

BRYN MAWR
COLLEGE
CONTROLLER'S OFFICE MEMORANDUM

TO: Department Heads, Budget Supervisors, and Administrative Staff
 FROM: Tijana Stefanovic, Controller
 SUBJECT: **FISCAL YEAR 2019 (FY19) CLOSING DATES**
 DATE: May 2, 2019

Listed below are important dates and information to assist with year-end transactions and final adjustments to your FY19 budgets. Please circulate this memo to staff in your office responsible for processing invoices, deposits, payroll, journal entries, or other budget related activity.

<u>#</u> <u>Below Process</u>	<u>Must be submitted by:</u>
<u>1</u> Biweekly Student Timesheet	Wednesday, May 22 nd , 12 p.m.
<u>1</u> Biweekly Staff Timesheet	Friday, May 31 st , 12 p.m.
<u>2</u> Cash Receipts (includes credit card receipts) Petty Cash Reimbursement Requests	Friday, May 31 st , 10 a.m. Monday, June 3 rd , 5 p.m.
<u>3</u> Credit Card Statement Packet to Allocator	Monday, June 3 rd , 5 p.m.
<u>3</u> Credit Card Allocations submitted in GRAM	Friday, June 7 th , 5 p.m.
<u>3</u> Credit Card Approvals completed in GRAM	Wednesday, June 12 th , 5 p.m.
<u>4</u> Payment Requests & E-Market Activity	Monday, June 10 th , 5 p.m.
<u>5</u> Journal Entries	Wednesday, June 12 th , 5 p.m.
n/a Accounts Payable/Credit Card Adjustments	Wednesday, June 12 th , 5 p.m.
<u>6</u> Grant Activity	Date listed above for each process

<u>#</u> <u>Below Expense Type</u>	<u>Deadline</u>
<u>3</u> Credit Card Purchases	Friday, May 24 th
n/a One card Purchases	Friday, May 31 st
<u>4</u> Accounts Payable – Tangible Good(s)	Good(s) <u>physically received</u> by Friday, May 31 st
<u>4</u> Accounts Payable – Services	Service(s) <u>provided</u> on or before Friday, May 31 st

Below provides a more detailed explanation of the processes/expenses listed above:

1. Payroll

The last staff payroll for FY19 covers hours worked through Thursday, May 30, 2019 and the last student payroll for FY19 covers hours worked through Tuesday, May 21, 2019. If you have questions regarding payroll, please contact Christine Eigenbrot at extension 5252 or email payroll@brynmawr.edu .

2. Cash Receipts/Petty Cash Reimbursement Requests

Deposits (including credit card receipts) for credit to your FY19 budget need to be received in the Controller's Office by 10 a.m. on May 31, 2019. Petty Cash Reimbursement requests for receipts dated 5/31/2019 or before need to be received in the Controller's Office by 5 p.m. on June 3, 2019. If you have questions regarding cash receipts or petty cash reimbursements, please contact Shawn Jackson at extension 5251 or email scjackson@brynmawr.edu.

3. Credit Card (CC) Process

All credit card allocations need to be submitted in GRAM by June 7, 2019 at 5 p.m. As was done in the past, transactions not submitted by the allocation deadline will be charged in FY19 to the cardholder's default department and project (account 51899 misc. expense). The Expense Report process will still need to be completed in GRAM in June, which means the transactions allocated after the deadline will be posted to the departmental FY20 budget.

If you have questions regarding the CC process, please contact Mary Ellen Gardner at extension 5258 or email bmc_creditcard@brynmawr.edu.

4. Payment Requests & E-Market Activity

If the services were performed or the goods were received on or before 5/31/2019, the expense must be posted to FY19. All approved Payment Requests, E-Market quantity receipts for goods, and E-Market invoices/credit memos to be charged to FY19 budgets are due in the Controller's office by 5 p.m. on June 10, 2019.

a. Payment Requests

Please write "**FY2019**" clearly on the top all [Payment Request \(Non E-Market\)](#) forms that should be charged to FY19 submitted between Tuesday, 5/21/2019 and Monday, 6/10/2019.

b. E-Market PO quantity receipts/invoices

For invoices from Purchase Orders created in E-Market, the *Receipt Date* entered when creating the *Quantity Receipt* will determine which fiscal year the expense will be charged, if the *Receipt Date* is 5/31/2019 or earlier it will be charged to FY19 and if it is 6/1/2019 or later it will be charged to FY20. Please only record a 5/31/2019 receipt date for goods actually received on 5/31/2019.

c. E-Market Non-PO invoices/credit memos

All non-PO invoices/credit memos where the service was performed on or before 5/31/2019 must be entered and approved in E-Market by 5 p.m. on June 10, 2019. In addition, any paper invoices not attached in E-Market must in the Controller's Office by 5 p.m. on June 10, 2019.

To indicate that your invoice/credit memo should be charged against your FY19 budget, please perform the steps in the [Fiscal Year End Guide](#) located on the Finance and Administration webpage under Purchases and Payments, Invoice Payments.

You are required to perform these steps for all non-PO invoices/credit memos entered in E-Market between Tuesday, 5/21/2019 and Monday, 6/10/2019.

If you have questions regarding payment requests, please contact Mary Ellen Gardner at extension 5258 or email accountspayable@brynmawr.edu. If you have questions regarding BMC E-Market, please contact Donna MacIntosh at extension 5268 or email bmccmarket@brynmawr.edu.

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5. Journal Entries

Any journal entries for FY19 created after May 31, 2019 must have a post date of 5/31/2019. The last day to post journal entries for FY19 is June 12, 2019. If you have questions regarding journal entries, please contact Tijana Stefanovic at extension 5632 or email journalentries@brynmawr.edu.

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6. Grant Activity

Although government research awards often do not coincide with the College's fiscal year, all transfers/allocations between FY19 operating budgets and government awards also need to be completed by June 12, 2019. If you have questions regarding any grant activity, please contact Shawn Jackson at extension 5251 or email scjackson@brynmawr.edu.

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