TO: Senior Administrators

FROM: Barbara Hough, V.P. Controller and Treasurer
      Adam Feuer, VP, Procurement Services

DATE: April 18, 2018

SUBJECT: Fiscal Year 2018 Year-End Close Deadlines (June 30, 2018)

This memo outlines the deadlines that will occur over the next several months as part of the FY18 fiscal year close. A separate memo, “Fiscal Year 2018 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/fy18-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 also 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 timeframe. FY18 deadlines are consistent with the FY17 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 18, 2018. 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 General Ledger, contact Jon Heleno (212-854-2268, jh3963). 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 2018 TIMELINE**

During July 2018, ARC will be available for both FY18 (old fiscal year) transactions (dated June 30, 2018 and prior) and FY19 (new fiscal year) transactions (dated July 1, 2018 and after). FY19 will be available beginning Tuesday, July 3, 2018, please note that opening fund balances will be updated nightly for FY18 activity during the closing period. From July 3, 2018 to July 17, 2018, users will be able to make necessary adjusting entries in FY18 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 13, 2018. As of the close of business on Tuesday, July 17, 2018, all direct revenue and expense entries, accruals, cost transfers, and transfers between departments must be complete. Between Wednesday, July 18, 2018 and 6pm Friday, July 20, 2018, 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 20, 2018, schools and departments will no longer have access to the journal entry modules in ARC. On Monday and Tuesday, July 23-24, 2018, the Office of Management and Budget will be reviewing overdrafts and working with the departments to appropriately clear any remaining overdrafts. On Tuesday, July 24, 2018, the Controller’s Office will process the standard allocations for the fiscal month of June. Final COBs for June 30, 2018 will be available on Wednesday, July 25, 2018.

Senior management will conduct its review of payroll suspense and grant overruns based on the activity recorded as of July 12, 2018. 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 20, 2018. Senior management will conduct its final review of overdrafts based on the activity recorded as of July 20, 2018.

---

**SYSTEM ACCESS**

**ARC Access**
- **ARC will be unavailable to all users from 5pm Friday, June 29, 2018 until 9am Tuesday, July 3, 2018**
- **Tuesday, July 17, 2018, is the last day to process inter-departmental charges and direct charges via journal entry.**
- **ARC will be unavailable for journal entry processing from 6pm Friday, July 20, 2018 until 9am Wednesday, July 25, 2018**

**PAC Access**
- **PAC closes for FY18 at 5pm Friday, July 13, 2018 and will be unavailable to all users from 5pm to 8pm on Friday, July 13, 2018**

**PROCUREMENT CLOSING DATES**

**Purchasing**
- **June 8, 2018**
  - 5pm – Requisition, purchase orders and change orders requiring approval by Central Purchasing must have been submitted through ARC and have full departmental approval
  - 5pm – Affirmation of purchase orders to be rolled forward into FY19 must be complete. Any purchase order created after June 8, 2018 will be considered affirmed and brought forward into FY19
- **June 15, 2018**
  - Sub-award budgeting requests submitted to SPA Financial Analysts
- **June 26, 2018**
  - Last day for Sub-Award Purchase Orders (SAPOs) to be created in ARC
- **June 28, 2018**
  o 5pm – Purchase Orders that require only departmental approval (UwPA’s) must be fully approved
  o 5pm – Financial Change Orders & Change Orders that Reduce Total P.O. Value must be fully approved

**Accounts Payable**

- **June 15, 2018**
  o Journal vouchers that require SPF approval must be submitted and have all department level approvals by 5pm
- **June 20, 2018**
  o 5pm – Resolution of vouchers in pending status – both departmental approval and supporting documentation required for vouchers to be paid by June 30, 2018
  o 5pm – Non-P.O. vouchers for invoices and check requests must be scanned into EDM in order to be paid by June 30, 2018
  o 5pm – Travel Advance for July 2018 must have department approval and be scanned into EDM in order to be paid by June 30, 2018
  o 5pm – Travel advances that must be reconciled should have departmental approval and all required supporting documentation scanned into the EDM
  o 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
- **June 26, 2018**
  o 3pm – The Columbia University Temporary Staffing Office invoices for time worked through June 24, 2018 must be approved
- **June 28, 2018**
  o 5pm – The final SIS to ARC feed to create AP vouchers for stipends
  o 5pm – The final SIS to ARC feed to create AP vouchers for refunds
  o Final procurement feeds, including STAPLES and McKesson
- **June 29, 2018** – *Last day for schools and departments to process entries in Accounts Payable*
  o 5pm – AP non-PO vouchers must be entered in ARC to be included in the automated accrual process for FY18
  o 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 15, 2018)
  o 5pm – PO vouchers must be departmentally approved in ARC
- **July 3, 2018**
  o Procurement feed resumes, including Staples and McKesson

