TO: Senior Administrators

FROM: Mark Hawkins, VP, Finance and Controller
       Ron Moraski, VP, Procurement Services

DATE: May 19, 2020

SUBJECT: Fiscal Year 2020 Year-End Close Deadlines (June 30, 2020)

This memo outlines the deadlines that will occur over the next several months as part of the FY20 fiscal year close. A separate memo, “Fiscal Year 2020 Transaction Processing Guidance”, contains information on the guidance and procedures for the close. This information is 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, as well as a calendar including all deadlines referenced in this.

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. FY20 deadlines are generally consistent with the FY19 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 was sent by Ting Shi via email on May 19, 2020. 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 specific topics, please contact:
   Purchasing, Hugh Horowitz (212-854-4111, hh2143)
   Accounts Payable and P-card, Donna Ulijn (212-851-7271, du2149)
   Payroll, Julia Shanahan (212-851-7348, js4717)
   Gifts (Development), Larese Miller (212-851-7995, lm2137)
   General Ledger, 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 2020 TIMELINE**

During July 2020, ARC will be available for both FY20 (old fiscal year) transactions (dated June 30, 2020 and prior) and FY21 (new fiscal year) transactions (dated July 1, 2020 and after). FY21 will be available beginning Wednesday, July 1, 2020. Please note that opening fund balances will be updated nightly for FY20 activity during the closing period. While FY20 remains open, users will be able to make necessary adjusting entries in FY20 to record accruals and cost transfers as well as clear fund balance overdrafts and sponsored project overruns, subject to the deadlines set forth herein. PAC is available for the clearing of payroll suspense until Friday July 10, 2020. As of the close of business on Thursday, July 16, 2020, all direct revenue and expense entries, accruals, cost transfers, and transfers between departments must be complete. Between Friday, July 17, 2020 and 6pm Monday, July 20, 2020, 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 Monday, July 20, 2020, schools and departments will no longer have access to the journal entry modules in ARC. From Tuesday, July 21, 2020 through noon on Thursday, July 23, 2020, the Office of Management and Budget will be reviewing overdrafts and working with departments to appropriately clear any remaining overdrafts. Beginning at noon on Thursday, July 23, 2020, the Controller’s Office will process the standard allocations for the fiscal month of June. Final COBs for June 30, 2020 will be available on Friday, July 24, 2020.

Senior management will conduct its review of payroll suspense and grant overruns based on the activity recorded as of July 10, 2020. 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 Monday, July 20, 2020. Senior management will conduct its final review of overdrafts based on the activity recorded as of July 20, 2020.

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**SYSTEM ACCESS**

**ARC Access**
- ARC will be unavailable to all users from noon on Sunday, June 28, 2020 until 9am on Wednesday, July 1, 2020
- Thursday, July 16, 2020 is the last day to process inter-departmental charges and direct charges via journal entry. (CUIMC deadline is Wednesday, July 15, 2020.)
- ARC will be unavailable for journal entry processing from 6pm on Monday, July 20, 2020 until 9am on Friday, July 24, 2020

**PAC Access**
- PAC processing final FY20 cost transfers and GRA at 5pm on Friday, July 10, 2020. PAC remains open for users during this time.
PROCUREMENT CLOSING DATES

Purchasing

- June 5, 2020
  - 5pm – Requisition, Purchase Orders and Change Orders requiring approval by Central Purchasing must have been submitted through ARC and have full departmental approval and submission of all required supporting documentation into Procurement EDM
  - 5pm – Affirmation of purchase orders to be rolled forward into FY21 must be complete. Any Purchase Order created after June 5, 2020 will be considered affirmed and brought forward into FY21

- June 15, 2020
  - 5pm – Sub-award budgeting requests submitted to SPA Financial Analysts

- June 24, 2020
  - 5pm - Last day for Sub-Award Purchase Orders (SAPOs) to be created in ARC

- June 26, 2020
  - 5pm – Purchase Orders that require only departmental approval (UwPAs) must be fully approved
  - 5pm – Financial Change Orders and Change Orders that reduce total PO value must be fully approved

