

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

FINANCE DIVISION

TO: Senior Administrators

FROM: Barbara Hough, Controller
Joseph Harney, Vice President for Procurement Services

DATE: April 21, 2016

SUBJECT: Fiscal Year 2016 Year-End Close Deadlines (June 30, 2016)

This memo outlines the deadlines that will occur over the next several months as part of the FY16 fiscal year close. A separate memo, "Fiscal Year 2016 Transaction Processing Guidance", contains information on the guidance and procedures for the close. This information is also available on the Finance Division's website at <http://finance.columbia.edu/content/fy16-year-end-closing-guidance>. Additional information regarding job aids, reports and queries to assist with year-end transactions is also available on the Finance Gateway. A calendar including all deadlines referenced in this memo will be distributed and will be posted on the Finance Gateway.

The deadlines outlined in this memo are essential to ensuring that the University will be able to issue its year-end financial statements within the mandated time frame. FY16 deadlines are consistent with the FY15 deadlines; there is no significant change to the timeframes from last fiscal year end. Please note that Schools and departments may wish to set earlier internal deadlines for fiscal year-end close activities to enable them to meet the Finance Division deadlines.

CUMC departments should also refer to the annual closing calendar which will be sent by Ting Shi via email on April 21, 2016. Unless otherwise noted below, CUMC departments should contact Ting Shi (ts2486@cumc.columbia.edu) regarding questions related to the CUMC closing process.

For questions regarding Accounts Payable and P-card, contact Rich Mead (212-851-9701, rm2161), Purchasing, contact Hugh Horowitz (212-854-4111, hh2143), Payroll, contact Frank Iovino (212-851-2820, fi2114), Development, contact Larese Miller (212-851-7995, lm2137), and GL, contact Michael Kerstan (212-854-1030, mk1225). For other questions regarding year-end closing, please contact the [Finance Service Center](#). An incident or service request can be logged by using the [self-service web form](#) or contacting the Service Center by phone: 212-854-2122 during the following hours: Monday, Tuesday, and Thursday, 9:00 am – 5:00 pm; Wednesday 9:30 am – 5:00 pm; Friday 9:00 am – 4:00 pm.

JULY 2016 TIMELINE

During July 2016, ARC will be available for both FY16 (old fiscal year) transactions (June 30, 2016 and prior) and FY17 (new fiscal year) transactions (July 1, 2016 and after). FY17 will be available beginning Sunday, July 3, 2016, please note that opening fund balances will be updated nightly for FY16 activity during the closing period. From July 3, 2016 to July 19, 2016, users will be able to make necessary adjusting entries in FY16 to record accruals and cost transfers as well as clear fund balance overdrafts and sponsored project overruns. PAC is available for the clearing of payroll suspense until Friday July 15,

2016. As of the close of business on Tuesday, July 19, 2016, all direct revenue and expense entries, accruals, cost transfers, and transfers between departments must be complete. Between Wednesday, July 20, 2016 and 6pm Friday, July 22, 2016, ARC will remain open for the purpose of transferring fund balances and clearing overdrafts. Schools and departments may set earlier dates for completion of these processes – please check with your school/department senior business officer. At 6pm on Friday, July 22, 2016, schools and departments will no longer have access to the journal entry modules in ARC. On Monday and Tuesday, July 25-26, 2016, the Office of Management and Budget will be reviewing overdrafts and working with the departments to appropriately clear any remaining overdrafts. On Tuesday, July 26, 2016, the Controller’s Office will process the standard allocations for the fiscal month of June. Final COBs for June 30, 2016 will be available on Wednesday, July 27, 2016.

Senior management will conduct its review of payroll suspense and grant overruns based on the activity recorded as of July 13, 2016. To the extent possible, all journal entries, internal transfers, payroll suspense and grant overruns should be completed and posted by that date. Schools and departments must clear all overdrafts no later than Friday, July 22, 2016. Senior management will conduct its final review of overdrafts based on the activity recorded as of July 22, 2016.

