

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

FINANCE DIVISION

TO: Senior Administrators

FROM: Barbara Hough, V.P. Controller and Treasurer
Hugh A. Horowitz, Executive Director, Purchasing Operations
Richard T. Mead, Executive Director, Accounts Payable

DATE: April 24, 2017

SUBJECT: Fiscal Year 2017 Year-End Close Deadlines (June 30, 2017)

This memo outlines the deadlines that will occur over the next several months as part of the FY17 fiscal year close. A separate memo, “Fiscal Year 2017 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/fy17-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 timeframe. FY17 deadlines are consistent with the FY16 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 24, 2017. 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 2017 TIMELINE

During July 2017, ARC will be available for both FY17 (old fiscal year) transactions (dated June 30, 2017 and prior) and FY18 (new fiscal year) transactions (dated July 1, 2017 and after). FY18 will be available beginning Monday, July 3, 2017, please note that opening fund balances will be updated nightly for FY17 activity during the closing period. From July 3, 2017 to July 18, 2017, users will be able to make necessary adjusting entries in FY17 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 14, 2017. As of the close of business on Tuesday, July 18, 2017, all direct revenue and expense entries, accruals, cost transfers, and transfers between departments must be complete. Between Wednesday, July 19, 2017 and 6pm Friday, July 21, 2017, 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 21, 2017, schools and departments will no longer have access to the journal entry modules in ARC. On Monday and Tuesday, July 24-25, 2017, the Office of Management and Budget will be reviewing overdrafts and working with the departments to appropriately clear any remaining overdrafts. On Tuesday, July 25, 2017, the Controller's Office will process the standard allocations for the fiscal month of June. Final COBs for June 30, 2017 will be available on Wednesday, July 26, 2017.

Senior management will conduct its review of payroll suspense and grant overruns based on the activity recorded as of July 12, 2017. 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 21, 2017. Senior management will conduct its final review of overdrafts based on the activity recorded as of July 21, 2017.

SYSTEM ACCESS

ARC Access

- ARC will be unavailable to all users from 5pm Thursday, June 29, 2017 until 9am Monday, July 3, 2017
- Tuesday, July 18, 2017, 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 21, 2017 until 9am Wednesday, July 26, 2017

PAC Access

- PAC closes for FY17 at 5pm Friday, July 14, 2017 and will be unavailable to all users from 5pm to 8pm on Friday, July 14, 2017

PROCUREMENT CLOSING DATES

Purchasing

- June 2, 2017
 - 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 FY18. Any purchase order created after June 2, 2017 will be considered affirmed and brought forward into FY18
- June 16, 2017
 - Sub-award budgeting requests submitted to SPA Financial Analysts
- June 21, 2017
 - Last day for Sub-Award Purchase Orders (SAPOs) to be created in ARC

- June 29, 2017
 - 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 16, 2017
 - Journal vouchers that require SPF approval must be submitted and have all department level approvals by 5pm
- June 22, 2017
 - 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, 2017
 - 5pm – Travel Advance for July 2017 must have department approval and be scanned into EDM in order to be paid by June 30, 2017
 - 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
- June 27, 2017
 - 3pm – The Columbia University Temporary Staffing Office invoices for time worked through June 25, 2017 must be approved
- June 28, 2017
 - 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 (formerly PSS)
- June 29, 2017 – **Last day for schools and departments to process entries in Accounts Payable**
 - 5pm – AP non-PO vouchers must be entered in ARC to be included in the automated accrual process for FY17
 - 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 16, 2017)
 - 5pm – PO vouchers must be departmentally approved in ARC
- July 3, 2017
 - Procurement feed resumes, including Staples and McKesson

P-Card

- June 27, 2017
 - noon – All activity on the card with a post date of June 22, 2017 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, 2017 and noon on Tuesday, June 27, 2017. Approved transactions for this period will post to FY17. Transactions received between June 28, 2017 and June 30, 2017 will not be available to be approved until July 3, 2017.
- June 30, 2017
 - All activity on the card with a “Staged” or “Verified” date between June 23, 2017 and June 30, 2017, but not yet approved, will be accrued to the P-Card default Chart-string for FY17 as part of the year-end process.

HR/PAYROLL CLOSING DATES

HRPC Employee Paperwork Closing Dates

Morningside and Lamont

- June 19, 2017
 - Semi-monthly employee paperwork to HRPC to be included in the payroll period ending June 30, 2017 (pay date June 30, 2017)
 - 5pm – Bi-weekly employee paperwork to HRPC to be included in the payroll period ending June 25, 2017 (pay date June 30, 2017)
 - 5pm – Weekly employee paperwork to HRPC to be included in the payroll period ending June 25, 2017 (pay date June 30, 2017)

CUMC

- June 12, 2017
 - 4pm – CUMC semi-monthly employee paperwork to CUMC Payroll Office to be included in the payroll period ending June 30, 2017 (pay date June 30, 2017)
- June 14, 2017
 - 4pm – CUMC bi-weekly employee paperwork to CUMC Payroll Office to be included in the payroll period ending June 25, 2017 (pay date June 30, 2017)
 - 4pm – CUMC weekly employee paperwork to CUMC Payroll Office to be included in the payroll period ending June 25, 2017 (pay date June 30, 2017)

Salary Distributions:

