



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 17, 2018  
 RE: FY2018 Year-End Closing Schedule and Beginning Processing for FY2019

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**SCHEDULE FOR FISCAL YEAR 2018 ACTIVITIES**

Closing dates for FY 2018 are scheduled below. If you have any questions about the key dates and deliverables you can contact me @ 3-4054.

<u>Due Dates</u>	<u>Documents</u>	<u>Deliver To</u>
April 20 <sup>th</sup>	Final date to submit Departmental Correction Forms for period ending 2/28/18 <sup>1</sup> and prior periods; includes sponsored projects	Accounts Payable
May 14 <sup>th</sup>	Cutoff for Business Reply Mail mailings (See page 4)	Mail Services
May 18 <sup>th</sup>	Final date to submit Departmental Correction Forms for periods ending 3/31/18 and 4/30/18 <sup>1</sup> ; includes sponsored projects	Accounts Payable
May 18 <sup>th</sup>	Request for Marketing & Creative Services	Marketing & Creative Services
May 25 <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 25 <sup>th</sup>	Cutoff for Endowment Stipends - this is the last day for FY2018 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 FY2019	COA Maintenance Teamsite
June 11 <sup>th</sup>	Sponsored projects - Complete actions for Failed Funds, Suspend	OVRP/GCAS

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

**FY 2018  
Year-End Closing Schedule and Beginning Processing for FY2019**

and Clearing Accounts for period ending 5/31/18<sup>1</sup> and prior periods

<b><u>Due Dates</u></b>	<b><u>Documents</u></b>	<b><u>Deliver To</u></b>
June 11 <sup>th</sup>	Final date to submit Departmental Correction Form for period ending 5/31/18 <sup>1</sup> ; includes sponsored projects	Accounts Payable
June 15 <sup>th</sup>	Stipends for July must be fully approved in the Stipend Management Application	Accounts Payable
June 15 <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 15 <sup>th</sup>	Cutoff for COA maintenance forms for all requests to be effective FY2019.	COA Maintenance Teamsite
June 15 <sup>th</sup>	Liquidation Requests (fully approved by 4pm)	Procurement
June 15 <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 18 <sup>th</sup>	Final date to submit Departmental Correction Forms for the period of June 2018 <sup>1</sup> ; includes sponsored projects	Accounts Payable
June 21 <sup>st</sup>	By 2pm- Stipends for July must be released for payment in the Stipend Management Application	Accounts Payable
June 22 <sup>nd</sup>	Expense Reports, including P-Card, which are fully approved in the iBuy+ Expense System by 5 pm will be charged to FY2018 as submitted. Unapproved expenses in the iBuy+ Expense System as of July 2nd will be accrued to the transaction's default account and user's home organization as FY2018 expenses	Procurement
June 22 <sup>nd</sup>	EAS Purchase Requisitions (must contain proper documentation and be received by Procurement by 4pm)	Procurement
June 25 <sup>th</sup>	Stores Requisitions	University Stores
June 26 <sup>th</sup>	Last day to submit supplemental payroll request for monthly paid employees for FY2018. Request must be received no later than 11:00am.	Payroll Services
June 27 <sup>th</sup>	Last day to submit supplemental payroll request for biweekly paid employees for FY2018. Request must be received no later than 11:00am.	Payroll Services

**FY 2018  
Year-End Closing Schedule and Beginning Processing for FY2019**

<b><u>Due Dates</u></b>	<b><u>Documents</u></b>	<b><u>Deliver To</u></b>
June 28 <sup>th</sup>	Grants and Contracts Accruals for Subrecipient & Contractor Unpaid Invoices schedule	GCAS
June 28 <sup>th</sup>	Manual Change in Status (CIS) Forms and Payroll Labor Redistribution Requests by noon	Payroll Accounting
June 29 <sup>th</sup>	Departmental Cash Receipts	University Cashier's Office
June 29 <sup>th</sup>	Journal Entry Cut-off	University Accounting Services
June 29 <sup>th</sup>	Development Interface Feeds	University Accounting Services
July 2 <sup>nd</sup>	Sponsored projects Related Pre-Approved Batches submitted by 10am	GCAS
July 5 <sup>th</sup>	Sponsored projects "Grants Module" Final Closing	GCAS
July 6 <sup>th</sup>	Service Providers Correction at the Source Form ( <b>Telecom; Postage; Bio-Med; Facilities; Printing &amp; Graphics</b> )	University Accounting Services
July 6 <sup>th</sup>	Capital Projects Accruals and Retainage Payable	University Accounting Services

**Accruals:**

If you have FY2018 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 ([seamani@gwu.edu](mailto:seamani@gwu.edu)) by June 29<sup>th</sup> describing the services, an estimated cost, your Banner alias, and natural account to be charged to prepare an accrual for FY2018.

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

1. Subject of email: Example - FY18 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 22nd to be expensed in FY2018.  
If your orders are not received by June 29<sup>th</sup>, the open PO will roll to FY2019.**

**Invoices**

To promote inclusion in year-end and to avoid FY2019 budget impacts:  
Submit invoices and payment requests promptly upon receipt from the supplier to AP at

**FY 2018  
Year-End Closing Schedule and Beginning Processing for FY2019**

<http://accountspayable.gwu.edu/invoice-submission-1>. **Please do not hold them.**

When contacted by AP about an invoice with an issue, please take the action to correct the issue promptly.

**As a reminder:**

- Invoices and payment requests must be properly approved, before submission to AP. Follow the instructions given by OVPR on invoices requiring their approval when required. **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**

**Sponsored Project Expenditures**

**Please review all awards before year end and ensure expenditures are posted accurately through June 2018.**

**Invoices and Accruals**

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

All invoices relating to FY2018 should follow the A/P cutoff deadlines indicated above. Additional information will be requested for material invoices not received at year-end, particularly for sub-recipient 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 June 28<sup>th</sup> .

**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 11<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 20<sup>th</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 2<sup>nd</sup> at 10am** to process all PABs before the final year end close on July 5<sup>th</sup>. The only items remaining in the clearing accounts should be expenses related to July 2018 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 14, 2018**. (BRM is mail which is returned to the University via permit 10057; these items must be received in the Mail Services Department by **JUNE 29, 2018**.)
- (b) Bulk Mailings handled via the Mail Services Department must be processed no later than **JUNE 15, 2018**. The maximum quantity for such mailings is limited to 3,000 pieces. Requests for this service received after the deadline will be

**FY 2018  
Year-End Closing Schedule and Beginning Processing for FY2019**

processed starting on JULY 2, 2018 and the cost charged to the FY2019.

**Payroll Adjustments**

The biweekly payroll 13 paid on June 29<sup>th</sup> and monthly payroll 6 paid on June 29<sup>th</sup> will be charged to June expenses. Adjustments and supplemental payrolls paid after June 29<sup>th</sup> will be charged to FY2019. 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 FY2018.

Online CIS forms for redistributions must be through the approval process and ready for Payroll approval by noon June 28<sup>th</sup>

All organizations should review their March, April, May and June 2018 Budget Performance Reports and their FY2018 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 2019**

July 2<sup>nd</sup> Procurement Requisitions for FY2019 must be entered into the EAS System on or after July 2, 2018.