

Questions regarding this mass email may be directed to Christine Hartman at chartman@messiah.edu or x6920.

To: All Employees
 From: Christine Hartman, Director of Financial Services and Controller
 Re: Fiscal Year (FY) End 2018 - Financial Close Checklist and Calendar

Messiah College's fiscal year ends June 30. Attached are a fiscal year-end processing checklist and calendar to support department efforts in recording charges to the respective fiscal year. Departments are encouraged to review FY18 financial activity and submit identified journal voucher/transfer requests to accounting@messiah.edu. Purchase requests for FY18 may be submitted through Thursday, June 14. FY18 will be closed to prepare for year-end processing and audit on Wednesday, July 18.

The period of delivery generally determines the fiscal year to which a purchase is to be charged.

- Goods and services received on or before June 30, 2018 represent FY18 charges.
- Goods and services received on or after July 1, 2018 represent FY19 charges.

We are available to assist with questions regarding the College's Fiscal Year-End Close Schedule via email to accounting@messiah.edu. Additionally, the Accounting Office is offering a fiscal year end information session:

- Tuesday, May 14 - 9:00 - 10:30 Larsen LSU 237

Thank you

2018 Fiscal Year End Close - Processing Checklist and Other Considerations

Payroll Change Forms (PCF or ePCF)

payroll@messiah.edu
 x2903

<input type="checkbox"/>	Submit PCF or ePCFs relating to FY18 to Human Resources by Thursday, June 14
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Requisitions and Purchase Orders (P.O.)

purchasing@messiah.edu
 x6010

<input type="checkbox"/>	Ongoing, now - June 14: Review "Encumbrance" column (w/in Banner Self Service Budget Queries) for open P.O. Request Purchasing to close those P.O.'s that should not roll to FY18.
<input type="checkbox"/>	To purchase items using FY18 funds, enter requisitions by Thursday, June 14
<input type="checkbox"/>	Complete the receiving w/in MCOneSource as items arrive on campus. <ul style="list-style-type: none"> • Generally, items must be physically received by June 30 to be charged to FY18.
<input type="checkbox"/>	Budget Managers: Approve or deny all requisitions in queue by end of day, Friday, June 15
FYI	Purchasing can assist w/ urgent FY18 requisitions June 18 - June 29.
FYI	Note: FY19 requisitions and blanket orders can be entered during May/June (using 7/1 effective date). <ul style="list-style-type: none"> • Include note w/in justification section that item is for FY19. • Notify suppliers of FY19 items that delivery to campus is to be after July 1, 2018. If received by June 30, should be charged to FY18.
<input type="checkbox"/>	Place furniture orders by May 1 to ensure delivery to campus by June 30 . <ul style="list-style-type: none"> • Furniture typically has 4-6 week lead-time. • Contact anderson@messiah.edu (x2100) to schedule a consultation with an approved furniture sales representative.
<input type="checkbox"/>	Review additional information re: general delivery timing, closing PO, and furniture orders at www.messiah.edu/purchasing .

P-Card

pcard@messiah.edu
x2211

<input type="checkbox"/>	Cardholders : Allocate June (and July) P-Card transactions by Thursday, July 5
<input type="checkbox"/>	Supervisors: Approve June (and July) P-Card transactions by end of day Tuesday, July 10
<input type="checkbox"/>	Review Intellilink and include the following in transaction description: <ul style="list-style-type: none">• May and June activity - reference "FY19" in description for goods and/or services <i>received</i> on or after July 1 (prepaid)• Early July activity - reference "FY18" in description for goods and/or services <i>received</i> on or before June 30 (accrual)

