

# BRYN MAWR

COLLEGE  
Controller's Office

TO: Department Heads, Budget Supervisors, and Administrative Staff  
FROM: Tijana Stefanovic, Controller  
SUBJECT: **FISCAL YEAR 2023 (FY23) CLOSING DATES**  
DATE: May 1, 2023

Listed below are important dates and information to assist with year-end transactions and final adjustments to your FY23 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, May 31 <sup>st</sup> , 12 p.m.
<u>1</u>	Staff Biweekly Timesheet	Friday, May 26 <sup>th</sup> , 12 p.m.
<u>2</u>	Cash Receipts (includes credit card receipts)	Wednesday, May 31 <sup>st</sup> , 10 a.m.
	Petty Cash Reimbursement Requests	Thursday, June 1 <sup>st</sup> , 5 p.m.
<u>3</u>	Credit Card Statement Packet to Allocator	Friday, June 2 <sup>nd</sup> , 5 p.m.
<u>3</u>	Credit Card Allocations submitted in GRAM	Wednesday, June 7 <sup>th</sup> , 5 p.m.
<u>3</u>	Credit Card Approvals completed in GRAM	Friday, June 9 <sup>th</sup> , 5 p.m.
<u>4</u>	Payment Requests & E-Market Activity	Monday, June 5 <sup>th</sup> , 5 p.m.
<u>5</u>	Journal Entries	Monday, June 12 <sup>th</sup> , 5 p.m.
n/a	Accounts Payable/Credit Card Adjustments	Monday, June 12 <sup>th</sup> , 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	Thursday, May 25 <sup>th</sup>
n/a	One card Purchases	Wednesday, May 31 <sup>st</sup>
<u>4</u>	Accounts Payable – Tangible Goods	Goods physically received by Wednesday, May 31 <sup>st</sup>
<u>4</u>	Accounts Payable – Services	Services provided on/before Wednesday, May 31 <sup>st</sup>

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

## 1. Payroll

The last staff payroll for FY23 covers hours worked through Thursday, May 25, 2023 and the last student payroll for FY23 covers hours worked through Tuesday, May 30<sup>st</sup>, 2023. If you have questions regarding payroll, please contact Christine Eigenbrot at extension 5252 or email [payroll@brynmawr.edu](mailto:payroll@brynmawr.edu).

## 2. Cash Receipts/Petty Cash Reimbursement Requests

Deposits (including credit card receipts) for credit to your FY23 budget need to be received in the Controller's Office by 10 a.m. on May 31<sup>st</sup>, 2023. Petty Cash Reimbursement requests for receipts dated 5/31/2023 or before need to be received in the Controller's Office by 5 p.m. on June 1, 2023. If you have questions regarding cash receipts or petty cash reimbursements, please contact Shawn Jackson at extension 5251 or email [scjackson@brynmawr.edu](mailto:scjackson@brynmawr.edu).

### **3. Credit Card (CC) Process**

All credit card allocations need to be submitted in GRAM by June 7, 2023 at 5 p.m. As was done in the past, transactions not submitted by the allocation deadline will be charged in FY23 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](mailto:bmc_creditcard@brynmawr.edu).

### **4. Payment Requests & E-Market Activity**

If the services were performed or the goods were received on or before 5/31/2023, the expense must be posted to FY23. All approved Payment Requests, E-Market quantity receipts for goods, and E-Market invoices/credit memos to be charged to FY23 budgets are due in the Controller's office by 5 p.m. on June 5, 2023.

#### **a. Payment Requests**

Please write "**FY2023**" clearly on the top of all [Payment Request \(Non E-Market\)](#) forms that should be charged to FY23 submitted between Tuesday, 5/16/2023 and Monday, 6/5/2023.

#### **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 5/31/2023 or earlier it will be charged to FY23 and if it is 6/1/2023 or later it will be charged to FY24. Please only record a 5/31/2023 receipt date for goods actually received on 5/31/2023.

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

All non-PO invoices/credit memos where the service was performed on or before 5/31/2023 must be entered and approved in E-Market by 5 p.m. on June 5, 2023. In addition, any paper invoices not attached in E-Market must in the Controller's Office by 5 p.m. on June 5, 2023.

To indicate that your invoice/credit memo should be charged against your FY23 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, 5/16/2023 and Monday, 6/5/2023.

If you have questions regarding payment requests, please email [accountspayable@brynmawr.edu](mailto:accountspayable@brynmawr.edu). If you have questions regarding BMC E-Market, please contact Donna MacIntosh at extension 5268 or email [bmcmarket@brynmawr.edu](mailto:bmcmarket@brynmawr.edu).

### **5. Journal Entries**

Any journal entries for FY23 created after May 31, 2023 must have a post date of 5/31/2023. The last day to post journal entries for FY23 is June 12, 2023. If you have questions regarding journal entries, please contact Tijana Stefanovic at extension 5632 or email [journalentries@brynmawr.edu](mailto:journalentries@brynmawr.edu).

### **6. Grant Activity**

Although government research awards often do not coincide with the College's fiscal year, all transfers/allocations between FY23 operating budgets and government awards need to be completed by June 12, 2023. If you have questions regarding any grant activity, please contact Shawn Jackson at extension 5251 or email [scjackson@brynmawr.edu](mailto:scjackson@brynmawr.edu).