

June 9, 2017

All,

As we are preparing to close out the fiscal year ending June 30, 2017, there are important dates and information you need to be aware of to ensure an accurate accounting of financial information for your department, the school and the university. Attached are two documents providing pertinent information, they can also be accessed from the link below. Please be sure you and any others in your department are aware of the deadlines.

<https://finance.vanderbilt.edu/accounting/YearEndDocs/>

A few other notes follow:

- Deadline to submit and approve Concur expense reports for FY17 expense is 5:00 pm 6/26/17. Expenses that are prepayments for a future trip or event should be added to a report clearly named with that future date and will be expensed in the next fiscal year.
- Our office will be sending out fund balance reports soon and we ask your assistance in ensuring there are no deficits at fiscal year-end. More information will follow separately.
- Please be sure to carefully review your departmental centers after the first system close (reports will be available 7/11/17) to confirm all expected expenses have posted. Please send an email to me explaining any material/unexpected variances to budget in your operating centers.
- Any requests for manual expense accruals should be sent to me. A reminder that in order for an expense to be valid for FY17 the goods/services must be received/incurred by June 30.

Thank you for your assistance in the year-end closing process and if you have any specific questions please don't hesitate to let me know.

Alison

Alison Williams | Assistant Director
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Finance Year-End Closing Guidelines For the Year Ended June 30, 2017



Cash Receipts

Cash received PRIOR to July 1, 2017 must be deposited with the Cashier by 1:00 PM on June 30th in order to be posted in FY 2017.

Purchase Requisitions

In general, for purchases made on or before June 30, 2017 to be charged to FY 2017, the following three conditions must be met:

- 1) Products or services are received by the department on or before June 30, 2017; AND
- 2) An invoice, dated June 30 or prior, from the supplier is **received in** Purchasing & Payment Services by 5:00 PM, July 6, 2017 (see Purchasing & Payment Services section below) AND
- 3) A valid purchase order was processed in the procurement system prior to Purchasing & Payment Services receiving the invoice.

To increase the probability that purchases meet the above conditions in order to be charged to FY 2017, Purchase Requisitions should be submitted to Purchasing & Payment Services for processing and transmission to the supplier no later than 3:00 PM, June 16, 2017. We also recommend confirming delivery dates with your suppliers prior to placing any orders with long lead times.

Purchasing & Payment Services – Accounts Payable Invoices and Check Requests

In accordance with generally accepted accounting principles, expenses and assets are recorded in the period in which the related services were performed (expenses were incurred) or the goods were received. Therefore, please note the following year-end procedures to ensure that expenses/assets and their related liabilities are reflected in the proper fiscal year:

Payment Cancellation (Void check) Request Cutoff (Accounts Payable and Check Requests) – 2:00 PM, June 30, 2017

A cancellation may be requested for processing as a Fiscal 2017 transaction, on Accounts Payable and Demand Check payments, ONLY if received by 2:00 PM, June 30, 2017.

Invoice/Check Request Cutoff – 5:00 PM, July 6, 2017

Invoices/check requests are processed as a Fiscal 2017 transaction if it meets ALL the criteria below:

- 1) Properly completed and authorized;
- 2) Dated on or before June 30, 2017;
- 3) For goods/services received or expenses incurred as of June 30, 2017; AND
- 4) **Received in** Purchasing & Payment Services by the cutoff (If using Campus Mail, please take delivery time into consideration in order to meet the deadline).

Invoices and check requests scheduled for receipt after June 30, 2017 are held and processed in Fiscal 2018.

Manual Accrual Request Cutoff – 5:00 PM, July 13, 2017

A manual invoice accrual may be requested by a department for any invoice not received by the July 6, 2017 deadline above if it meets all of the following criteria:

- 1) Goods/services were received (or expenses were incurred) by June 30 but invoice was not received by July 6 cutoff above;
- 2) Total accrual being requested is at least \$10,000;
- 3) Individual items greater than \$3,500 are accompanied by an invoice copy or proof of delivery supporting point 1) above; and
- 4) Accrual request is submitted to Emma (DeKalb) Nichols, Purchasing & Payment Services by 5:00 PM, July 13, 2017.

NOTE 1: Departments should not submit their own journal entries to manually accrue invoices. All accrual requests should be directed to Keith Cribbs, Purchasing & Payment Services to ensure consistent application of the policies, compliance with financial reporting requirements, and proper accounting of all manual accruals.

NOTE 2: Manual accruals will be automatically reversed in July and are separate from the AP payment process. Therefore, please ensure that all original invoices are forwarded to Purchasing & Payment Services per normal procedures for processing and payment.

Additional Analysis by Purchasing & Payment Services

Invoices and check requests received through early September that pertain to expenses incurred prior to July 1 will be analytically reviewed by Purchasing & Payment Services to determine if accruals have been properly recorded. Any adjustments deemed necessary will be made by Purchasing & Payment Services and your departmental representatives will be notified. If a departmental manager believes there are extraordinary circumstances surrounding the request for an exception to these guidelines, he/she should contact Cherilyn Clark, Director of Financial Reporting.



Finance Year-End Closing Guidelines For the Year Ended June 30, 2017



Concur Expense Reports (including One Card transactions)

To account for expense reports in fiscal 2017, they must be submitted and final approved by ERA on 5:00 PM on 6/26/17. Please be sure to import into your expense report all applicable FY17 payment card transactions.

Encumbrances (outstanding purchase order obligations)

The e-Dog Encumbrance Report (VUPO200) indicates the current status of all unpaid or partially paid purchase orders. Please review this report to identify those purchase orders for which all items have been received and fully invoiced. Removal of any inappropriate or unnecessary encumbrances will result in a more accurate representation of the purchase order commitments initiated in the current fiscal year.

