TO: Senior Administrators

FROM: Mark Hawkins, VP, Finance and Controller
       Jon Heleno, Deputy Controller
       Hugh Horowitz, AVP, Procurement Services
       Richard Mead, Executive Director, Accounts Payable

DATE: May 9, 2019

SUBJECT: Fiscal Year 2019 Year-End Close Deadlines (June 30, 2019)

This memo outlines the deadlines that will occur over the next several months as part of the FY19 fiscal year close. A separate memo, “Fiscal Year 2019 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 https://finance.columbia.edu/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. FY19 deadlines are consistent with the FY18 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.

CUIMC departments should also refer to the annual closing calendar which was sent by Ting Shi via email on May 9, 2019. Unless otherwise noted below, CUIMC departments should contact Ting Shi (ts2486@cumc.columbia.edu) regarding questions related to the CUIMC 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 Donna Ulijn (212-851-7271, du2149), 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 2019 TIMELINE**

During July 2019, ARC will be available for both FY19 (old fiscal year) transactions (dated June 30, 2019 and prior) and FY20 (new fiscal year) transactions (dated July 1, 2019 and after). FY20 will be available beginning Tuesday, July 2, 2019. Please note that opening fund balances will be updated nightly for FY19 activity during the closing period. From July 2, 2019 to July 17, 2019, users will be able to make necessary adjusting entries in FY19 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 12, 2019. As of the close of business on Wednesday, July 17, 2019, all direct revenue and expense entries, accruals, cost transfers, and transfers between departments must be complete. Between Thursday, July 18, 2019 and 6pm Friday, July 19, 2019, 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 19, 2019, schools and departments will no longer have access to the journal entry modules in ARC. On Monday July 22 through noon on Wednesday July 24, the Office of Management and Budget will be reviewing overdrafts and working with departments to appropriately clear any remaining overdrafts. Beginning at noon on Wednesday July 24, 2019, the Controller’s Office will process the standard allocations for the fiscal month of June. Final COBs for June 30, 2019 will be available on Thursday, July 25, 2019.

Senior management will conduct its review of payroll suspense and grant overruns based on the activity recorded as of July 12, 2019. 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 19, 2019. Senior management will conduct its final review of overdrafts based on the activity recorded as of July 19, 2019.

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**SYSTEM ACCESS**

- **ARC Access**
  - ARC will be unavailable to all users from 3pm Friday, June 28, 2019 until 9am Tuesday, July 2, 2019.
  - Wednesday, July 17, 2019, is the last day to process inter-departmental charges and direct charges via journal entry. (CUIMC deadline is Monday July 15, 2019.)
  - ARC will be unavailable for journal entry processing from 6pm Friday, July 19, 2019 until 9am Thursday, July 25, 2019.

- **PAC Access**
  - PAC closes for FY19 at 5pm Friday, July 12, 2019 and will be unavailable to all users from 5pm to 8pm on Friday, July 12, 2019.

**PROCUREMENT CLOSING DATES**

- **Purchasing**
  - June 7, 2019
    - 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 FY20 must be complete. Any purchase order created after June 7, 2019 will be considered affirmed and brought forward into FY20.
  - June 14, 2019
    - Sub-award budgeting requests submitted to SPA Financial Analysts
  - June 25, 2019
    - 5pm - Last day for Sub-Award Purchase Orders (SAPOs) to be created in ARC.
- June 27, 2019
  - 5pm – Purchase Orders that require only departmental approval (UwPAs) must be fully approved
  - 5pm – Financial Change Orders & Change Orders that Reduce Total P.O. Value must be fully approved

**Accounts Payable**
- June 14, 2019
  - 5pm - Journal vouchers that require SPF approval must be submitted and have all department level approvals
- June 20, 2019
  - 5pm – Resolution of vouchers in pending status – both departmental approval and supporting documentation required for vouchers to be paid by June 30, 2019
  - 5pm – Non-P.O. vouchers for invoices and check requests must be scanned into EDM in order to be paid by June 30, 2019
  - 5pm – Travel Advances for July 2019 must have departmental approval and be scanned into EDM in order to be paid by June 30, 2019
  - 5pm – Travel advances that must be reconciled should have departmental approval and all required supporting documentation scanned into 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
- June 25, 2019
  - 3pm – The Columbia University Temporary Staffing Office invoices for time worked through June 23, 2019 must be approved
- June 27, 2019
  - 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
  - Final procurement feeds, including STAPLES and McKesson
- June 28, 2019 – **Last day for schools and departments to process entries in Accounts Payable**
  - 3pm – AP non-PO vouchers must be entered in ARC to be included in the automated accrual process for FY19
  - 3pm – 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 14, 2019)
  - 3pm – PO vouchers must be departmentally approved in ARC
- July 2, 2018
  - 5pm - Procurement feeds resume, including Staples and McKesson