SYSTEM ACCESS

ARC Access

- ARC will be unavailable to all users from 5pm Wednesday, June 29, 2016 until 9am Sunday, July 3, 2016
- Tuesday, July 19, 2016, is the last day to process journal entries and inter-departmental charges.
- ARC will be unavailable for journal entry processing from 6pm Friday, July 22, 2016 until 9am Wednesday, July 27, 2016

PAC Access

- PAC closes for FY16 at 5pm and will be unavailable to all users from 5pm to 8pm on Friday, July 15, 2016

PROCUREMENT CLOSING DATES

Purchasing

- June 3, 2016
 - 5pm – Requisition, purchase orders and change orders requiring approval by Central Purchasing must have been submitted through ARC and have full departmental approval
 - Affirmation of purchase orders to be rolled forward into FY17. Any purchase order created after June 3, 2016 will be considered affirmed and brought forward into FY17
- June 17, 2016
 - Sub-award budgeting requests submitted to SPA Financial Analysts
- June 22, 2016
 - Final day for processing of Sub-Award Purchase Orders (SAPOs)
- June 29, 2016
 - 5pm – Purchase Orders that require only departmental approval (UwPA’s) must be fully approved
 - 5pm – Financial Change Orders & Change Orders that Reduce Total P.O. Value must be fully approved

Accounts Payable

- June 17, 2016
 - Journal vouchers that require SPF approval must be submitted and have all department level approvals by 5pm June 17, 2016
- June 22, 2016
 - 5pm – Resolution of vouchers in pending status
 - 5pm – Non-P.O. vouchers for invoices and check requests must be scanned into EDM in order to be paid by June 30, 2016.
 - 5pm – Travel Advance for July 2016 must have department approval and be scanned into EDM
 - 5pm – Travel advances that must be reconciled should have Departmental Approval and all required supporting documentation scanned into the EDM
 - 5pm – Vouchers (PO and Non-PO) that are paid via wire transfer should have Departmental Approval and have all required supporting documentation scanned into EDM
 - 3pm – The Columbia University Temporary Staffing Office invoices for time worked through June 19, 2016 must be approved
- June 27, 2016
 - 5pm – The final SIS to ARC feed to create AP vouchers for stipends
 - 5pm – The final SIS to ARC feed to create AP vouchers for refunds
- June 28, 2016
 - Final procurement feeds, including STAPLES and McKesson (formerly PSS)
- June 29, 2016
 - 5pm – Journal Vouchers must be processed and approved in ARC. (Journal vouchers that require SPF approval must be submitted and have all department level approvals by 5pm June 17, 2016)
 - 5pm – PO vouchers must be departmentally approved in ARC

P-Card

- June 27, 2016
 - noon – All activity on the card with a post date of June 22, 2016 or earlier must be approved
 - noon – P-Card Reconcilers and P-Card Approvers are encouraged to verify and approve P-Card transactions on a daily basis between June 23, 2016 and noon on Monday, June 27, 2016. Approved transactions for this period will post to FY16. Transactions received between June 28, 2016 and June 30, 2016 will not be available to be approved until July 3, 2016.
- June 30, 2016
 - All activity on the card with a “Staged” or “Verified” date between June 23, 2016 and June 30, 2016, but not yet approved, will be accrued to the P-Card default Chart-string for FY16 as part of the year-end process.

HR/PAYROLL CLOSING DATES

HRPC Mail Closing Dates

Morningside and Lamont

- June 20, 2016
 - Semi-monthly employee paperwork to HRPC to be included in the payroll period ending June 30, 2016 (pay date June 30, 2016)
 - 5pm – Bi-weekly employee paperwork to HRPC to be included in the payroll period ending June 26, 2016 (pay date July 1, 2016)
 - 5pm – Weekly employee paperwork to HRPC to be included in the payroll period ending June 26, 2016 (pay date July 1, 2016)

