OFFICE OF THE COMPTROLLER

MEMORANDUM

TO: Vice Presidents, Deans, Department Chairpersons, Finance Directors, and Administrative Offices

FROM: Cassandra West, Director University Accounting Operations

DATE: April 20, 2021

RE: FY2021 Year-End Closing Schedule and Beginning Processing for FY2022

SCHEDULE FOR FISCAL YEAR 2021 ACTIVITIES

Closing dates for FY 2021 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 26th</td>
<td>Final date to submit Departmental Correction Forms (DCF) for the period ended 2/28/21 and prior periods (Sponsored Projects Only)</td>
<td>P2P- University Payables</td>
</tr>
<tr>
<td>May 3rd</td>
<td>Cutoff for Endowment Requests - Professorships and Discretionary Drawdowns. Endowment requests should be submitted via email to <a href="mailto:endowmentadmin@gwu.edu">endowmentadmin@gwu.edu</a></td>
<td>Endowment Email Box</td>
</tr>
<tr>
<td>May 14th</td>
<td>Cutoff for Business Reply Mail mailings (See page 5)</td>
<td>Mail Services</td>
</tr>
<tr>
<td>May 14th</td>
<td>Final date to submit DCFs for period ended 3/31/21 and 4/31/21 (Sponsored Projects Only)</td>
<td>P2P- University Payables</td>
</tr>
<tr>
<td>May 14th</td>
<td>Cutoff for Endowment Requests – All other drawdowns, Direct Payments, Transfers, and Reinvestments. Endowment Requests should be submitted via email to <a href="mailto:endowmentadmin@gwu.edu">endowmentadmin@gwu.edu</a></td>
<td>Endowment Email Box</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 21st</td>
<td>Cutoff for Endowment Stipends - this is the last day for FY2021 endowment-funded stipends to be submitted through the Stipend Management System</td>
<td>Stipend Management System</td>
</tr>
</tbody>
</table>

1 For Sponsored projects, for period ending equates to original posting date.
FY 2021

May 30th  Cutoff for COA maintenance forms for Departmental Re-organizations to be effective FY2022  COA Maintenance Team-site

June 11th  Sponsored projects - Complete actions for Failed Funds, Suspense and Clearing Accounts for period ending 5/31/21 and prior periods  OSP/GCAS

Due Dates  Documents  Deliver To

June 11th  Final date to submit DCFs for period ending 5/31/21  P2P- University Payable
(Sponsored Project Only)

June 11th  Liquidation Requests (fully approved by 4pm)  P2P- Procurement Services

June 14th  Stipends for July must be fully approved in the Stipend Management Application  P2P- University Payables

June 14th  Cutoff for COA maintenance forms for all requests to be effective FY2022.  COA Maintenance Teamsite

June 14th  All final Payment Request/Invoices submitted and approved to A/P via iBuy+ Invoice. Please do not hold invoices. Continue to submit them through iBuy+ Invoice  P2P-University Payables

June 15th  For biweekly employees, all changes to labor distributions must be requested for BW13 payroll dated 6/25  Payroll Services

June 18th  Final date to submit DCFs for the period of June 2021  P2P-University Payables
(Sponsored Project Only)

June 18th  By 2pm - Stipends for July must be released for payment in the Stipend Management Application  P2P- University Payables

June 18th  Requests sent to OSP for awards that need modifications (NCE, funding, etc.) by June 30th  OSP

June 18th  EAS Purchase Requisitions (must contain proper documentation and be received by Procurement by 4pm)  P2P- Procurement Services

June 22nd  For monthly employees, all changes to labor distributions must be requested for MO06 payroll dated 6/30  Payroll Services

June 25th  Expense Reports, including P-Card, which are fully approved in the iBuy+ Expense System by 5 pm will be charged to FY2021 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 FY2021 expenses  P2P-Procurement Services
**FY 2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Deliver To</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25th</td>
<td>Stores Requisitions</td>
<td>University Stores</td>
</tr>
<tr>
<td>June 28th</td>
<td>Last day to submit supplemental payroll request for bi-weekly paid employees for FY2021. Request must be received no later than 11:00 a.m.</td>
<td>Payroll Services</td>
</tr>
<tr>
<td>June 28th</td>
<td>Last day to submit supplemental payroll requests for monthly paid employees for FY2021. Request must be received no later than 11:00 a.m.</td>
<td>Payroll Services</td>
</tr>
</tbody>
</table>

