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.

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

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

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 accounts payable@brynmawr.edu. If you have questions regarding BMC E-Market, please contact Donna MacIntosh at extension 5268 or email bmcemarket@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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