

MEMORANDUM

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

FROM: Laurie F. Melville, Controller



RE: Year-End Closing F/Y 2005-2006

DATE: May 25, 2006

The process of closing the books for fiscal 2006 has begun. Key closing dates and particularly important deadlines are outlined below and in the attached schedule. As a result of the PeopleSoft implementation, there have been significant changes to the year-end closing process. Please take special notice of the information contained in this document, and share it with your staff or 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.cwru.edu/projects/erp/accounts.pdf> for more information on these expenditures.

CUTOFFS FOR SALARY ADJUSTMENTS AND JOURNAL ENTRIES

Note that 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>.

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May 31 close

All correcting entries for transactions that occurred prior to February 1 must be submitted for processing on the May close.

Salary adjustments must be entered into the PS Human Capital Management (HCM) system by 5:00 p.m. on Tuesday, June 6. If required, supplemental forms or other documentation must be received in Grants Accounting by that same deadline. Grants Accounting is located in the BioEnterprise Building, Third Floor, Location Code 7006.

Journal entries must be entered into PS Financials by 5:00 p.m. on Tuesday, June 6. Supplemental forms or other required documentation supporting the adjustments must be received in Grants Accounting by that same deadline. Please refer to the Cost Transfer Policy dated May 17, 2006 for information regarding allowable transfers. A copy of this document may also be found on the Controller's Office web page at: http://www.cwru.edu/finadmin/controller/pdf/cost_trans_policy.pdf

Preliminary June close (formerly June 06 close)

All correcting entries for transactions that occurred after February 1 must be submitted for processing on the preliminary June close. Adjustments and corrections for items that occurred prior to February 1 will be processed on an exception basis.

Salary adjustments must be entered into the PS HCM system by 5:00 p.m. on Thursday, July 6. If required, supplemental forms or other required documentation must be received in Grants Accounting by that same deadline. Grants Accounting is located in the BioEnterprise Building, Third Floor, Location Code 7006.

Journal entries must be entered into PS Financials by 5:00 p.m. on Thursday, July 6. Supplemental forms or other required documentation supporting the adjustments must be received in Grants Accounting by that same deadline.

Final June close (formerly June 26 close)

Salary adjustments and journal corrections of preliminary June activity **only** must be entered into PS HCM or Financials, as appropriate, by 12:00 noon on Friday, July 21. Please note that all final June entries are subject to review and approval by the Controller's and Budget Offices. Departments may be asked to provide additional documentation depending upon the nature of the transaction.

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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 Friday, July 6 will be reviewed and charged to the appropriate fiscal year based on the date of the invoice. 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 12:00 noon on Friday, July 7. 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 12:00 noon on Thursday, July 6 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 and/or services in the fiscal year corresponding to the date of the invoice. Invoices dated July 2006 or later will be charged to the fiscal year 2007. If there are special circumstances to be considered in applying these cut-off procedures, please contact Gwen Nash, Accounts Payable, 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 Gwen Nash, Accounts Payable, at 368-4694, or e-mail at: gwen.nash@case.edu, prior to July 7 if you have questions concerning commitments appearing on your expense statements.

Please notify Accounts Payable of items received prior to June 30, 2006 that do not appear on your fiscal year 2006 expense statements, or items appearing on your fiscal year 2006 expense statements but not received by June 30, 2006. 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 368-4694 or via e-mail at: gwen.nash@case.edu.

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PAYROLL TIME ENTRY PROCESSING

Students and staff must enter time worked through June 15 into HCM by 5:00 p.m. on Tuesday, June 20. HCM approvers must approve this time by 5:00 p.m. on Wednesday, June 21, 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 Monday, July 3. HCM approvers must approve this time by 5:00 p.m. on Wednesday, July 5, for the charges to be incorporated into fiscal 2006 activity.

CHECKS FOR GIFTS AND OTHER PAYMENTS

All checks received in June are to be deposited no later than Friday, June 30. Checks processed through Grants Accounting should be delivered to Deborah Elam in BioEnterprise, Third Floor, Location Code 7006, 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 Development 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 Frank Basich, Accounts Payable, at 368-6092 or via e-mail at: francis.basich@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 Brian Foss, in the Controller's Office (BioEnterprise Building, Third Floor, LC: 7006) by Friday, June 16, or via e-mail at: brian.foss@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 16, 2006.