**P-Card**

- **June 26, 2018**
  o noon – All activity on the card with a post date of June 22, 2018 or earlier must be approved
  o noon – P-Card Reconcilers and P-Card Approvers are encouraged to verify and approve P-Card transactions on a daily basis between June 23, 2018 and noon on Tuesday, June 26, 2018. Approved transactions for this period will post to FY18. Transactions received between June 27, 2018 and June 30, 2018 will not be available to be approved until July 3, 2018.
- **June 29, 2018**
  o All activity on the card with a “Staged” or “Verified” date between June 23, 2018 and June 29, 2018, but not yet approved, will be accrued to the P-Card default Chart-string for FY18 as part of the year-end process.
HR/PAYROLL CLOSING DATES

HRPC Employee Paperwork Closing Dates

**Morningside and Lamont**
- June 18, 2018
  - 5pm - Semi-monthly employee paperwork to HRPC to be included in the payroll period ending June 30, 2018 (pay date June 29, 2018)
- June 22, 2018
  - 5pm – Bi-weekly employee paperwork to HRPC to be included in the payroll period ending July 1, 2018 (pay date July 6, 2018)
  - 5pm – Weekly employee paperwork to HRPC to be included in the payroll period ending July 8, 2018 (pay date July 13, 2018)

**CUMC**
- June 18, 2018
  - 4pm – CUMC semi-monthly employee paperwork to CUMC Payroll Office to be included in the payroll period ending June 30, 2018 (pay date June 29, 2018)
  - 4pm – CUMC bi-weekly employee paperwork to CUMC Payroll Office to be included in the payroll period ending June 24, 2018 (pay date June 29, 2018)
  - 4pm – CUMC weekly employee paperwork to CUMC Payroll Office to be included in the payroll period ending June 24, 2018 (pay date June 29, 2018)

**Salary Distributions:**
- June 18, 2018
  - 5pm – All salary distributions must have final approval in PAC to be applied to the final June 2018 payroll
- June 29, 2018
  - Salary distributions will be rolled forward from FY18 to FY19 (FY19 budgets must be set up in the Budget Tool for all project/department combos for salary distributions to roll forward)
- July 3, 2018
  - FY18 salary distribution roll forward can be reviewed and new FY19 salary distributions entered
- July 9, 2018
  - 5 pm - FY19 budgets must be set up in the Budget Tool for all project/department combinations being used in FY19 salary distributions
  - 5pm – All FY19 salary distributions must have final approval to be applied to the first semi-monthly payroll of FY19

**Departmental Add Comp Payments:**
- June 18, 2018
  - 5 pm - Departmental approval for add comp payments to be included in the June 30, 2018 payroll
- June 22, 2018
  - 5pm – Final approval for add comp payments be included in the June 30, 2018 payroll

**FFE Time Entry:**
- June 29, 2018
  - FFE Time entry for the 6/25/18 – 7/1/18 weekly payroll
- July 9, 2018
  - FFE Time entry for the 6/25/18 – 7/8/18 bi-weekly payroll
  - FFE Time entry for the 7/2/18 – 7/8/18 weekly payroll
GRA Tuition Recovery:
- June 29, 2018
  - GRA processing for June 2018
- July 13, 2018
  - Final GRA processing run for FY18

Cost Transfers and Suspense Clearing:
- July 6, 2018
  - 5pm – sponsored project payroll cost transfers must have final department approval to be applied to FY18
- July 10, 2018
  - 5pm – All Campus (Morningside, Lamont and CUMC): manual cost transfers (submitted via Service Now must have appropriate supporting documentation and justification) with final approval including foreign approval, are due to the Payroll Labor Accounting Office
  - 5pm – CUMC: payroll suspense and all cost transfers must have final approval to be applied to FY18
- July 13, 2018 – Last day for schools and departments to process entries in PAC
  - 5pm – Morningside and Lamont: payroll suspense and non-sponsored cost transfers must have final approval (including foreign approval) to be applied to FY18