Accounts Payable

- June 12, 2020
  - 5pm - Journal vouchers that require SPF approval must be submitted and have all departmental level approvals

- June 18, 2020
  - 5pm – Resolution of vouchers in pending status – both departmental approval and supporting documentation required for vouchers to be paid by June 30, 2020
  - 5pm – Non-PO vouchers for invoices and check requests must be scanned into EDM in order to be paid by June 30, 2020
  - 5pm – Travel Advances for July 2020 must have departmental approval and be scanned into EDM in order to be paid by June 30, 2020
  - 5pm – Travel advances that must be reconciled should have departmental approval and all required supporting documentation scanned into EDM
  - 5pm – PO vouchers requiring central AP approval must have departmental approvals and have all required supporting documentation scanned into EDM

- June 23, 2020
  - 3pm – The Columbia University Temporary Staffing Office invoices for time worked through June 21, 2020 must be approved

- June 25, 2020
  - 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 26, 2020
  - Final procurement feeds, including Staples and McKesson feed overnight. Note control groups must be cleared by Saturday, June 27 at 5pm.

- June 28, 2020 – Last day for schools and departments to process entries in Accounts Payable
  - Noon – Non-PO vouchers must be entered in ARC to be included in the automated accrual process for FY20
  - Noon – Journal Vouchers must be processed and approved in ARC
    - NOTE: Journal vouchers that require SPF approval must be submitted and have all department level approvals by 5pm June 12, 2020; see above
  - Noon – PO vouchers only requiring departmental approval must have all departmental approvals in ARC, pass budget checking and matching to be paid by June 30, 2020
    - NOTE: PO vouchers that require Central AP approval must have departmental approvals by 5pm June 18, 2020; see above

- July 1, 2020
  - 5pm - Procurement feeds resume, including Staples and McKesson
P-Card
- June 26, 2020
  - 5pm – All P-Card transactions with an ARC billing date of June 22, 2020 must be reconciled and approved by Friday, June 26, 2020 at 5pm, in accordance with the standard monthly closing policy. All transactions for this billing date will be available in ARC by June 24, 2020.
    - Transactions available in ARC on the P-Card Reconcile Statement page and **approved** before June 26, 2020 at 5pm will post to FY20 with the approved transaction’s ChartString.
    - Transactions available in ARC on the P-Card Reconcile Statement page and **not approved** before June 26, 2020 at 5pm will be accrued to FY20 to the P-Card default ChartString as part of the year-end process.
- June 28, 2020
  - Controller’s Office posts FY20 P-Card accrual
- July 1, 2020
  - P-Card transactions resume availability in ARC for verification and approval; transactions will post to FY21. Departments will need to review this activity to determine if accrual back to FY20 is necessary.

HR/PAYROLL CLOSING DATES

HRPC Employee Paperwork Closing Dates

**Morningside and Lamont**
- June 16, 2020
  - 5pm - Semi-monthly employee paperwork to HRPC to be included in the payroll period ending June 30, 2020 (pay date June 30, 2020)
- June 25, 2020
  - 5pm – Bi-weekly/Weekly employee paperwork to HRPC to be included in the payroll period ending July 5, 2020 (pay date July 10, 2020)

**CUIMC**
- June 8, 2020
  - 4pm – Semi-monthly employee paperwork to CUIMC Payroll Office to be included in the payroll period ending June 30, 2020 (pay date June 30, 2020)
- June 19, 2020
  - 4pm – Bi-weekly/Weekly employee paperwork to CUIMC Payroll Office to be included in the payroll period ending July 5, 2020 (pay date July 10, 2020)