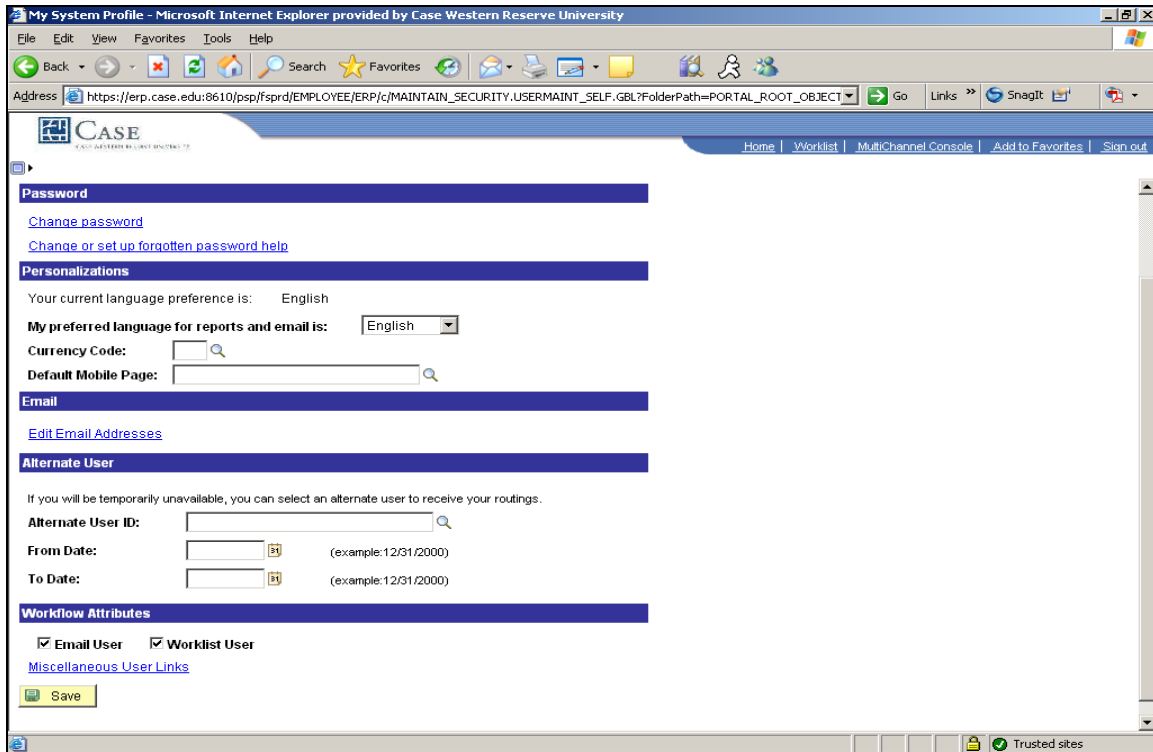
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PETTY CASH

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 2006 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://erp.case.edu:8610/psp/fsp/EMPLOYEE/ERP/c/MAINTAIN_SECURITY.USERMAINT_SELF.GBL?FolderPath=PORTAL_ROOT_OBJECT. The page content includes:

- Password** section with links for "Change password" and "Change or set up forgotten password help".
- Personalizations** section with "Your current language preference is: English" and a dropdown menu for "My preferred language for reports and email is: English". It also has input fields for "Currency Code" and "Default Mobile Page".
- Email** section with a link for "Edit Email Addresses".
- Alternate User** section with the instruction: "If you will be temporarily unavailable, you can select an alternate user to receive your routings." It contains an "Alternate User ID:" input field, "From Date:" and "To Date:" input fields with calendar icons, and example text: "(example:12/31/2000)".
- Workflow Attributes** section with checkboxes for "Email User" and "Worklist User", and a link for "Miscellaneous User Links".
- A "Save" button at the bottom.

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 SCHEDULE
Fiscal Year 2006

PRELIMINARY JUNE CLOSE (formerly June 06 close)

Action	Deadline
<i>Payroll</i>	
• Time through 6/15 entered into HCM	June 20 – 5:00 p.m.
• Time through 6/15 approved in HCM	June 21 – 5:00 p.m.
<i>Check Processing</i>	
• Grants checks to Grants Accounting (BioEnterprise Building, Third Floor)	June 30 – 1:00 p.m.
• Gift checks to Development 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 HCM	July 6 – 5:00 p.m.
• Journal entries entered into Financials	July 6 – 5:00 p.m.
<i>Accounts Payable and Purchasing Items</i>	
• New vendor set-up information to Accounts Payable	July 6 – 12:00 noon
• Copy of Payment Request form and supporting documentation to Accounts Payable	July 7 – 12:00 noon
• Vendor invoices to Accounts Payable	July 7 – 5:00 p.m.

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

FINAL JUNE CLOSE (formerly June 26 close)

Action	Deadline
<i>Salary Adjustments and Journal Entries</i>	
• Salary adjustments entered into PS HCM	July 21 – 12:00 noon
• Journal entries entered into PS Financials	July 21 – 12:00 noon

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