

BRYN MAWR

COLLEGE

Controller's Office

TO: Department Heads, Budget Supervisors, and Administrative Staff
 FROM: Tijana Stefanovic, Controller
 SUBJECT: **FISCAL YEAR 2022 (FY22) CLOSING DATES**
 DATE: May 2, 2022

Listed below are important dates and information to assist with year-end transactions and final adjustments to your FY22 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>	Student Timesheet	Wednesday, June 1 st , 12 p.m.
<u>1</u>	Staff Biweekly Timesheet	Friday, May 27 th , 12 p.m.
<u>2</u>	Cash Receipts (includes credit card receipts)	Tuesday, May 31 st , 10 a.m.
	Petty Cash Reimbursement Requests	Wednesday, June 1 st , 5 p.m.
<u>3</u>	Credit Card Statement Packet to Allocator	Friday, June 3 rd , 5 p.m.
<u>3</u>	Credit Card Allocations submitted in GRAM	Wednesday, June 8 th , 5 p.m.
<u>3</u>	Credit Card Approvals completed in GRAM	Friday, June 10 th , 5 p.m.
<u>4</u>	Payment Requests & E-Market Activity	Monday, June 6 th , 5 p.m.
<u>5</u>	Journal Entries	Friday, June 10 th , 5 p.m.
n/a	Accounts Payable/Credit Card Adjustments	Friday, June 10 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	Tuesday, May 24 th
n/a	One card Purchases	Tuesday, May 31 st
<u>4</u>	Accounts Payable – Tangible Goods	Goods <u>physically received</u> by Tuesday, May 31 st
<u>4</u>	Accounts Payable – Services	Services <u>provided</u> on/before Tuesday, May 31 st

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

1. Payroll

The last staff payroll for FY22 covers hours worked through Thursday, May 26, 2022 and the last student payroll for FY22 covers hours worked through Tuesday, May 31st, 2022. 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 FY22 budget need to be received in the Controller's Office by 10 a.m. on May 31st, 2022. Petty Cash Reimbursement requests for receipts dated 5/31/2022 or before need to be received in the Controller's Office by 5 p.m. on June 1, 2022. 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 8, 2022 at 5 p.m. As was done in the past, transactions not submitted by the allocation deadline will be charged in FY22 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.

If you have questions regarding the CC process, please email bmc_creditcard@brynmawr.edu.

4. Payment Requests & E-Market Activity

If the services were performed or the goods were received on or before 5/31/2022, the expense must be posted to FY22. All approved Payment Requests, E-Market quantity receipts for goods, and E-Market invoices/credit memos to be charged to FY22 budgets are due in the Controller's office by 5 p.m. on June 6, 2022.

a. Payment Requests

Please write "**FY2022**" clearly on the top of all [Payment Request \(Non E-Market\)](#) forms that should be charged to FY22 submitted between Tuesday, 5/17/2022 and Monday, 6/6/2022.

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 5/31/2022 or earlier it will be charged to FY22 and if it is 6/1/2022 or later it will be charged to FY23. Please only record a 5/31/2022 receipt date for goods actually received on 5/31/2022.

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

All non-PO invoices/credit memos where the service was performed on or before 5/31/2022 must be entered and approved in E-Market by 5 p.m. on June 6, 2022. In addition, any paper invoices not attached in E-Market must in the Controller's Office by 5 p.m. on June 6, 2022.

To indicate that your invoice/credit memo should be charged against your FY22 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, 5/17/2022 and Monday, 6/6/2022.

If you have questions regarding payment requests, please email accountspayable@brynmawr.edu. If you have questions regarding BMC E-Market, please contact Donna Macintosh at extension 5268 or email bmcmarket@brynmawr.edu.

5. Journal Entries

Any journal entries for FY22 created after May 31, 2022 must have a post date of 5/31/2022. The last day to post journal entries for FY22 is June 10, 2022. If you have questions regarding journal entries, please contact Tijana Stefanovic at extension 5632 or email journalentries@brynmawr.edu.

6. Grant Activity

Although government research awards often do not coincide with the College's fiscal year, all transfers/allocations between FY22 operating budgets and government awards need to be completed by June 10, 2022. If you have questions regarding any grant activity, please contact Shawn Jackson at extension 5251 or email scjackson@brynmawr.edu.