**P-Card**
- June 26, 2019
  - noon – All activity on the card with a post date of June 22, 2019 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, 2019 and noon on Tuesday, June 26, 2019. Approved transactions for this period will post to FY19. Transactions received between June 27, 2019 and June 30, 2019 will not be available to be approved until July 3, 2019.
- June 28, 2018
  - All activity on the card with a “Staged” or “Verified” date between June 23, 2019 and June 29, 2019, but not yet approved, will be accrued to the P-Card default ChartString for FY19 as part of the year-end process.
HR/PAYROLL CLOSING DATES

HRPC Employee Paperwork Closing Dates

**Morningside and Lamont**
- June 17, 2019
  - 5pm - Semi-monthly employee paperwork to HRPC to be included in the payroll period ending June 30, 2019 (pay date June 28, 2019)
- June 21, 2019
  - 5pm – Weekly employee paperwork to HRPC to be included in the payroll period ending June 30, 2019 (pay date July 5, 2019)
- June 28, 2019
  - 5pm – Bi-weekly employee paperwork to HRPC to be included in the payroll period ending July 7, 2019 (pay date July 12, 2019)

**CUIMC**
- June 17, 2019
  - 4pm – CUIMC semi-monthly employee paperwork to CUIMC Payroll Office to be included in the payroll period ending June 30, 2019 (pay date June 28, 2019)
  - 4pm – CUIMC bi-weekly employee paperwork to CUIMC Payroll Office to be included in the payroll period ending June 23, 2019 (pay date June 28, 2019)
  - 4pm – CUIMC weekly employee paperwork to CUIMC Payroll Office to be included in the payroll period ending June 23, 2019 (pay date June 28, 2019)

**Salary Distributions:**
- June 17, 2019
  - 5pm – All salary distributions must have final approval in PAC to be applied to the final June 2019 payroll
- June 28, 2019
  - Salary distributions will be rolled forward from FY19 to FY20 (FY20 budgets must be set up in the Budget Tool for all project/department combos for salary distributions to roll forward)
- July 3, 2019
  - FY19 salary distribution roll forward can be reviewed and new FY20 salary distributions entered
- July 9, 2019
  - 5 pm – FY20 budgets must be set up in the Budget Tool for all project/department combinations being used in FY20 salary distributions
  - 5 pm – All FY20 salary distributions must have final approval to be applied to the first semi-monthly payroll of FY20

**Departmental Add Comp Payments:**
- June 17, 2019
  - 5 pm - Departmental approval for add comp payments to be included in the June 30, 2019 payroll
- June 21, 2019
  - 5pm – Final approval for add comp payments be included in the June 30, 2019 payroll

**FFE Time Entry:**
- June 28, 2019
  - FFE Time entry for the 6/24/19 – 6/30/19 weekly payroll
- July 8, 2019
  - FFE Time entry for the 6/24/19 – 7/7/19 bi-weekly payroll
  - FFE Time entry for the 7/1/18 – 7/7/18 weekly payroll
GRA Tuition Recovery:

- June 28, 2019
  - 5pm - GRA processing for June 2019
- July 12, 2019
  - 5pm - Final GRA processing run for FY19

Cost Transfers and Suspense Clearing:

- July 5, 2019
  - 5pm – sponsored project payroll cost transfers must have final departmental approval to be applied to FY19
- July 9, 2019
  - 5pm – All Campuses (Morningside, Lamont and CUIMC): 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 – CUIMC: payroll suspense and all cost transfers must have final approval to be applied to FY19
- July 12, 2019 – 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 FY19

Payroll Reporting and Accrual:

- June 27, 2019
  - Semi-monthly, bi-weekly and weekly payroll available in ARC and FDS.
- July 3, 2019
  - Weekly payroll available in ARC and FDS – weekly payroll for the period ending June 30, 2019 will be accrued into FY19
- July 11, 2019
  - Bi-weekly payroll available in ARC and FDS – Seven days of the bi-weekly payroll for the period ending July 7, 2019 will be accrued into FY19
- July 15, 2019
  - FY20 payrolls available in ARC and FDS

