
Year-End Close Checklist

Please refer to the Year-End Memo for specific due dates

- Do I have a backup for authorizing expenditures if I am gone?

Procurement & Accounts Payable

- Make sure your vendors have submitted signed Supplier Forms and W9s
- Ensure all purchases made and received are completed for the fiscal year
- Review open purchase orders and encumbrances for charges to the correct fiscal year
- Request that purchase orders and requisitions which are no longer needed be closed by notifying customercareteam-pds@case.edu
- Submit all invoices with valid PO numbers to Accounts Payable for processing
- If necessary, follow up with your vendors who have not sent an invoice
- Notify Accounts Payable if items received before June 30 do not appear on your fiscal year-end statements
- Submit Travel Reimbursements, Statement of Travel, and original detailed receipts to Accounts Payable for processing
- Submit Non-Travel Reimbursements, and original detailed receipts to Accounts Payable for processing
- Reallocate PCard transactions in PVSNet as necessary. Check PCard transactions and make sure that items purchased are posted by June 27

Controller's Office & General Accounting

- Equipment gifts memo and any appraisal info to be submitted by June 10
- All checks deposited by June 30 with Cashier's Office and Development
- All petty cash funds should be reimbursed by June 30

Payroll & Salary

- Time entered and approved
- Salary adjustments made:
 - For May close, for Dec through April activity **ONLY**
 - For June Preliminary close, May activity **ONLY**
 - For June Final close, for June activity **ONLY**

Sponsored Projects Accounting

- All checks deposited by June 30 with SPA
- Conduct self audit of expenditures that are not chargeable to the federal government
- Review cost transfer policy
- Review what SPA requires for additional documentation or justification for unusual or large non-grant related adjustments or entries BEFORE posting

Important Dates to Remember

May close – May 31st by 5pm

- Correcting Journal Entries for December through April
- Salary adjustments for December through April
- Journal entries submitted for May activity
 - Support documentation to the SPA Office if needed

Preliminary June close – June 30th by 5pm

- Correcting Journal Entries for May
- Salary adjustments for May
- Journal entries submitted for June Prelim activity
 - Support documentation to the SPA Office if needed

Final June close – July 14th by 12 noon

- Salary adjustments for June
- Correcting Journal Entries for June Prelim Activity ONLY
 - Support documentation to the SPA Office if needed

Websites

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

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

http://www.case.edu/finadmin/controller/admin_corner.htm#recent