Payroll Reporting and Accrual:
- June 28, 2018
  - Semi-monthly, bi-weekly and weekly payroll available in ARC and FDS.
- July 5, 2018
  - Weekly payroll available in ARC and FDS – Six days of weekly payroll for the period ending July 1, 2018 will be accrued into FY18
- July 12, 2018
  - Bi-weekly payroll available in ARC and FDS – Six days of the bi-weekly payroll for the period ending July 8, 2018 will be accrued into FY18
- July 16, 2018
  - FY19 payrolls available in ARC and FDS

Vacation Accrual Balances:
- July 20, 2018
  - 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, 2018
  - Schedule of planned decaps submitted to the Office of Endowment Compliance
- June 11, 2018
  - Endowment income for June 2018 will be distributed
- June 15, 2018
  - New endowment requests must be submitted to the Office of Endowment Compliance
- June 27, 2018
  - noon – CUMC gift transmittals must be delivered to the CUMC Controller’s Office
- June 29, 2018
  - noon – Morningside and Lamont gift transmittals must be sent to the Office of Alumni and Development – Gift Systems
  - 4pm – Credit cards may be submitted in person or by fax to Gift Systems
- July 5, 2018
  - 5pm – Decap/recap requests should be submitted to Office of Endowment Compliance
• July 16, 2018
  o Final June Advance feed to ARC

INTERNAL TRANSFERS AND CHARGES

Transaction Processing
• July 5, 2018
  o Charges for Human Resources will be processed
• July 6, 2018
  o Charges for Facilities – CUMC will be processed
• July 6, 2018
  o 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
    ▪ Risk Management
    ▪ CUIT / Telecom and Desktop Support
    ▪ Student Financial Services and Registrar’s Office

GENERAL LEDGER CLOSING DATES

Transaction Processing
• June 8, 2018
  o Journal entry cleanup for entries initiated on or before March 31, 2018
• June 15, 2018
  o Preliminary debt service entries will be recorded
• June 28, 2018
  o Sponsored project overrun clearing transactions must have all required department approvals
  o Last day for Info Ed feed to ARC for FY18
• June 29, 2018
  o 4pm – Cash receipts batches for Morningside must be deposited in the smartsafe and recorded in FinSys(FFE)
  o 5 pm – Cash receipts batches for CUMC must be deposited in the JP Morgan Chase Manhattan Bank and recorded in FinSys(FFE)
  o InfoEd feed to ARC will be suspended from Friday, June 29, 2018 through Monday, July 2, 2018
  o Accruals – AP Vouchers that have been entered into ARC, with invoice dates on or before June 30, but not paid by 5pm Thursday, June 28, 2018, will be accrued through the automated ARC accrual process ensuring that these expenses are reflected in FY18
  o Accruals – Expensing of Open Commitments, where applicable
  o ARC access unavailable to users from 5pm Friday, June 29, 2018 thru 9am Tuesday, July 3, 2018
• July 3, 2018
  o ARC Reopens – 9am
  o CUMC FPO distributes credit balance reports
  o 8pm– The final SIS to ARC feed for FY18 (subject to budget checking)
• July 6, 2018
  o 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

- July 9, 2018
  - 5pm – Summer roll forward transactions for tuition and financial aid will be recorded

- July 9, 2018
  - 5pm – Accruals – CUMC requests for manual accruals must be submitted to CUMC Controller’s Office

- July 10, 2018
  - 5pm – CUMC submit request to roll forward expenses that resulted from the expensing of an open commitment

- July 16, 2018
  - Last day for GL integrating system feeds
  - CUMC – Last day for accruals and direct expenses to be processed

- July 17, 2018
  - Last day for schools and departments to process direct charges via journal entry
    - CUMC Funds Flow true-up processed
    - 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 and Lamont
    - 5pm – Final departmental accruals, cost transfers and inter-departmental entries completed

- July 18, 2018
  - ARC available for schools and departments to clear overdrafts

- July 20, 2018
  - Last day for schools and departments to clear overdrafts
    - 5pm – Final debt service entries will be recorded
    - 6pm – Overdrafts – All schools and departments are expected to clear their overdrafts
    - 6pm – School and department access to process journal entries will be restricted
    - 6pm – 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

- July 24, 2018
  - ARC June Monthly Allocation process completes
  - ARC year-end closing process completed

- July 25, 2018
  - Final FY18 reports available in FDS

**FINANCIAL ANALYSIS**

- July 13, 2018
  - Scheduled review of payroll suspense and grant overruns by senior management

- July 23, 2018
  - Scheduled review of overdrafts by senior management

- August 10, 2018
  - School level explanations of operating revenue and expense variances as well as balance sheet variances due to the Controller’s Office and OMB