- June 16, 2017
 - 5pm – All salary distributions must have final approval in PAC to be applied to the final June 2017 payroll
- June 30, 2017
 - Salary distributions will be rolled forward from FY17 to FY18 (FY18 budgets must be set up in the Budget Tool for all project/department combos for salary distributions to roll forward)
- July 3, 2017
 - FY17 salary distribution roll forward can be reviewed and new FY18 salary distributions entered
- July 10, 2017
 - FY18 budgets must be set up in the Budget Tool for all project/department combinations being used in FY18 salary distributions
 - 5pm – All FY18 salary distributions must have final approval to be applied to the first semi-monthly payroll of FY18

Departmental Add Comp Payments:

- June 19, 2017
 - Departmental approval for add comp payments to be included in the June 30, 2017 payroll
- June 23, 2017
 - 5pm –: Final approval for add comp payments be included in the June 30, 2017 payroll

FFE Time Entry:

- June 26, 2017
 - FFE Time entry for the 6/19/17 – 6/25/17 weekly payroll and the 6/12/17 – 6/25/17 bi-weekly payroll
- June 30, 2017
 - FFE Time entry for the 6/26/17 – 7/2/17 weekly payroll
- July 10, 2017
 - FFE Time entry for the 6/26/17 – 7/9/17 bi-weekly payroll
 - FFE Time entry for the 7/3/17 – 7/9/17 weekly payroll

GRA Tuition Recovery:

- June 30, 2017
 - GRA processing for June 2017
- July 14, 2017
 - Final GRA processing run for FY17

Cost Transfers and Suspense Clearing:

- July 7, 2017
 - 5pm – sponsored project payroll cost transfers must have final department approval to be applied to FY17
- July 11, 2017
 - 5pm – All Campus: manual cost transfers (formerly paper requests – 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 12, 2017
 - 5pm – CUMC only: all cost transfers must have final approval to be applied to FY17
- July 14, 2017 – **Last day for schools and departments to process entries in PAC**
 - 5pm – Morningside and Lamont only: non-sponsored cost transfers must have final approval (including foreign approval) to be applied to FY17

Payroll Reporting and Accrual:

- June 29, 2017
 - 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 25, 2017 and the final semi-monthly payroll for the pay period ending June 30, 2017 will be recorded into FY17
- July 6, 2017
 - Weekly payroll available in ARC and FDS – The entire weekly payroll for the period ending July 2, 2017 will be accrued into FY17
- July 13, 2017
 - Bi-weekly payroll available in ARC and FDS – Five days of the bi-weekly payroll for the period ending July 9, 2017 will be accrued into FY17
- July 17, 2017
 - FY18 payrolls available in ARC and FDS

Vacation Accrual Balances:

- July 21, 2017
 - 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 19, 2017
 - Schedule of planned decaps submitted to the Office of Endowment Compliance
- June 9, 2017
 - Endowment income for June 2017 will be distributed
- June 15, 2017
 - New endowment requests must be submitted to the Office of Endowment Compliance
- June 28, 2017
 - noon – CUMC gift transmittals must be delivered to the CUMC Controller's Office
- June 30, 2017
 - 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, 2017
 - 5pm – Decap/recap requests should be submitted to Office of Endowment Compliance
- July 14, 2017
 - Final June Advance feed to ARC

INTERNAL TRANSFERS AND CHARGES

Transaction Processing

- July 5, 2017
 - Charges for Human Resources will be processed
- July 6, 2017
 - Charges for Facilities – CUMC will be processed
- July 7, 2017
 - 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 9, 2017
 - Journal entry cleanup for entries initiated on or before March 31, 2017
- June 16, 2017
 - Preliminary debt service entries will be recorded
- June 29, 2017
 - Sponsored project overrun clearing transactions must have all required department approvals
 - InfoEd feed to ARC will be suspended from Thursday, June 29, 2017 through Sunday, July 2, 2017
 - ARC access unavailable to users from 5pm Thursday, June 29, 2017 thru 9am Monday, July 3, 2017
- June 30, 2017
 - 3pm – Cash batches must be received and accepted by the tellers (Morningside and CUMC) to be recorded in FY17
 - Accruals – AP Vouchers that have been entered into ARC, with invoice dates on or before June 30, but not paid by 5pm Thursday, June 29, 2017, will be accrued through the automated ARC accrual process ensuring that these expenses are reflected in FY17
 - Accruals – Expensing of Open Commitments, where applicable
- July 3, 2017
 - CUMC FPO distributes credit balance reports
- July 5, 2017
 - 8pm– The final SIS to ARC feed for FY17 (subject to budget checking)
- July 7, 2017
 - 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 10, 2017
 - 5pm – Accruals – CUMC requests for manual accruals must be submitted to CUMC Controller's Office
- July 11, 2017
 - 5pm – CUMC submit request to roll forward expenses that resulted from the expensing of an open commitment
- July 17, 2017
 - Last day for GL integrating system feeds
 - CUMC – Last day for accruals and direct expenses to be processed
- July 18, 2017
 - **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 debt service entries will be recorded
 - 5pm – Final departmental accruals, cost transfers and inter-departmental entries completed
- July 19, 2017
 - ARC available for schools and departments to clear overdrafts
- July 21, 2017
 - **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 25, 2017
 - 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 26, 2017
 - Final FY17 reports available in FDS

FINANCIAL ANALYSIS

- July 13, 2017
 - Scheduled review of payroll suspense and grant overruns by senior management
- July 24, 2017
 - Scheduled review of overdrafts by senior management
- August 11, 2017
 - School level explanations of operating revenue and expense variances as well as balance sheet variances due to the Controller's Office and OMB