Invoices & Reimbursements

accountspayable@messiah.edu

x2910

<input type="checkbox"/>	To ensure processing in FY18, submit invoices to Accounts Payable ASAP but no later than Friday, July 13.
<input type="checkbox"/>	Submit FY17 employee, speaker, and expense reimbursements for speakers or contracted services by Friday, July 13.
<input type="checkbox"/>	Review MCOne\$ource to ensure items are "received" and "approved" to allow invoice processing to continue.
<input type="checkbox"/>	Forward invoices to Accounts Payable as soon as received (FY18 and FY19 invoices). AP will review invoices received for date goods delivered or services performed and record activity to appropriate fiscal year. To assist, note the following on invoices: <ul style="list-style-type: none">• "FY18" - for delivery received/service provided before June 30 (i.e. accrual)• "FY19" - for delivery received/service provided after June 30 (i.e. prepaid)
<input type="checkbox"/>	Request suppliers to email invoices for June 30 and prior services/deliveries to AP prior to Friday, July 13.
<input type="checkbox"/>	<i>Invoice likely not available by July 13 but services provided prior to June 30?</i> <ul style="list-style-type: none">• Contact accounting@messiah.edu to record expense in FY18 (accrual). When invoice received, submit to AP, noting "FY18" accrual requested.
<input type="checkbox"/>	Monitor Banner Self Service Budget Query thru Friday, July 13 <ul style="list-style-type: none">• Review to ensure all anticipated supplier charges are recorded. (Charges appear in Banner Self Service Budget Query when AP enters invoice.)• FY18 invoices received after July 13 should be scanned and emailed to AP, but may not be eligible for backdating to FY18.
FYI	Encourage suppliers to mail invoices directly to Accounts Payable on ongoing basis.

Cash Advances

FalconExchange@messiah.edu
x7245

<input type="checkbox"/>	Reconcile and submit FY18 advances by Thursday, June 30.
<input type="checkbox"/>	For trips continuing beyond fiscal year end, notify FalconExchange, reconcile and submit as soon as possible upon return

Cash Receipts

FalconExchange@messiah.edu
X7245

<input type="checkbox"/>	Deposit cash as soon as possible on an ongoing basis at the FalconExchange. <ul style="list-style-type: none">• To record revenue as FY18, make deposit before Thursday, July 5.
<input type="checkbox"/>	<i>Services provided before June 30 but customer not paid prior to June 30?</i> <ul style="list-style-type: none">• Contact accounting@messiah.edu to record a receivable and recognize revenue in FY2018, prior to receiving customer payment.

Transfers/Journal Vouchers

accounting@messiah.edu
x2537

<input type="checkbox"/>	Ongoing, now - July 17: Review all orgs and accounts financial transactions - for accuracy (including operating, capital, grant, and special funds reports).
FYI	Financial Services will post all requested FY18 financial transactions to date by end of business day Monday, July 16.
<input type="checkbox"/>	Review financial transactions and submit FY2018 departmental transfers and journal vouchers now through Tuesday, July 17.
<input type="checkbox"/>	FY18 closed for department initiated transactions on Wednesday, July 18.

Messiah College

Fiscal Year 2018:

Financial Close Calendar

Fiscal Year (FY) 2018 - Ends June 30, 2018

- Goods and services received on or before June 30, 2018 generally represent FY18 charges.
- Goods and services received on or after July 1, 2018 generally represent FY19 charges.

FY End General Inquiries
Transfers/Journal Vouchers
accounting@messiah.edu
 x2537

Payroll Change Forms (PCF, ePCF)
Payroll@messiah.edu
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Requisitions/Purchase Orders (P.O.)
purchasing@messiah.edu
 x6010

- Request purchasing to close P.O. that should not roll to FY19.

P-Card
pcard@messiah.edu
 x2211

- Allocate June and July activity by

Invoices and Reimbursements
accounts.payable@messiah.edu
 x2910

- Notify AP if anticipate FY18 invoices will not be available by July 13.

Cash Advance
FalconExchange@messiah.edu
 x7245

Cash Receipts
FalconExchange@messiah.edu
 x7245

- Notify Accounting if anticipate FY18 customer payment will not be received by July 5.

Monday	Tuesday	Wednesday	Thursday	Friday
18	19	20	21	22
Begin entering FY18 requisitions and blanket orders	Ongoing: - Submit journal vouchers and transfers - Submit cash deposits	Ongoing: - Receive items in MCOneSource - Submit invoices to AP	Ongoing: - Review Org financial activity in Banner Self Service	
25	26	27	28	29
Ongoing: - Submit journal vouchers and transfers - Submit cash deposits	Ongoing: - Receive items in MCOneSource - Submit invoices to AP	Ongoing: - Review Org financial activity in Banner Self Service	Ongoing: - Deposit last FY18 Cash receipts	FY18: Fiscal Year End - Submit reconciled Cash Advances
2	3	4	5	6
FY19: Happy New Year		MC College Holiday	P-Card Holders: Last day to allocate transactions	
9	10	11	12	13
P-Card Supervisors: Approve P-Card transactions by 5:00	Review org. financial activity		Submit last dept. Transfers and Journal Voucher requests	Submit last FY18 invoices to AP - FY18 requested financial transactions posted.

- Review FY18 financial transactions and submit transfers and JVs now through Tuesday, July 17
- FY2018 closed for department initiated transactions - Wednesday, July 18