Vacation Accrual Balances:

- July 19, 2019
  - 5pm - 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

- June 11, 2019
  - Endowment income for June 2019 will be distributed
- June 14, 2019
  - 5pm - New endowment requests must be submitted to the Office of Endowment Compliance
- June 26, 2019
  - noon – CUIMC gift transmittals must be delivered to the CUIMC Controller’s Office
- June 28, 2019
  - noon – Morningside and Lamont gift transmittals must be sent to the Office of Alumni and Development – Gift Systems
  - 4pm – Credit card payments may be submitted in person or by fax to Gift Systems
- July 5, 2019
  - 5pm – Decap/recap requests should be submitted to Office of Endowment Compliance
- July 16, 2019
  - 5pm – Final June Advance feed to ARC
INTERNAL TRANSFERS AND CHARGES

Transaction Processing
- July 5, 2019
  - Charges for Human Resources will be processed
- July 6, 2019
  - Charges for CUIT / Telecom and Desktop Support
- July 8, 2019
  - Charges for Facilities – CUIMC will be processed
  - 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
    - Student Financial Services and Registrar’s Office

GENERAL LEDGER CLOSING DATES

Transaction Processing
- June 10, 2019
  - 5pm - Journal entry cleanup for entries initiated on or before March 31, 2019
- June 14, 2019
  - 5pm – Sponsored project overruns must be cleared or justified by the department; transaction to clear must have all required departmental approvals
- June 21, 2019
  - Preliminary debt service entries will be recorded
- June 27, 2019
  - InfoEd feed to ARC will be suspended from Thursday, June 27, 2019 through Tuesday, July 2, 2019 Last day for Info Ed feed to ARC for FY19
  - 5pm - Sponsored project overrun clearing transactions must have all required department approvals for those overruns created between June 15 and June 26 2019
- June 28, 2019
  - 4pm – Cash receipts batches for Morningside must be deposited in the smartsafe and recorded in FinSys(FFE)
  - 5pm – Cash receipt batches for CUIMC must be deposited in the JP Morgan Chase Manhattan Bank and recorded in FinSys(FFE)
  - Accruals – AP Vouchers that have been entered into ARC, with invoice dates on or before June 30, but not paid by 5pm Thursday, June 27, 2019, will be accrued through the automated ARC accrual process ensuring that these expenses are reflected in FY19
  - Accruals – Expensing of Open Commitments, where applicable
  - ARC access unavailable to users from 3pm Friday, June 28, 2018 thru 9am Tuesday, July 2, 2019
- July 2, 2018
  - 9am - ARC Reopens
  - CUIMC FPO distributes credit balance reports
  - 8pm– The final SIS to ARC feed for FY19 (subject to budget checking)
- July 5, 2018
  - CUIMC FPO distributes patient AR valuations
Journal entries that affect sponsored projects, regardless of the mechanism (GL Journal Entry, GL Internal Transfer), should have all departmental level approval in ARC.

- **July 8, 2019**
  - 5pm – Summer roll forward transactions for tuition and financial aid will be recorded
  - 5pm – Accruals – CUIMC requests for manual accruals must be submitted to CUIMC Controller’s Office

- **July 9, 2019**
  - 5pm – CUIMC submits request to roll forward expenses that resulted from the expensing of an open commitment

- **July 15, 2019**
  - 5pm - CUIMC – Last day for accruals and direct expenses to be processed

- **July 16, 2019**
  - Last day for GL integrating system feeds
  - 5pm - CUIMC Funds Flow true-up processed

- **July 17, 2019**
  - 5pm - **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 and Lamont
  - 5pm – Final departmental accruals, cost transfers and inter-departmental entries completed

- **July 18, 2019**
  - ARC available for schools and departments to clear overdrafts

- **July 19, 2019**
  - **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, 2019**
  - Noon - ARC June Monthly Allocation process completes
  - 6pm - ARC year-end closing process completed

- **July 25, 2019**
  - FY19 reports available in FDS

**FINANCIAL ANALYSIS**

- **July 12, 2018**
  - 5pm - Scheduled review of payroll suspense and grant overruns by senior management

- **July 22, 2019**
  - 5pm - Scheduled review of overdrafts by senior management

- **August 9, 2019**
  - 5pm - School level explanations of operating revenue and expense variances as well as balance sheet variances due to the Controller’s Office and OMB