

MEMORANDUM

TO: Finance Officers; Department and Grant Administrators

FROM: Rose Kelly, University Controller

RE: Fiscal 2024 Year-End Closing

DATE: May 3, 2024

The process of closing the books for fiscal 2024 has begun. Key closing dates and important deadlines are outlined below and in the attached schedule. Please take special notice of the information contained in this document and share it with your staff and others that you deem appropriate. If you have questions or need further information, please do not hesitate to contact the Controller's Office at 368-126.

COST TRANSFER POLICY

The University's cost transfer policy for charges to sponsor02R eui ph (l)-2.6 j sui phui 0opU(f)-4 (u9 (erqui)

- x **Salary** adjustments must be entered into **HCM** system by **May 31 at 5:00 p.m.** Supplemental forms or other required documentation must be attached to the adjustment within HCM by that same deadline.
- x **Non-salary** journal entries must be entered into **PS Financials** by **May 31 at 5:00 p.m.** Supplemental forms or other required documentation supporting the adjustments must be attached to the entries within PS Financials by that same deadline.

Preliminary June close

All originating and correcting entries for transactions that occurred in May must be submitted for processing during the preliminary June close. Adjustments and corrections for items that occurred prior to May will be processed on an exception basis only with an appropriate justification. Entries and adjustments affecting sponsored projects will be reviewed in accordance with the Cost Transfer Policy. Additional documentation or justification for unusual entries may also be requested.

- x **Salary** adjustments must be entered into **HCM** by **June 28 at 5:00 p.m.** Supplemental forms or other required documentation must be attached to the adjustment within **HCM** at same deadline.
- x **Non-salary** journal entries must be entered into **PS Financials** by **June 28 at 5:00 p.m.** Supplemental forms or other required documentation supporting the adjustments must be attached to the entries within PS Financials by that same deadline.

Final June close

Salary adjustments and non-salary journal corrections of preliminary June activity only must be entered into HCM or PS Financials, as appropriate by **July 11 at 12:00 noon.** All final June entries are subject to review and approval by the Controller's Office or Sponsored Projects Accounting Office. Departments may be asked to provide additional documentation depending upon the nature of the transaction. Supporting documentation for salary adjustments should be attached to the adjustment within HCM. Supplemental forms or other documentation supporting non-salary journal entries should be attached within PS Financials.

VENDOR INVOICES

Please have new vendor information and all approved invoices emailed to invoicespds@case.edu to the Accounts Payable alias as quickly as possible. Be sure that a valid purchase order number is recorded on the invoice. **Invoices received by Accounts Payable through 12:00 noon on July 10 will be reviewed and charged to the appropriate fiscal year.** Generally, invoices are charged to the fiscal year by the date when the service was provided or by the date of the requisition or the purchase order date.

Payment requests with any required supporting documentation must be completed online in PS Financials by 12:00 noon on July 10. If a new vendor must be set up in order to process a payment request, that information must be received in Accounts Payable no later than Monday on June 28 to June 28 at the vendor maintenance lead:(ve)-1.7 er2.9 (ce t) [(P)1.7ur.6 (3.9 (9S)17.5 (1Sr)6.9 -4.6 (s)8

variance reports will be distributed July 2 by 7:00 p.m Any final adjustments will be due back to the Payroll Office by 12:00 noon on July 10.

CHECKS FOR GIFTS AND OTHER PAYMENTS

All checks received in June are to be deposited by the end of the day June 28. Checks processed through the Sponsored Projects Accounting Office should be delivered to Angela Thomas Nord Hall, Sixth Floor, Location Code 7037, by 12:00 noon on June 28. All gift checks should be delivered to Advancement Services CedarTech Building, Third Floor, Location Code 7035 by 12:00 noon on June 28. All other checks should be deposited with the Cashier's Office in Sears Library Room 229A no later than 5:00 p.m on June 28.

TRAVEL ADVANCES/REIMBURSEMENTS

SUMMARY OF YEAR-END CLOSING DATES
Fiscal Year 204

PRELIMINARY