

# Emory University

## FY17 Year-End Checklist

<b>Done?</b> Friday, August 4, 2017		
	Submission cut-off for guaranteed processing of FY 2017 PAN requests	Campus
<b>Done?</b> Friday, August 11, 2017		
	5PM Cut-off – all requests for set up of new Petty Cash accounts. Requests received after 8/11 will be processed after 8/31 in September (new year) business	Campus
<b>Done?</b> Monday, August 14, 2017		
	Deadline for September-July suspense clearing information to be received, GOOB and 16000 accounts.	Campus
<b>Done?</b> Wednesday, August 16, 2017		
	Last day for submitting information required for award set-up to OSP	Payroll/Campus
<b>Done?</b> Friday, August 18, 2017		
	Deadline for FY17 clinical trial checks to be received in Controller's Office lockbox in order to be processed in FY 2017	Campus
	Cutoff for pre-approved one-time funding requests for FY17	Campus
	Deadline for FY17 HRAF changes for monthly staff	Payroll/Campus
<b>Done?</b> Monday, August 21, 2017		
	4PM Cut-off – all requests for replenishment of existing Petty Cash funds	Campus
	Last day to submit requests to Office of Finance Systems and Data Analytics create or inactivate a SpeedType or Chartfields with FY17 date	Campus
<b>Done?</b> Wednesday, August 23, 2017		
	Deadline for FY17 HRAF changes for bi-weekly staff (by 4:30 p.m.)	Payroll/Campus
<b>Done?</b> Thursday, August 24, 2017		
	Last day to submit monthly payroll adjustments salary (by 4:30 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.*

# Emory University

## FY17 Year-End Checklist

**Done?** Friday, August 25, 2017

	Last FY17 monthly payroll (run date)	Payroll/Campus
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**Done?** Monday, August 28, 2017

	Deadline to submit last FY17 biweekly payroll adjustments (by 3:00 p.m.)	Payroll/Campus
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**Done?** Tuesday, August 29, 2017

	Last FY17 bi-weekly payroll (run date)	Payroll/Campus
	5PM Cutoff for Stop Payment Requests to Payment Services.	Campus

**Done?** Wednesday, August 30, 2017

	Last day for student refunds and student emergency loans to Payment Services from Student Financials (Payment Services will process by 8/30)	Campus
	Departments must take physical inventory, if applicable	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
	3:00PM Deadline for Payment Services' final approval of Payment Requests (Compass) and Check Requests (Emory Express)	Payment Services
	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

**Done?** Thursday, August 31, 2017

	Pool 1 endowment income distribution based on July 31 units	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
	REMINDER: 4:30 PM Cutoff for FY17 (normal activity) cash deposits and gift processing dated 8/31 and prior (Accruals must include 8/31/2017 Accounting Date). After 8/31/17, the accounting date must be changed to 8/31/17 in order for it to be accrued in FY17.	Campus

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# Emory University

## FY17 Year-End Checklist

**Done?** Tuesday, September 5, 2017

	Last day for campus to go online to claim wire receipts for FY17. Wires for FY17 must be claimed with a FY17 date.	Campus/AR
	Deadline for term summary contracts and lease agreements extending past 8/31 to the Controller's Office	Campus
	Final August 3rd party interface for 1st close (end of day)	Campus
	Deadline for resolving all banking clearing accounts (campus)	Campus

**Done?** Wednesday, September 6, 2017

	Healthcare/ Clinic/ and University intercompany transactions complete for 1st close (excludes endowments)	Campus/Controller's Office
	Last day for endowment entries from schools and departments	Campus
	Deadline for inventory counts and adjustments to Controller's Office	Campus

**Done?** Friday, September 8, 2017

	Deadline for departments' final approval of Payment Requests (Compass) and Check Requests (Emory Express) to be included in Payment Services accrual process for FY17	Campus
	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 6th.	Campus
	Deadline for resolving all liability clearing accounts, i.e. account 22XXX	Campus

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# Emory University

## FY17 Year-End Checklist

Done? Monday, September 11, 2017		
	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
	1st FY17 close (1st close complete 5 PM)	

Done? Tuesday, September 12, 2017		
	Noon deadline for departments' final approval in workflow of Travel and Expense Reports in Workflow	Campus
	Deadline for departments to complete Receiving on invoices over \$4,999 in Emory Express	Payment Services
	Deadline for Payment Services' final approval of FY17 Travel and Expense Reports.	Payment Services

Done? Wednesday, September 13, 2017		
	Final Send Back of all unapproved FY17 Travel and Expense Reports.	Payment Services
	Deadline for bank statements received outside the Controller's Office due to Controller's Office and Petty Cash reconciliations	Campus

Done? Friday, September 15, 2017		
	Final FY17 Interface (end of day)/ Final 3rd party interface for FY17 for 1st close was 9/2	Campus/Payment Services
	5:00PM Healthcare/Clinic/University intercompany transactions complete for FY 2017	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
	August cash management income distribution to be posted.	Campus/Controller's Office

Done? Tuesday, September 19, 2017		
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# Emory University

## FY17 Year-End Checklist

	Noon Deadline - Final deadline for grant related journals (fund begins with 5). Final campus deadline for FY17 journals. Journals for fund 1xxx & non-grants projects/ not posted by Noon 9/19 must be approved by School/Unit CFO/ but cannot contain fund 5xxx or BU HCxxx	Campus/Controller's Office
<b>Done?</b> Thursday, September 21, 2017		
	<b>2nd FY17 close complete</b>	Campus/Payment Services

<b>Done?</b> Monday, September 25, 2017		
	5PM deadline for FY17 journals. School/Unit CFO approved FY 2017 Journal Entries through Workflow and posted	Campus/Controller's Office

<b>Done?</b> Tuesday, September 26, 2017		
	August journals that did not complete Workflow (does not apply to fund 1xxx) in time to post to FY 2017 should be copied with a September date and will post in FY 2018.	Campus

<b>Done?</b> Saturday, September 30, 2017		
	<b>3rd Close Complete - Noon Deadline - Close All Business Units</b>	

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