CUMC

- June 13, 2016
 - 4pm – CUMC semi-monthly employee paperwork to CUMC Payroll Office to be included in the payroll period ending June 30, 2016 (pay date June 30, 2016)
- June 17, 2016
 - 4pm – CUMC bi-weekly employee paperwork to CUMC Payroll Office to be included in the payroll period ending June 26, 2016 (pay date July 1, 2016)
 - 4pm – CUMC weekly employee paperwork to CUMC Payroll Office to be included in the payroll period ending June 26, 2016 (pay date July 1, 2016)

Departmental Add Comp Payments:

- June 20, 2016
 - Departmental approval for add comp payments to be included in the June 30, 2016 payroll
- June 24, 2016
 - 5pm – Final approval for add comp payments be included in the June 30, 2016 payroll (Morningside only)

Cost Transfers and Suspense Clearing:

- July 8, 2016
 - 5pm – sponsored project payroll cost transfers must have final department approval to be applied to FY16
- July 12, 2016
 - 5pm – Morningside only: manual cost transfers (paper requests) with final department approval are due to the Payroll Labor Accounting Office
 - 5pm – CUMC only: all cost transfers must have final approval (or be submitted on paper to Payroll Accounting in Studebaker) to be applied to FY16
- July 15, 2016
 - 5pm – Morningside only: non-sponsored cost transfers must have final approval to be applied to FY16

Salary Distributions:

- June 17, 2016
 - 5pm – All salary distributions must have final approval in PAC to be applied to the final June 2016 payroll
- June 30, 2016
 - Salary distributions will be rolled forward from FY16 to FY17 (FY17 budgets must be set up in the Budget Tool for all project/department combos for salary distributions to roll forward)
- July 5, 2016
 - FY16 salary distribution roll forward can be reviewed and new FY17 salary distributions entered
- July 8, 2016
 - FY17 budgets must be set up in the Budget Tool for all project/department combinations being used in FY17 salary distributions
 - 5pm – All FY17 salary distributions must have final approval to be applied to the first semi-monthly payroll of FY17

GRA Tuition Recovery:

- June 30, 2016
 - GRA processing for June 2016
- July 15, 2016
 - Final GRA processing run for FY16

FFE Time Entry:

- June 27, 2016
 - FFE Time entry for the 6/20/16 – 6/26/16 weekly payroll and the 6/13/16 – 6/26/16 bi-weekly payroll
- July 1, 2016
 - FFE Time entry for the 6/27/16 – 7/3/16 weekly payroll
- July 11, 2016
 - FFE Time entry for the 6/27/16 – 7/10/16 bi-weekly payroll

Payroll Reporting and Accrual:

- June 30, 2016
 - Semi-monthly, bi-weekly and weekly payroll available in ARC and FDS. The entire bi-weekly and weekly payroll for the pay period ending June 26, 2016 will be accrued into FY16
- July 7, 2016
 - Weekly payroll available in ARC and FDS – Four days of the weekly payroll for the period ending July 3, 2016 will be accrued into FY16
- July 14, 2016
 - Bi-weekly payroll available in ARC and FDS – Four days of the bi-weekly payroll for the period ending July 10, 2016 will be accrued into FY16
- July 18, 2016
 - FY17 payrolls available in ARC and FDS

Vacation Accrual Balances:

- July 22, 2016
 - Vacation and personal day balances as of July 1 for Officers of Administration, Officers of the Libraries, and Support Staff due to CU Human Resources

GIFT AND ENDOWMENT CLOSING DATES

- April 18, 2016
 - Schedule of planned decaps submitted to the Office of Endowment Compliance
- June 10, 2016
 - Endowment income for June 2016 will be distributed
- June 15, 2016
 - New endowment requests must be submitted to the Office of Endowment Compliance
- June 28, 2016
 - noon – Gift transmittals for CUMC departments must be delivered to the CUMC Controller's Office
- June 30, 2016
 - noon – Gift transmittals for Morningside and Lamont must be sent to the Office of Alumni and Development – Gift Systems
 - 5pm – Credit cards may be submitted in person or by fax to Gift Systems
- July 1, 2016
 - 5pm – Decap/recap requests (greater than \$100,000) should be submitted to Office of Endowment Compliance and OMB
- July 13, 2016
 - Final June Advance feed to ARC