To remove inappropriate purchase orders from the Encumbrance Report, highlight the purchase order number on the report, indicate reason for requested closure, sign your name, and forward to Purchasing, PMB 407000. Optionally, you may e-mail your request to: **Encumbrance_Removal@list.vanderbilt.edu**. The e-mail should include a statement indicating both the desired action 'Removal of encumbrances for the following purchase orders' and the list of the specific purchase orders needing to be removed. Deadline is 4:30pm, Friday, June 30, 2017.

Invoice Exceptions

Unresolved invoice exceptions appear on the Report of Transactions (MD091) or "Match Exception Exists" (in BI4) with the journal entry identifier APE##. These invoices are posted to the department's general ledger, but they will not be paid until the department requests an adjustment to either the purchase order or the invoice amount.

Since an unresolved exception could represent an error, each department should research the outstanding exceptions and contact the appropriate purchasing agent as listed on your copy of the purchase order for assistance.

US Bank Procurement Card (Access Online)

June transactions that have a **post date** between 5/26/17-6/26/17 will be available for review, reallocation of account/center numbers, and approval in the Access Online system until 5:00 PM, Friday, June 30, 2017 and will be recorded in June.

Transactions posted from 6/27/17-6/30/17 will be included in an accrual entry done by the Payment Cards team using the default account/cost center combo in the cardholder's Access Online profile.

Inter-department Purchases

Inter-department purchases of goods and services (e.g., business cards from Printing Services or conference room rental charges), should be recorded in the fiscal year in which the goods or services were received. Therefore, for a journal entry to be recorded in FY 2017 the following conditions must be met:

- 1) Products or services are received by the requisitioning department on or before June 30, 2017; AND
- 2) The purchase, dated June 30 or prior, is **received in** Finance by 12:00 PM on July 10, 2017. (**Note:** If a request has been sent to the Supply Source department for completion and submission to Finance, please follow up with that department to verify that it will be submitted prior to the cutoff date. Also, if using Campus Mail, please take delivery time into consideration in order to meet the deadline.)

Other types of activity, such as corrections of previously-recorded transactions, should be submitted as journal entries. Entries to be processed by Finance should be submitted using the Journal Entry Shell. If you have any questions regarding use of the Journal Entry Shell for FY 2017, please contact Kristy Stone (5-5806).

General Ledger Web Apps (eDog)

Reports, summary data and transactions will be available in eDog on the day following each close. An eDog notification e-mail will be sent out once all eDog reports, summary and detailed transaction data becomes available.



Finance Closing Schedule For the Period Ended June 30, 2017



DEPARTMENTAL FIRST CLOSE

| | Event | For assistance- Contact |
|----------------------------|---|--|
| Friday, June 16 (3:00 PM) | Deadline to submit purchase requisitions | Purchasing 2-2911 |
| Monday, June 26 (5:00 PM) | Deadline to submit <u>and</u> ERA approval of Concur expense reports | Tiffany Gregory 2-1055 |
| Friday, June 30 (2:00 PM) | Deadline to request payment cancellation (void check) for Accounts Payable and Check Requests | dspayments@vanderbilt.edu |
| Friday, June 30 (4:30 PM) | Deadline to submit encumbrance removal requests | Encumbrance_Removal@list.vanderbilt.edu |
| Friday, June 30 (1:00 PM) | Deadline to submit cash deposits for cash received PRIOR to July 1, 2017 | Christopher Cook 2-4097 |
| Friday, June 30 (5:00 PM) | Deadline to review, reallocate, and approve PCard transactions with a <u>post date</u> of 5/26/17-6/26/17 | Sarah Lidstone 3-6697 |
| Thursday, July 6 (5:00 PM) | Deadline for check requests/FY17 invoices to be received in Disbursement Services. (If using Campus Mail, please take delivery time into consideration.) | Tiffany Gregory 2-1055 |
| Thursday, July 6 | ALL INTERFACES CLOSE (except A/P, Check Requests, and ePAC entries) | Kristy Stone 5-5806 |
| Monday, July 10 (Noon) | Deadline to submit inter-departmental purchases and and journal entries | Rita Majors 2-1805 |
| Monday, July 10 | ** FIRST SYSTEM CLOSE ** (Users off GL system by 10:00 pm) | Kristy Stone 5-5806 |
| Tuesday, July 11 | First close reports, summary data and transactions available in eDog | finance@vanderbilt.edu |

DEPARTMENTAL FINAL CLOSE

| | | |
|-----------------------------|---|--|
| Thursday, July 13 (5:00 PM) | Deadline for submitting manual accrual requests (must be greater than \$10,000) | Emma (DeKalb) Nichols 2-5341 |
| Monday, July 17 (5:00 PM) | Deadline to submit journal entries | Rita Majors 2-1805 |
| Monday, July 17 (9:00 PM) | ** DEPARTMENT FINAL CLOSE ** (Users off GL system by 9:00 pm) | Kristy Stone 5-5806 |
| Tuesday, July 18 | Second close reports, summary data and transactions available in eDog | finance@vanderbilt.edu |

CENTRAL ACCOUNTING OFFICES FINAL CLOSE

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|-----------------------------|--|--|
| Thursday, July 20 (9:00 PM) | ** FINAL SYSTEM CLOSE ** (Users off GL system by 9:00 pm) | Kristy Stone 5-5806 |
| Saturday, July 22 | Final close reports, summary data and transactions available in eDog | finance@vanderbilt.edu |