**Due Dates**

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<tbody>
<tr>
<td>June 25th</td>
<td>Accrual schedule for Subrecipient &amp; Contractor</td>
<td>GCAS</td>
</tr>
<tr>
<td>June 25th</td>
<td>Unpaid Invoices</td>
<td>GCAS</td>
</tr>
<tr>
<td>June 29th</td>
<td>Labor redistributions for bi-weekly and monthly employees to be fully approved for FY2021</td>
<td>GCAS</td>
</tr>
<tr>
<td>June 30th</td>
<td>Departmental Cash Receipts</td>
<td>Student Accounts Office</td>
</tr>
<tr>
<td>June 30th</td>
<td>Journal Entry Cut-off</td>
<td>University Accounting Services</td>
</tr>
<tr>
<td>June 30th</td>
<td>Development Interface Feeds</td>
<td>University Accounting Services</td>
</tr>
<tr>
<td>July 2nd</td>
<td>Sponsored projects related Pre-Approved Batches submitted by 10am</td>
<td>GCAS</td>
</tr>
<tr>
<td>July 6th</td>
<td>Sponsored projects “Grants Module” Final Closing</td>
<td>GCAS</td>
</tr>
<tr>
<td>July 6th</td>
<td>Service Providers Correction at the Source Form <em>(Telecom; Postage; Bio-Med; Facilities; Printing &amp; Graphics)</em></td>
<td>University Accounting Services</td>
</tr>
<tr>
<td>July 6th</td>
<td>Capital Projects Accruals and Retainage Payable</td>
<td>Fixed Asset</td>
</tr>
</tbody>
</table>

**Accruals:**

If you have FY2021 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 Lauren Bain (lbain@gwu.edu) by June 30th describing the services, an estimated cost, your Banner alias, and natural account to be charged to prepare an accrual for FY2021.

Requests should be submitted via email in spreadsheet format and include the following:
1. Subject of email: Example – FY21 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.
FY 2021

P2P - University Payables

Invoices
To promote inclusion in year-end and to avoid FY2022 budget impacts:
• Submit invoices, including commercial supplier invoices and internally created invoices, such as honorariums, promptly via iBuy+ Invoice. Please do not hold invoices.
• Approve invoices promptly.
When contacted by AP about an invoice with an issue, please take the action to correct the issue promptly.

As a reminder:
• Submit payment status inquiries to apcustsv@gwu.edu, NOT to acctspay@gwu.edu.
• When submitting a purchase order related invoice, ensure the
  - Purchase order has sufficient funds available to adequately cover the invoice amount to allow submission via iBuy+ Invoice.
  - Receipts/receiving documents are available within EAS. As a reminder, receipts can be posted in iBuy+ Invoice and will interface into EAS.

Department Correction Forms (DCFs)
To ensure the DCFs are delivered to Payables by the requested due date, allow 10 days for OSP and GCAS’ approval for sponsored project related DCFs.

Sponsored Projects - Grant Management
Sponsored projects will follow the above year-end closing schedule. The above year-end cutoff due dates may be shortened if an award has a final financial report or final invoice due to the sponsor before the deadlines.

Review all awards before year-end for the following:
• Ensure expenditures (invoices, effort, student support, etc.) are posted accurately through June 30, 2021.
• Review large encumbrance balances and delayed invoicing. Use escalation procedures when necessary.
• Determine if extensions are needed for awards and put in those requests ASAP.
• Notify GCAS Operations team if milestones will be missed on EC and EE awards.

Suspense Failed Funds and Clearing Accounts:
Items included in Suspense, Failed Funds and Clearing Accounts must be moved to their proper awards or departments by the due dates noted in the schedule above.

All final entries to move labor & non-labor expenditures from the Clearing Accounts through June 30th must be submitted by July 2nd at 10 a.m. to process all PABs before the final year-end close on July 6th. The only items remaining in the clearing accounts should be expenses related to July 2021 such as rent and other leases that are paid prior to appropriate month.

Effort Reporting
See the GCAS effort reporting cycle webpage and emails from effort@gwu.edu for due dates and other information.

Mail Services Deadlines
Mailings that include Business Reply Mail (BRM) should be mailed on the earliest date possible prior to Monday, MAY 10, 2021. (BRM is mail which is returned to the University via permit 10057; these items must be received in the Mail
FY 2021

Services Department by JUNE 30, 2021.)

Bulk Mailings handled via the Mail Services Department must be processed no later than JUNE 11, 2021. 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, 2021 and the cost charged to the FY2022.

Payroll Adjustments

The biweekly payroll paid on June 25th and monthly payroll paid on June 30th will be charged to June expenses. Adjustments and supplemental payrolls paid after June 30th will be charged to FY2022. 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 25th will be accrued and charged to FY2022.

All organizations should review their March, April, May and June 2021 Budget Performance Reports and their FY2021 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 2022

July 1st

Procurement Requisitions for FY2022 must be entered into the EAS System on or after July 1, 2021.