MEMORANDUM

TO: Vice Presidents, Deans, Department Chairpersons, Finance Directors, and Administrative Offices
FROM: Cassandra West, Assistant Director of Financial Accounting Operations
DATE: April 17, 2019
RE: FY2019 Year-End Closing Schedule and Beginning Processing for FY2020

SCHEDULE FOR FISCAL YEAR 2019 ACTIVITIES

Closing dates for FY 2019 are scheduled below. If you have any questions about the key dates and deliverables you can contact me @ 3-4054.

<table>
<thead>
<tr>
<th>Due Dates</th>
<th>Documents</th>
<th>Deliver To</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 19th</td>
<td>Final date to submit Departmental Correction Forms for period ending 2/28/19(^1) and prior periods; includes sponsored projects</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>May 13th</td>
<td>Cutoff for Business Reply Mail mailings (See page 5)</td>
<td>Mail Services</td>
</tr>
<tr>
<td>May 15th</td>
<td>Final date to submit Departmental Correction Forms for periods ending 3/29/19 and 4/30/19(^1); includes sponsored projects</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>May 17th</td>
<td>Request for Marketing &amp; Creative Services</td>
<td>Marketing &amp; Creative Services</td>
</tr>
<tr>
<td>May 17th</td>
<td>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</td>
<td>Endowment Email Box</td>
</tr>
<tr>
<td>May 24th</td>
<td>Cutoff for Endowment Stipends - this is the last day for FY2019 endowment-funded stipends to be submitted through the Stipend Management System</td>
<td>Stipend Management System</td>
</tr>
<tr>
<td>May 31st</td>
<td>Cutoff for COA maintenance forms for Departmental Reorganizations to be effective FY2020</td>
<td>COA Maintenance Teamsite</td>
</tr>
<tr>
<td>June 10th</td>
<td>Sponsored projects - Complete actions for Failed Funds, Suspense</td>
<td>OVPR/GCAS</td>
</tr>
</tbody>
</table>

\(^1\) For Sponsored projects, for period ending equates to original posting date.
### FY 2019

**Year-End Closing Schedule and Beginning Processing for FY2020**

and Clearing Accounts for period ending 5/31/19¹ and prior periods

<table>
<thead>
<tr>
<th>Due Dates</th>
<th>Documents</th>
<th>Deliver To</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 10th</td>
<td>Final date to submit Departmental Correction Form for period ending 5/31/19¹; includes sponsored projects</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>June 14th</td>
<td>Stipends for July must be fully approved in the Stipend Management Application</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>June 14th</td>
<td>Interdepartmental Procurement Request (IP)</td>
<td>1. Bookstore</td>
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<tr>
<td>June 14th</td>
<td>Cutoff for COA maintenance forms for all requests to be effective FY2020.</td>
<td>COA Maintenance Teamsite</td>
</tr>
<tr>
<td>June 14th</td>
<td>Liquidation Requests (fully approved by 4pm)</td>
<td>Procurement</td>
</tr>
<tr>
<td>June 14th</td>
<td>All final Payment Request/Invoices approved and submitted to A/P. Payment Request/Invoices should not be held. Continue to send them to A/P.</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>June 17th</td>
<td>Final date to submit Departmental Correction Forms for the period of June 2019¹; includes sponsored projects</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>June 21st</td>
<td>By 2pm- Stipends for July must be released for payment in the Stipend Management Application</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>June 21st</td>
<td>Requests sent to OSP for awards that need modifications (NCE, funding, etc.) by June 30th</td>
<td>OVPR</td>
</tr>
<tr>
<td>June 21st</td>
<td>EAS Purchase Requisitions (must contain proper documentation and be received by Procurement by 4pm)</td>
<td>Procurement</td>
</tr>
<tr>
<td>June 24th</td>
<td>Expense Reports, including P-Card, which are fully approved in the iBuy+ Expense System by 5 pm will be charged to FY2019 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 FY2019 expenses</td>
<td>Procurement</td>
</tr>
<tr>
<td>June 25th</td>
<td>Stores Requisitions</td>
<td>University Stores</td>
</tr>
<tr>
<td>June 25th</td>
<td>Last day to submit supplemental payroll request for monthly paid employees for FY2019. Request must be received no later than 11:00am.</td>
<td>Payroll Services</td>
</tr>
</tbody>
</table>
FY 2019
Year-End Closing Schedule and Beginning Processing for FY2020

June 26th  Last day to submit supplemental payroll request for biweekly paid Payroll Services
employee's for FY2019. Request must be received no later than 11:00am.