INTERNAL TRANSFERS AND CHARGES

Transaction Processing

- July 5, 2016
 - Charges for the following divisions will be processed:
 - Human Resources
 - CUIT / Telecom and Desktop Support
 - Risk Management
- July 6, 2016
 - Charges for Student Financial Services and Registrar's Office will be processed
 - Charges for Facilities – CUMC will be processed
- July 8, 2016
 - Charges for the following divisions will be processed:
 - Administrative Services (Print Services, Central/Student Mail, Transportation)
 - Housing Services
 - Dining Services
 - University Event Management (Columbia Catering, UEM Conference Services, Faculty House)
 - Morningside Health Services
 - Facilities – Morningside
 - Animal Care

GENERAL LEDGER CLOSING DATES

Transaction Processing

- June 10, 2016
 - Journal entry cleanup for entries initiated on or before March 31, 2016
- June 15, 2016
 - Preliminary debt service entries will be recorded
- June 29, 2016
 - Sponsored project overrun clearing transactions must have all required department approvals
- June 30, 2016
 - 3pm – Cash batches must be received and accepted by the tellers (Morningside and CUMC) to be recorded in FY16
 - InfoEd feed to ARC will be suspended from Wednesday, June 29, 2016 through Thursday, June 30, 2016
 - Accruals – AP Vouchers that have been entered into ARC, with invoice dates on or before June 30, but not paid by 5pm Wednesday, June 29, 2016, will be accrued through the automated ARC accrual process ensuring that these expenses are reflected in FY16
 - Accruals – Expensing of Open Commitments, where applicable
- July 1, 2016
 - CUMC FPO distributes credit balance reports
- July 5, 2016
 - 8pm– The final SIS to ARC feed for FY16 (subject to budget checking)
- July 8, 2016
 - CUMC FPO distributes patient AR valuations
 - 5pm – Journal entries that affect sponsored projects, regardless of the mechanism (GL Journal Entry, GL Internal Transfer), should have all department level approval in ARC
 - 5pm – Summer roll forward transactions for tuition and financial aid will be recorded
- July 11, 2016
 - 5pm – Accruals – CUMC requests for manual accruals must be submitted to CUMC Controller's Office

- July 12, 2016
 - 5pm – CUMC submit request to roll forward expenses that resulted from the expensing of an open commitment
- July 18, 2016
 - Last day for GL integrating system feeds
 - CUMC accruals posted
 - CUMC last day for journal entries impacting direct costs
- July 19, 2016
 - **Last day for schools and departments to process direct charges via journal entry**
 - 2pm – Accruals – Morningside and Lamont requests for manual accruals must be submitted
 - 2pm – Rolling forward expenses that resulted from the expensing of an open commitment must be requested for Morningside Schools
 - 5pm – Final debt service entries will be recorded
 - 5pm – Final departmental accruals, cost transfers and inter-departmental entries completed
- July 20, 2016
 - ARC available for schools and departments to clear overdrafts
 - CUMC Funds Flow true-up complete
- July 22, 2016
 - **Last day for schools and departments to clear overdrafts**
 - 6pm – Overdrafts – All schools and departments are expected to clear their overdrafts
 - 6pm – School and department access to process journal entries will be restricted
- July 26, 2016
 - ARC June Monthly Allocation process completes
 - 7pm – Budget Tool - Any fiscal year transactions (not just current year) that are not cleared from the Work-list will be deleted and users will have to re-enter these transactions into the Budget Tool
 - ARC year-end closing process completed
- July 27, 2016
 - Final FY16 reports available in FDS

FINANCIAL ANALYSIS

- July 14, 2016
 - Scheduled review of payroll suspense and grant overruns by senior management
- July 25, 2016
 - Scheduled review of overdrafts by senior management
- August 12, 2016
 - School level explanations of operating revenue and expense variances as well as balance sheet variances due to the Controller's Office and OMB