



MEMORANDUM

TO: Officers, Deans, Department Heads, and Department Administrators

FROM: Laurie F. Melville, Controller

A handwritten signature in cursive script, appearing to read "L. Melville", positioned to the right of the "FROM:" line.

RE: Fiscal 2008 Year-End Closing

DATE: April 25, 2008

The process of closing the books for fiscal 2008 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 368-2126.

EXPENDITURES NOT CHARGEABLE TO THE FEDERAL GOVERNMENT

Departments should conduct a self-audit to be certain that expenditures not chargeable to the federal government do not appear on federally sponsored projects. If such items are charged to an operating account (e.g., OPRxxxxxx speedtypes), they must be classified in the 599000 series of accounts. Please refer to the Controller's Office web page at:

<http://www.case.edu/finadmin/controller/pdf/accounts.not.chargeable.to.federal.government.pdf>

for more information on these expenditures.

COST TRANSFER POLICY

The University's cost transfer policy for charges to sponsored projects was revised in October 2006. There are two major changes to note. The number of days for a cost transfer or salary adjustment to be considered timely has changed to 90 days. The 90 day policy requires the posting or transfer of expenditures and other costs within 90 days of the end of the month that such charges appeared. Posting of transfers that exceed 90 days may be permitted only on an exception basis, and with a detailed justification that explains the nature of the error and the reason for the delay in posting and supports the accuracy of the proposed assignment of costs. Please refer to the Cost Transfer Policy dated October 2006 for further information regarding allowable transfers. A copy of this document can be found on the Controller's Office web page at:

http://www.case.edu/finadmin/controller/pdf/cost_trans_policy.pdf

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CUTOFFS FOR SALARY ADJUSTMENTS AND JOURNAL ENTRIES

Department users must enter all salary adjustments and journal entries into PeopleSoft (PS). For information on entering transactions in PeopleSoft, please refer to the Case Enterprise Resource Planning web page at: <http://www.case.edu/projects/erp/resources.html>.

May 31 close

Originating and correcting entries for transactions that occurred between December and April must be submitted for processing during the May close. All entries and adjustments affecting sponsored projects will be reviewed in the context of the Cost Transfer Policy described above. In addition, Sponsored Projects Accounting Office may request additional documentation or justification for unusual or large non-grant related adjustments or entries prior to posting the transaction.

Salary adjustments must be entered into the PS Human Capital Management (HCM) system by June 4 at 5:00 p.m. If required, supplemental forms or other documentation must be received in Sponsored Projects Accounting Office by that same deadline.

Journal entries must be entered into PS Financials by June 4 at 5:00 p.m. Supplemental forms or other required documentation supporting the adjustments must be received in Sponsored Projects Accounting Office by that same deadline.

Sponsored Projects Accounting Office is located in the BioEnterprise Building, Third Floor, Location Code 7037.

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. Entries and adjustments affecting sponsored projects will be reviewed in accordance with the Cost Transfer Policy. Additional documentation or justification for unusual or large non-grant related adjustments or entries may also be requested.

Salary adjustments must be entered into the PS HCM system by, July 3 at 5:00 p.m. If required, supplemental forms or other required documentation must be received in Sponsored Projects Accounting Office by that same deadline.

Journal entries must be entered into PS Financials by July 3 by 5:00 p.m. If required, supplemental forms or other required documentation supporting the adjustments must be received in Sponsored Projects Accounting Office by that same deadline.

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Final June close

Salary adjustments and journal corrections of preliminary June activity **only** must be entered into PS HCM or Financials, as appropriate, by July 24 at 12:00 noon. All final June entries are subject to review and approval by Controller's Office, Sponsored Projects Accounting Office, or the Budget Office prior to posting. Departments may be asked to provide additional documentation depending upon the nature of the transaction.

VENDOR INVOICES

Please approve all your invoices and forward to Accounts Payable, Cedar Avenue Service Center - Second Floor, Location Code 4910, as quickly as possible. Be sure that a valid purchase order number is recorded on the invoice. Invoices received by Accounts Payable through 5:00 p.m. on July 3, will be reviewed and charged to the appropriate fiscal year. Generally, invoices are charged to the fiscal year by the date of the invoice, not by the date of the requisition or the purchase order date.

Payment requests must be completed on-line in PS Financials. A copy of the payment request and any required supporting documentation must be received in Accounts Payable by 5:00 p.m. on July 3. 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 5:00 p.m. on July 2 to ensure that the vendor maintenance team has time to add the vendor to the database.

PURCHASES AND COMMITMENTS

Accounts will be charged with the cost of materials or services in the fiscal year corresponding to the date of the invoice. Generally, invoices dated July 2008 or later will be charged to fiscal year 2009. If there are special circumstances to be considered in applying these cut-off procedures, please contact Gwen Nash, Accounts Payable Assistant Director, at 368-4694 or via e-mail at: gwen.nash@case.edu.