**Salary Distributions:**
- June 19, 2020
  - 5pm – All salary distributions must have final approval in PAC to be applied to the final June 2020 payroll
- June 30, 2020
  - Salary distributions will be rolled forward from FY20 to FY21 (FY21 budgets must be set up in the Budget Tool for all project/department combos for salary distributions to roll forward)
- July 1, 2020
  - FY20 salary distributions rolled forward to FY21 can be reviewed in PAC
  - FY21 encumbrances from salary distribution roll forward can be reviewed in ARC
July 7, 2020
- 5pm – FY21 budgets must be set up in the Budget Tool for all project/department combinations being used in FY21 salary distributions
- 5pm – All FY21 salary distributions must have final approval to be applied to the first semi-monthly payroll of FY21

**Departmental Add Comp Payments:**
- June 16, 2020
  - 5pm - Departmental approval for add comp payments to be included in the June 30, 2020 payroll
- June 22, 2020
  - 5pm – Final approval for add comp payments be included in the June 30, 2020 payroll

**FFE Time Entry:**
- June 22, 2020
  - FFE Time entry for the 6/8/20 – 6/21/20 bi-weekly payroll (pay date June 26, 2020)
  - FFE Time entry for the 6/15/20 – 6/21/20 weekly payroll (pay date June 26, 2020)
- June 26, 2020
  - FFE Time entry for the 6/22/20 – 6/28/20 weekly payroll (pay date July 2, 2020)
- July 6, 2020
  - FFE Time entry for the 6/22/20 – 7/5/20 bi-weekly payroll (pay date July 10, 2020)
  - FFE Time entry for the 6/29/20 – 7/5/20 weekly payroll (pay date July 10, 2020)

**GRA Tuition Recovery:**
- June 30, 2020
  - 5pm - GRA processing for June 2020
- July 10, 2020
  - 5pm - Final GRA processing run for FY20

**Cost Transfers and Suspense Clearing:**
- July 2, 2020
  - 5pm – sponsored project payroll cost transfers must have final departmental approval to be applied to FY20
- July 7, 2020
  - 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
- July 9, 2020
  - 5pm – CUIMC: payroll suspense and all cost transfers must have final approval to be applied to FY20
- July 10, 2020 – **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 FY20

**Payroll Reporting and Accrual:**
- June 25, 2020
  - Bi-weekly and weekly payroll data available in ARC and FDS
- June 26, 2020
  - Semi-monthly payroll data available in ARC and FDS
- July 2, 2020
  - Weekly payroll data available in ARC and FDS – weekly payroll for the period ending June 28, 2020 will be accrued into FY20
- **July 9, 2020**
  - Bi-weekly payroll data available in ARC and FDS – Two days of the bi-weekly payroll for the period ending July 5, 2020 will be accrued into FY20
  - Weekly payroll data available in ARC and FDS – Two days of the weekly payroll for the period ending July 5, 2020 will be accrued into FY20
- **July 13, 2020**
  - FY21 payroll data available in ARC and FDS

**Vacation Accrual Balances:**
- **July 20, 2020**
  - 5pm - Vacation and personal day balances as of July 1 for Officers of Administration, Officers of the Libraries, and Support Staff must be submitted to CU Human Resources upon request

**GIFT AND ENDOWMENT CLOSING DATES**
- **June 9, 2020**
  - Endowment income for June 2020 will be distributed
- **June 15, 2020**
  - 5pm - New endowment requests must be submitted to the Office of Endowment Compliance
- **June 30, 2020**
  - 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 6, 2020**
  - 5pm – Decap/recap requests should be submitted to Office of Endowment Compliance
- **July 15, 2020**
  - 5pm – Final June Advance feed to ARC

**INTERNAL TRANSFERS AND CHARGES**

**Transaction Processing**
- **July 6, 2020**
  - Charges for the following divisions will be processed:
    - Human Resources
- **July 8, 2020**
  - Charges for the following divisions will be processed:
    - Animal Care
    - Campus Services, including:
      - Administrative Services (Print Services, Central/Student Mail, Transportation)
      - Dining Services
      - Housing Services
      - Morningside Health Services
      - University Event Management (Columbia Catering, UEM Conference Services, Faculty House)
    - CUIT / Telecom and Desktop Support
    - Facilities
      - CUIMC
      - Morningside
    - Risk Management
    - Student Financial Services and Registrar’s Office
GENERAL LEDGER CLOSING DATES

