

# 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](mailto:accounting@messiah.edu)  
 x2537

**Payroll Change Forms (PCF, ePCF)**  
[Payroll@messiah.edu](mailto:Payroll@messiah.edu)  
 x2903

**Requisitions/Purchase Orders (P.O.)**  
[purchasing@messiah.edu](mailto:purchasing@messiah.edu)  
 x6010

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

**P-Card**  
[pcard@messiah.edu](mailto:pcard@messiah.edu)  
 x2211

- Allocate June and July activity by

**Invoices and Reimbursements**  
[accountspayable@messiah.edu](mailto:accountspayable@messiah.edu)  
 x2910

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

**Cash Advance**  
[FalconExchange@messiah.edu](mailto:FalconExchange@messiah.edu)  
 x7245

**Cash Receipts**  
[FalconExchange@messiah.edu](mailto:FalconExchange@messiah.edu)  
 x7245

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

	Monday	Tuesday	Wednesday	Thursday	Friday
June	---- Review Org Financial Activity in Banner Self Service	---- - Review encumbrances - Contact suppliers to request invoices be sent before 7/14	13	14 Enter last FY17 PO requisitions Submit PCF/ePCF	15 Budget Manager: Requisition Approval/Denial
June	18 Begin entering FY18 requisitions and blanket orders	19 Ongoing: - Submit journal vouchers and transfers - Submit cash deposits	20 Ongoing: - Receive items in MCOneSource - Submit invoices to AP	21 Ongoing: - Review Org financial activity in Banner Self Service	22
June/July	25 Ongoing: - Submit journal vouchers and transfers - Submit cash deposits	26 Ongoing: - Receive items in MCOneSource - Submit invoices to AP	27 Ongoing: - Review Org financial activity in Banner Self Service	28	29 <b>FY18: Fiscal Year End</b> - Submit reconciled Cash Advances
July	2 <b>FY19: Happy New Year</b>	3	4 MC College Holiday	5 <i>P-Card holders:</i> Last day to allocate transactions - Deposit last FY18 Cash receipts	6
July	9 <i>P-Card Supervisors:</i> Approve P-Card transactions by 5:00	10 - Review org. financial activity	11	12 - Submit last dept. Transfers and Journal Voucher requests	13 - 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**