

Emory University

FY21 Year-End Checklist

Done?	Tuesday, August 3, 2021			
	Submission cut-off for guaranteed processing of FY 2021 PAN requests			Campus
Done?	Friday, August 6, 2021			
	5PM Cut-off – all requests for set up of new Petty Cash accounts. Requests received after 8/6 will be processed after 8/31 in September (new year) business			Campus
Done?	Tuesday, August 10, 2021			
	Deadline for September-July suspense clearing information to be received, GOOB and 16000 accounts			Campus
Done?	Friday, August 13, 2021			
	Deadline for RAS to submit required materials (IRB, IACUC, etc) to OSP/OTT for award setup			Payroll/Campus
	Deadline for FY21 clinical trial checks to be received in Controller's Office lockbox in order to be processed in FY 2021			Campus
	Cutoff for pre-approved one-time funding requests for FY21			Campus
Done?	Monday, August 16, 2021			
	5PM Cut-off –Deadline for departments' final approval of Payment Requests (Compass)			Campus
	Last day to submit requests to create (Compass) or deactivate (SalesForce) a SpeedType or Chartfields with FY21 date			Campus
Done?	Wednesday, August 18, 2021			
	Deadline for FY21 HRAF changes for bi-weekly staff (by 4:30 p.m.)			Payroll/Campus
Done?	Thursday, August 19, 2021			
	Deadline for FY21 HRAF changes for monthly staff			Payroll/Campus
Done?	Monday, August 23, 2021			
	Deadline to submit/approve last FY21 biweekly payroll adjustments (by 3:00 p.m.)			Payroll/Campus

Please follow guidelines from your unit's chief business officer, as internal deadlines could be earlier than those stated in this checklist.

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Done?	Tuesday, August 24, 2021			
	Last FY21 bi-weekly payroll (run date)			Payroll/Campus

Done?	Thursday, August 26, 2021			
	Last FY21 monthly payroll (run date)			Payroll/Campus

Done?	Friday, August 27, 2021			
	5PM Cutoff to submit Stop Payment Requests to emory.fsc@emory.edu. Include STOP PAYMENT in the subject line.			Campus

Done?	Monday, August 30, 2021			
	Last day for student refunds and student emergency loans to Payment Services from Student Financials (Payment Services will process by 8/30)			Campus
	Deadline for budget revisions through Workflow to Budget Office for 1st close			Campus
	Deadline for viewing/ approving/ and reallocating P-Card charges in Compass			Campus
	Deadline for Payment Services' final approval of Payment Requests in Compass (by 3:00 p.m.)			Payment Services

Done?	Tuesday, August 31, 2021			
	Noon deadline for Cash Deposits			Campus
	All Expense Reports in <u>pending</u> (not submitted) status will be deleted			Payment Services
	Deadline for proposals to reach OSP (complete through Workflow in EPEX)			Campus
	Departments must take physical inventory, if applicable			Campus

Done?	Thursday, September 2, 2021			
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	Last day for campus to go online to claim wire receipts for FY20. Wires for FY20 must be claimed with a FY20 date.	Campus/AR
	Deadline for term summary contracts and lease agreements extending past 8/31 to the Controller's Office	Campus
	REMINDER: 4:30 PM Cutoff for FY21 (normal activity) gift processing dated 8/31 and prior (Accruals must include 8/31/2021 Accounting Date). After 8/31/21, the accounting date must be changed to 8/31/21 in order for it to be accrued in FY21.	Campus
	Final August 3rd party interface for 1st close (end of day)	Campus

Done?	Tuesday, September 7, 2021		
	1st close deadline for journals through Dept/School/Unit Workflow to Controller's Office or FGC (Journals still in workflow may not make 1st close)	Campus	
	Healthcare/ Clinic/ and University intercompany transactions complete for 1st close (includes endowments)	Campus/Controller's Office	
	Last day for endowment entries from schools and departments	Campus	
	Deadline for resolving all banking clearing accounts (campus)	Campus	
	Deadline for resolving all liability clearing accounts, i.e. account 22XXX	Campus	
	Deadline for inventory counts and adjustments to Controller's Office	Campus	

Done?	Thursday, September 9, 2021		
	Deadline for departments' final approval of Check Requests (Emory Express) to be included in Payment Services accrual process for FY21	Campus	

Done?	Friday, September 10, 2021		
	1st FY21 close (1st close complete 5 PM)		
	FINAL RST deadline for campus. All RSTs must be in Compass and through workflow for Controller's Office to approve by this date	Campus/Controller's Office, Labor Distribution	
	Deadline for August suspense clearing information to be received from Campus. GOOB and 16000 accounts	Campus	
	Pool 1 endowment income distribution based on June 30 units	Campus	

Done?	Monday, September 13, 2021		
	Noon deadline for departments' final approval in workflow of Travel and Expense Reports in Workflow	Campus	

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	Deadline for departments to complete Receiving on invoices over \$4,999 in Emory Express	Payment Services
	Deadline for Payment Services' final approval of FY21 Travel and Expense Reports	Payment Services
	Final Send Back of all unapproved FY21 Travel and Expense Reports.	Payment Services

Done?	Tuesday, September 14, 2021		
	Deadline for bank statements received outside the Controller's Office due to Controller's Office and Petty Cash reconciliations		Campus

Done?	Thursday, September 16, 2021		
	Final FY21 Interface (end of day)/ Final 3rd party interface for FY21 for 1st close was 9/2		Campus/Payment Services
	Deadline for billing not recorded through General Accounts Receivable Office to Controller's Office. If your department has any manual invoices issued to a customer outside of the central accounts receivable process (sponsored or non-sponsored), a copy of the invoice should be forwarded to the Controller's Office by September 17th.		Campus
	August cash management income distribution to be posted.		Campus/Controller's Office
	5:00PM Healthcare/Clinic/University intercompany transactions complete for FY 2021		Campus/Controller's Office

Done?	Friday, September 17, 2021		
	5:00PM Final FY21 deadline for journals to be approved in the department and to the Controller's Office or RGC		Campus/Controller's Office
	Manual Accrual process begins - Must inform the Controller's Office of ANY accrual at ctrl@emory.edu.		Campus/Controller's Office

Done?	Monday, September 20, 2021		
	Noon Deadline - Final deadline for grant related journals (fund begins with 5). Final campus deadline for FY21 journals. Journals for fund 1xxx & non-grants projects/ not posted by Noon 9/20 must be approved by School/Unit CFO/ but cannot contain fund 5xxx or BU HCxxx		Campus/Controller's Office

Done?	Wednesday, September 22, 2021		
	2nd FY21 close complete		Campus/Payment Services

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Done?	Monday, September 27, 2021		
	5PM deadline for FY21 journals. School/Unit CFO approved FY 2021 Journal Entries through Workflow and posted		Campus/Controller's Office
	August journals that did not complete Workflow (does not apply to fund 1xxx) in time to post to FY 2021 should be copied with a September date and will post in FY 2022.		Campus

Done?	Thursday, September 30, 2021		
	3rd Close Complete - Noon Deadline - Close All Business Units		

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