Transaction Processing

- June 8, 2020
  - 5pm - Journal entry cleanup for entries initiated on or before March 31, 2020
- June 12, 2020
  - 5pm – Sponsored project overruns must be cleared or justified by the department; transaction clearing an overrun must have all required departmental approvals before SPF clears the overrun to departmental UR project
- June 19, 2020
  - Preliminary debt service entries will be recorded
- June 26, 2020
  - 5pm – For sponsored project overruns materializing between June 12, 2020 and June 25, 2020, the transaction clearing the overrun must have all required department approvals before SPF clears the overrun to departmental UR project
  - Last day for Info Ed feed to ARC for FY20. InfoEd feed to ARC will be suspended after Friday, June 26, 2020 and will resume on July 1, 2020.
- June 28, 2020
  - ARC access unavailable to users from noon on Sunday, June 28, 2020 until 9am on Wednesday, July 1, 2020
- June 29, 2020
  - Accruals – AP Vouchers that have been entered into ARC, with invoice dates on or before June 30, but not paid by Noon Sunday June 28, 2020, will be accrued through the automated ARC accrual process ensuring that these expenses are reflected in FY20
  - Accruals – Expensing of Open Commitments, where applicable
  - Accruals – P-Card accruals for unapproved activity will be processed
- June 30, 2020
  - 2pm – MORNINGSIDE Check batches must be entered in FinSys (FFE) and checks deposited in Kent Payments and Deposits office; Cash batches must be fully approved in FinSys(FFE) and cash deposited in the Smartsafe.
  - FY20 note: In the event deposit at Kent Payments and Deposits office is not possible, please ensure deposit is made by the deadline following authorized alternate bank or remote deposit procedures. See also the Finance Contingency Planning and Key Considerations website for further information: https://finance.columbia.edu/content/contingency-planning-and-key-considerations
  - 2pm – CUIMC Check and cash batches must be fully approved in FinSys (FFE) and deposited in the JP Morgan Chase Manhattan Bank.

- July 1, 2020
  - 9am - ARC Reopens
  - FY21 accessible in ARC
  - Processing of stipend payments and refunds through SIS resumes
- July 2, 2020
  - CUIMC FPO distributes credit balance reports
  - 5pm – GL journal entries and GL internal transfers that affect sponsored projects must have all required departmental approvals in ARC (exception: overrun clearing transactions)
  - 8pm – Final SIS to ARC feed for FY20 (subject to budget checking)
- July 6, 2020
  - 5pm – Summer roll forward transactions for tuition and financial aid recorded
- July 6, 2020
  - 5pm – Accruals – CUIMC requests for manual accruals must be submitted to CUIMC Controller’s Office
- July 7, 2020
  - 5pm – CUIMC submits request to roll forward expenses that resulted from the expensing of an open commitment
July 13, 2020
  - CUIMC FPO distributes patient AR valuations

July 15, 2020
  - 5pm – CUIMC – Last day for accruals and direct expenses to be processed
  - Last day for GL integrating system feeds

July 16, 2020
  - **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
    - 5pm – CUIMC Funds Flow true-up processed

July 17, 2020
  - ARC available for schools and departments to clear overdrafts

July 20, 2020
  - **Last day for schools and departments to clear overdrafts**
    - 5pm – Final debt service entries will be recorded
    - 5pm – 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 23, 2020
  - Noon - ARC June Monthly Allocation process begins
  - 6pm - ARC year-end closing process completed

July 24, 2020
  - FY20 reports available in FDS

**FINANCIAL ANALYSIS**

July 10, 2020
  - 5pm - Scheduled review of payroll suspense and grant overruns by senior management

July 21, 2020
  - 5pm - Scheduled review of overdrafts by senior management

August 7, 2020
  - 5pm - School level explanations of operating revenue and expense variances as well as balance sheet variances due to the Controller’s Office and OMB