Open purchase orders will be listed as encumbrances on the June expense statement as in other months. It is important to review these encumbrances carefully to be sure that expenses are charged to operating accounts in the appropriate fiscal year. Please contact customer care team at 368-2560 or e-mail at: customercareteam-pds@case.edu prior to July 3 if you have questions concerning commitments appearing on your expense statements.

Please notify Accounts Payable of items received prior to June 30, 2008 that do not appear on your fiscal year 2008 expense statements, or items appearing on your fiscal year 2008 expense statements but not received by June 30, 2008. Your notification should include the speedtype, account, amount, voucher number when there is one, PO or requisition number, description, and date received or paid. Accounts Payable may be reached at 368-2560 or via e-mail at: customercareteam-pds@case.edu.

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P-CARD CHARGES

Due to the billing cycle of the P-Card, please note that any P-Card purchases that are not posted by the vendor to your P-Card account by 12:00 midnight on June 25 will not be charged to your June statements. P-Card purchases made between June 26 – June 30 will be charged in fiscal 2009. Please plan your purchases accordingly.

PAYROLL TIME ENTRY PROCESSING

Students and staff must enter time worked through June 15 into HCM by 5:00 p.m. on June 18. HCM approvers must approve this time by 5:00 p.m. on June 19, for the charges to be incorporated into the June 30 payroll.

Students and staff must enter time worked through June 30 into HCM by 5:00 p.m. on July 2. HCM approvers must approve this time by 5:00 p.m. on July 3, for the charges to be incorporated into fiscal 2008 activity.

CHECKS FOR GIFTS AND OTHER PAYMENTS

All checks received in June are to be deposited no later than June 30. Checks processed through Sponsored Projects Accounting Office should be delivered to Deborah Elam in BioEnterprise, Third Floor, Location Code 7037, by 1:00 p.m. on June 30. All other checks should be deposited with the Cashier's Office in Yost Hall, room 127, no later than 4:00 p.m. on June 30. All gift checks should be delivered to Advancement Services, BioEnterprise Building, Fourth Floor, Location Code 7035, by 4:00 p.m. on June 30.

TRAVEL ADVANCES

All travel advances must be cleared from the books by June 30. For questions concerning travel advances, please contact Michelle Adams, at 368-4474 or via e-mail at: michelle.a.adams@case.edu.

EQUIPMENT GIFTS

If your department received gifts of equipment during the fiscal year, please send a memo briefly describing the equipment along with an estimate of the current value to Nicholas DeGeorge, in the Controller's Office (BioEnterprise Building, Third Floor, LC: 7006) by June 13, or via e-mail at: nicholas.degeorge@case.edu. Copies of appraisal documents supporting the valuation should be included, if available.

FREIGHT AND POSTAGE

All freight invoices for payment in this fiscal year must be forwarded to the Purchasing Department for processing no later than 5:00 p.m. on June 13, 2008.

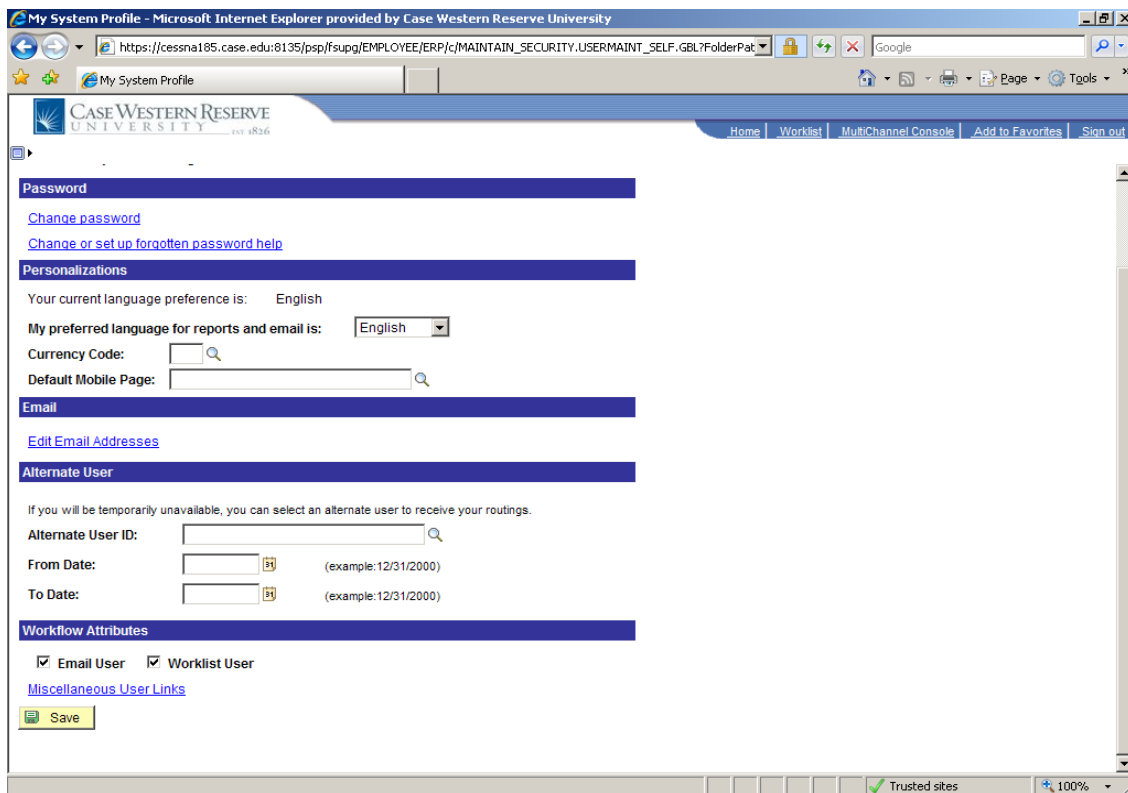
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PETTY CASH

