



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

CAIPS
CWRU Administrative
Professional Series

Fiscal Year-End Closing Process

May 17, 2011

2011 Year-End Closing

This session will cover information and questions about:

- The Year-End Closing Memo
 - Sponsored Projects Accounting: cost transfers, government charges and payment processing
 - Controller's Office: cutoffs for salary adjustments, journal entries, petty cash and deposits
 - Procurement & Distribution: vendor invoices, SmartCart purchases and commitments, Pcard and Travel Advances
 - Other items related to year-end and questions

2011 Year-End Closing

Procurement & Distribution Services

Melinda Boykin

Gwen Potts-Nash

Mandy Carte

Travel

Michael Kurutz

2011 Year-End Closing

Procurement & Distribution Services

- New Vendor Requests, Supplier Form & W-9
- Purchases & Commitments
- Vendor Invoices
- Pcard Charges
- Travel Advances
- Travel & Non-Travel Reimbursements
- Freight & Postage
- Miscellaneous Items

Purchasing from A to Z Class to be offered June 8th from 1pm-4pm

2011 Year-End Closing

Procurement & Distribution Services: **Travel**

- Facilitating Travel Reimbursement/Advance Processing
 - Include updated 2011 Statements of Travel Expense
 - Business-class flight upgrade permissions
 - International currency conversion references
 - Detailed meal receipts with meal purpose, participants
 - Alcohol disaggregation (acct 599020)
 - Routing to Account Payable

2011 Year-End Closing

Procurement & Distribution Services: **Travel**

- Travel Policies, Procedures, Resources
 - Travel policy and Frequently Asked Questions (FAQs)
 - New American Express Travel and Expense Card (T&E) program
 - New hotel and rental car discounts
 - CWRU preferred travel agencies
 - Links to CDC Health and U.S. Department of State travel advisories
 - New Travel CAPS Training — beginning July, 2011

Travel Services Home Page: <http://www.case.edu/travel>

2011 Year-End Closing

Controller's Office

Danielle Morris

Heather Kiraly

2011 Year-End Closing

Controller's Office:

- Cutoffs for Salary Adjustments and Journal Entries
 - Last business day of the month
- Agency Projects
 - Debit balances
- Petty Cash Funds
 - Closures
 - Confirmation of custodian and balance
- Check Deposits
 - Cashier's Office and Development Office
- Gifts of Equipment

Journals Class to be offered May 18th from 9:30am-12pm

2011 Year-End Closing

Controller's Office:

- Payroll Time Entry Processing
 - June 30th Payroll
 - Students and staff must have time entered by 5pm on June 20th
 - Supervisors must approve time by 5pm on June 21st
 - Fiscal 2011 Activity
 - Students and staff must have time entered by 5pm on June 30th
 - Supervisors must approve time by 5pm on July 1st

2011 Year-End Closing

Controller's Office:

Housekeeping Items for Fiscal 2012

- Journal Support Documentation
 - Require support documentation or comments populated where applicable

- Petty Cash Fund Audit
 - Will be conducted semi-annually
 - Updated forms

- Closure of the “Honoraria Only” Account
 - Use account 533200 instead of 534310

2011 Year-End Closing

Sponsored Projects Accounting

Diane Domanovics

Robin Trail

2011 Year-End Closing

Sponsored Projects Accounting:

- Cost Transfers
 - Timely receipt of backup for non-salary adjustments
 - Ensure adequate and thorough explanations
 - 90-day late cost transfer justifications ensure proper approvals are received
- Operating advances **MUST** be cleared by June 30th

2011 Year-End Closing

Year-End Date Reminders for Correcting Activity*:

- ✓ *May close (May 31th at 5 p.m. cutoff)*
 - Journal Entries for December through April activity only
 - Salary adjustments entered for December through April activity only
- ✓ *Preliminary June close (June 30th at 5 p.m. cutoff)*
 - Journal Entries for May activity only
 - Salary adjustments submitted for May activity only
- ✓ *Final June close (July 14th at 12 noon cutoff)*
 - Journal Entries for June activity only
 - Salary adjustments submitted for June activity only

**Please note the above reminders are for correcting activity only.
May and June activity should be processed in the
normal fashion.*

2011 Year-End Closing

Panel Members:

Procurement & Distribution Services & Travel

Melinda Boykin

Gwen Potts-Nash

Mandy Carte

Michael Kurutz

Controller's Office

Danielle Morris

Heather Kiraly

Sponsored Projects Accounting

Diane Domanovics

Robin Trail

2011 Year-End Closing

Dates and Times for upcoming CAPS classes:

Journals

May 18th from 9:30am-12pm

Reporting

June 7th from 11am-1pm

Cost Transfer

TDB

Purchasing

June 8th from 1pm-4pm

Financial Online Inquiry

TDB

Register at <http://www.case.edu/training/caps/registration.html>

2011 Year-End Closing

QUESTIONS?



Websites:

<http://www.case.edu/finadmin/controller/>

http://ora.ra.cwru.edu/ospa/PreAward_Services/index_postaward.cfm

<http://campusservices.case.edu/PDSHome.aspx>

Year-end Closing Memo:

http://www.case.edu/finadmin/controller/admin_corner/closing_memo_2011.pdf

CAPS Offerings List: <http://www.case.edu/training/caps/finance.html>