accrued to the transaction's default account and user's home organization as FY2017 expenses	Procurement
June 23 <sup>rd</sup>	EAS Purchase Requisitions (must contain proper documentation and be received by Procurement by 4pm)	Procurement
June 26 <sup>th</sup>	Stores Requisitions	University Stores
June 27 <sup>th</sup>	Last day to submit supplemental payroll request for biweekly paid employees for FY2017. Request must be received no later than 11:00am.	Payroll Services
June 28 <sup>th</sup>	Last day to submit supplemental payroll request for monthly paid employees for FY2017. Request must be received no later than 11:00am.	Payroll Services

**Due Dates**

**Documents**

**Deliver To**

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June 29 <sup>th</sup>	Manual Change in Status (CIS) Forms and Payroll Labor Redistribution Requests by noon	Payroll Accounting
June 30 <sup>th</sup>	Departmental Cash Receipts	University Cashier's Office
June 30 <sup>th</sup>	Journal Entry Cut-off	University Accounting Services
June 30 <sup>th</sup>	Development Interface Feeds	University Accounting Services
July 3 <sup>rd</sup>	Sponsored projects Related Pre-Approved Batches submitted by 10am	GCAS
July 3 <sup>rd</sup>	Grants and Contracts Accruals for Subrecipient & Contractor Unpaid Invoices schedule	GCAS
July 6 <sup>th</sup>	Sponsored projects "Grants Module" Final Closing	GCAS
July 7 <sup>th</sup>	Service Providers Correction at the Source Form ( <b>Telecom; Postage; Bio-Med; Facilities; Printing &amp; Graphics</b> )	University Accounting Services
July 7 <sup>th</sup>	Capital Projects Accruals and Retainage Payable	University Accounting Services

**Accruals:**

If you have FY2017 goods or services received/provided and not yet invoiced >= \$25,000, please send an email to Sandhya Shetty ([sshetty@gwu.edu](mailto:sshetty@gwu.edu)) with a cc to Juli Seaman ([seamanj@gwu.edu](mailto:seamanj@gwu.edu)) by June 30<sup>th</sup> describing the services, an estimated cost, your Banner alias, and natural account to be charged to prepare an accrual for FY2017.

Requests should be submitted via email in spreadsheet format and include the following:

1. Subject of email: Example - FY17 AP Accrual – School Name
2. JE should include all 9 accounting segments  
Ex. UN.54512.627111.C100001.G.MOP.OD.CORCRN.000000
3. Description to go with each JE line
4. Amount
5. Supporting documentation to be attached to JE. The estimated accrual amount must be supported using prior invoices, contracts, or similar supporting documentation.

For Sponsored projects, see Grants Management section below for details on accrual and invoice process.

**Accounts Payable**

**All orders must be received, invoiced and submitted to A/P by June 30<sup>th</sup> to be expensed in FY2017.  
If your orders are not received by June 30<sup>th</sup>, the open PO will roll to FY2018.**

**Invoices**

To promote inclusion in year-end and to avoid FY2018 budget impacts:  
Submit invoices and payment requests promptly upon receipt from the supplier to AP at <http://accountspayable.gwu.edu/invoice-submission-1>. **Please do not hold them.**

## FY 2017

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- Take action promptly when invoices and payment requests are rejected by AP. When an invoice or payment request is rejected, the Remedy ticket is closed and the end-user is notified via email by AP personnel. The invoice or payment request, therefore, must be resubmitted to AP.
- Respond timely to AP's inquiries.

#### **As a reminder:**

- Invoices and payment requests must be properly approved, before submission to AP. Sponsored project related invoices and payment requests must be approved by OVPR.
- **Submit payment status inquiries to [apcustsv@gwu.edu](mailto:apcustsv@gwu.edu), NOT to [acctspay@gwu.edu](mailto:acctspay@gwu.edu). The [acctspay@gwu.edu](mailto:acctspay@gwu.edu) is used solely for invoice submission only.**
- Ensure sponsored projects related invoices and payment requests are adequately funded prior to submission to AP.
- When submitting a purchase order related invoice, ensure the
  - Purchase order number and release number are visible on the invoice
  - Purchase order has sufficient funds available to adequately cover the invoice amount
  - Receipts/receiving documents are available within EAS

#### **Department Correction Forms**

**To ensure the Department Correction forms are delivered to AP by the requested due date, allow 10 days for OVPR and GCAS' approval for sponsored project related DCFs.**

#### **Sponsored Projects - Grant Management**

##### Invoices and Accruals

Sponsored projects will follow the above year-end closing schedule.

All invoices relating to FY2017 should follow the A/P cutoff deadlines indicated above. Additional information will be requested for material invoices not received at year-end, particularly for subrecipient activity.

Grants and Contracts Accruals for Subrecipient & Contractor Unpaid Invoices schedules must be completed and submitted to Teresa Klock-Taube ([ttaube@gwu.edu](mailto:ttaube@gwu.edu)) no later than July 3rd .

##### Suspense Failed Funds and Clearing Accounts

All activities to move items from Suspense, Failed Funds and Clearing Accounts through May 31<sup>st</sup> should be moved to their proper awards or departments by June 12<sup>th</sup>.

All activities to move items from Suspense and Failed Funds through June 30<sup>th</sup> should be moved to their proper awards or departments by July 21<sup>st</sup>.

All final entries to move labor & non-labor expenditures from the Clearing Accounts **through June 30<sup>th</sup> must** be submitted by **July 3<sup>rd</sup> at 10am** to process all PABs before the final year end close on July 7<sup>th</sup>. The only items remaining in the clearing accounts should be expenses related to July 2017 such as rent and other leases that are paid prior to appropriate month.

#### **Mail Services Deadlines**

- (a) Mailings that include Business Reply Mail (BRM) should be mailed on the earliest date possible prior to Monday, **MAY 15, 2017**. (BRM is mail which is returned to the University via permit 10057; these items must be received in the Mail Services Department by **JUNE 30, 2017**.)
- (b) Bulk Mailings handled via the Mail Services Department must be processed no later than JUNE 16, 2017. The maximum quantity for such mailings is limited to 3,000 pieces. Requests for this service received after the deadline will be

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processed starting on JULY 3, 2017 and the cost charged to the FY2018.

**Payroll Adjustments**

The biweekly payroll 13 paid on June 30<sup>th</sup> and monthly payroll 6 paid on June 30<sup>th</sup> will be charged to June expenses. Adjustments and supplemental payrolls paid after June 30<sup>th</sup> will be charged to FY2018. However, if you have any supplemental payrolls for your departments, the payment request must clearly include the time period covered by the request.

Bi-Weekly payroll charges for the period from June 17<sup>th</sup> through June 30<sup>th</sup> will be accrued and charged to FY2017.

Online CIS forms for redistributions must be through the approval process and ready for Payroll approval by noon June 29<sup>th</sup>

All organizations should review their March, April, May and June 2017 Budget Performance Reports and their FY2017 Payroll Labor Reports to review unresolved problems such as items charged in error, cost transfers which have not been recorded, and the accuracy of outstanding encumbrances.

**SCHEDULE FOR BEGINNING FISCAL YEAR 2018**

July 3<sup>rd</sup> Procurement Requisitions for FY2018 must be entered into the EAS System on or after July 3, 2017.