All petty cash funds should be reimbursed no later than 4:00 p.m. on June 30 so that the petty cash expenditures can be applied against the fiscal 2008 budget.

ITEMS NOT RELATED TO YEAR-END CLOSING

Please be certain that someone in your department is designated to authorize expenditures in your absence. In PeopleSoft, you can designate an alternate approver. Log into Financials and select “My System Profile” from the menu. In the “Alternate User” section, enter the alternate approver’s Case Network User ID and the date range for which your items should be routed.



The screenshot shows a web browser window titled "My System Profile - Microsoft Internet Explorer provided by Case Western Reserve University". The address bar shows the URL: https://cesna185.case.edu:8135/psp/fsupg/EMPLOYEE/ERP/c/MAINTAIN_SECURITY.USERMAINT_SELF.GBL?FolderPat. The page header includes the Case Western Reserve University logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main content area is divided into sections: "Password" (with links for "Change password" and "Change or set up forgotten password help"), "Personalizations" (with fields for "Your current language preference is: English", "My preferred language for reports and email is: English", "Currency Code:", and "Default Mobile Page:"), "Email" (with link "Edit Email Addresses"), "Alternate User" (with text: "If you will be temporarily unavailable, you can select an alternate user to receive your routings.", "Alternate User ID:" field, "From Date:" field with example "(example:12/31/2000)", and "To Date:" field with example "(example:12/31/2000)"), and "Workflow Attributes" (with checkboxes for "Email User" and "Worklist User", and link "Miscellaneous User Links"). A "Save" button is located at the bottom of the form.

Note that the user you designate must have the same general type of approval authority that you do (e.g., if you normally approve requisitions, your alternate must be able to approve requisitions as well).

If you are unable to log into PeopleSoft, you may e-mail ERPSecurity@case.edu with the above information. They will make the change for you.

SUMMARY OF YEAR-END CLOSING DATES
Fiscal Year 2008

PRELIMINARY JUNE CLOSE

Action	Deadline
<i>Payroll</i>	
• Time through 6/15 entered into HCM	June 18 – 5:00 p.m.
• Time through 6/15 approved in HCM	June 19 – 5:00 p.m.
<i>Check Processing</i>	
• Grant checks to the Sponsored Projects Accounting Office (BioEnterprise Building, Third Floor)	June 30 – 1:00 p.m.
• Gift checks to Advancement Services (BioEnterprise Building, Fourth Floor)	June 30 – 4:00 p.m.
• All other checks to Cashiers' Office (Yost Hall)	June 30 – 4:00 p.m.
<i>Petty Cash Reimbursements</i>	June 30 – 4:00 p.m.
<i>Salary Adjustments and Journal Entries</i>	
• Salary adjustments entered into PS HCM and back up provided	July 3 – 5:00 p.m.
• Journal entries entered into PS Financials and back up provided	July 3 – 5:00 p.m.
<i>Accounts Payable and Purchasing Items</i>	
• New vendor set-up information to Accounts Payable	July 2 – 5:00 p.m.
• Copy of Payment Request form and supporting documentation to Accounts Payable	July 3 – 5:00 p.m.
• Vendor invoices to customer care team	July 3 – 5:00 p.m.

Preliminary June Financial Reports Available July 14 in the Online Report Distribution System

FINAL JUNE CLOSE

Action	Deadline
<i>Salary Adjustments and Journal Entries</i>	
• Salary adjustments entered into PS HCM and back up provided	July 24 – 12:00 noon
• Journal entries entered into PS Financials and back up provided	July 24 – 12:00 noon

Final June Financial Reports Available July 31 in the Online Report Distribution System