Due Dates   Documents   Deliver To
June 27th  Grants and Contracts Accruals for Subrecipient & Contractor GCAS
Unpaid Invoices schedule

June 28th  Departmental Cash Receipts  Student Accounts Office

June 28th  Journal Entry Cut-off  University Accounting Services

June 28th  Development Interface Feeds  University Accounting Services

July 2nd   Sponsored projects Related Pre-Approved Batches GCAS
submitted by 10am

July 3rd   Sponsored projects “Grants Module” Final Closing  GCAS

July 5th   Service Providers Correction at the Source Form (Telecom; University Accounting Services
Postage; Bio-Med; Facilities; Printing & Graphics)

July 5th   Capital Projects Accruals and Retainage Payable  Fixed Asset

Accruals:

If you have FY2019 goods or services received/provided and not yet invoiced >= $25,000, please send an email to Sandhya Shetty (sshetty@gwu.edu) with a cc to Juli Seaman (seamanj@gwu.edu) by June 29th describing the services, an estimated cost, your Banner alias, and natural account to be charged to prepare an accrual for FY2019.

Requests should be submitted via email in spreadsheet format and include the following:
1. Subject of email: Example - FY19 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 17th to be expensed in FY2019.
If your orders are not received by June 28th, the open PO will roll to FY2020.

Invoices
FY 2019
Year-End Closing Schedule and Beginning Processing for FY2020

To promote inclusion in year-end and to avoid FY2020 budget impacts:
- Submit invoices and payment requests promptly upon receipt from the supplier to AP
- GW iBuy+ Invoice pilot participants, use iBuy+Invoice to submit your invoices.
  Other users, submit invoices via 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, NOT to acctspay@gwu.edu. The 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, including effort, are posted accurately through June 2019.

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

All invoices relating to FY2019 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 (ttaupe@gwu.edu) no later than June 27th.

Suspense Failed Funds and Clearing Accounts
All activities to move items from Suspense, Failed Funds and Clearing Accounts through May 31st should be moved to their proper awards or departments by June 10th.

All activities to move items from Suspense and Failed Funds through June 30th should be moved to their proper awards or departments by July 19th.

All final entries to move labor & non-labor expenditures from the Clearing Accounts through June 30th must be submitted by July 2nd at 10am to process all PABs before the final year end close on July 3rd. The only items remaining in the clearing accounts should be expenses related to July 2019 such as rent and other leases that are paid prior to appropriate month.

Mail Services Deadlines
FY 2019

Year-End Closing Schedule and Beginning Processing for FY2020

(a) Mailings that include Business Reply Mail (BRM) should be mailed on the earliest date possible prior to Monday, MAY 13, 2019. (BRM is mail which is returned to the University via permit 10057; these items must be received in the Mail Services Department by JUNE 28, 2019.)

(b) Bulk Mailings handled via the Mail Services Department must be processed no later than JUNE 14, 2019. The maximum quantity for such mailings is limited to 3,000 pieces. Requests for this service received after the deadline will be processed starting on JULY 1, 2019 and the cost charged to the FY2020.

Payroll Adjustments

The biweekly payroll 13 paid on June 28th and monthly payroll 6 paid on June 28th will be charged to June expenses. Adjustments and supplemental payrolls paid after June 28th will be charged to FY2020. 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 16th through June 30th will be accrued and charged to FY2020.

All organizations should review their March, April, May and June 2019 Budget Performance Reports and their FY2019 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 2020

July 1st  Procurement Requisitions for FY2020 must be entered into the EAS System on or after July 1, 2019.