

# 2018 Fiscal Year End Close – Processing Checklist and Other Considerations

## Payroll Change Forms (PCF or ePCF)

[payroll@messiah.edu](mailto:payroll@messiah.edu)  
x2903

[ ]	Submit PCF or ePCFs relating to FY18 to Human Resources by Thursday, <b>June 14</b>
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## Requisitions and Purchase Orders (P.O.)

[purchasing@messiah.edu](mailto:purchasing@messiah.edu)  
x6010

[ ]	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.
[ ]	To purchase items using FY18 funds, enter requisitions by Thursday, <b>June 14</b>
[ ]	Complete the receiving w/in MCOne\$ource as items arrive on campus. <ul style="list-style-type: none"> <li>• <i>Generally, items must be physically received by June 30 to be charged to FY18.</i></li> </ul>
[ ]	Budget Managers: Approve or deny all requisitions in queue by end of day, Friday, <b>June 15</b>
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"> <li>• Include note w/in justification section that item is for FY19.</li> <li>• <i>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.</i></li> </ul>
[ ]	Place furniture orders by May 1 to ensure delivery to campus by June 30. <ul style="list-style-type: none"> <li>• Furniture typically has 4-6 week lead-time.</li> <li>• Contact <a href="mailto:anderson@messiah.edu">anderson@messiah.edu</a> (x2100) to schedule a consultation with an approved furniture sales representative.</li> </ul>
[ ]	Review additional information re: general delivery timing, closing PO, and furniture orders at <a href="http://www.messiah.edu/purchasing">www.messiah.edu/purchasing</a> .

## P-Card

[pcard@messiah.edu](mailto:pcard@messiah.edu)  
x2211

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

## Invoices & Reimbursements

[accountspayable@messiah.edu](mailto:accountspayable@messiah.edu)

x2910

[ ]	To ensure processing in FY18, submit invoices to Accounts Payable ASAP but no later than Friday, <b>July 13</b> .
[ ]	Submit FY17 employee, speaker, and expense reimbursements for speakers or contracted services by Friday, <b>July 13</b> .
[ ]	Review MCOne\$ource to ensure items are “received” and “approved” to allow invoice processing to continue.
[ ]	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"> <li>• “FY18” – for delivery received/service provided before June 30 (i.e. accrual)</li> <li>• “FY19” – for delivery received/service provided after June 30 (i.e. prepaid)</li> </ul>
[ ]	Request suppliers to email invoices for June 30 and prior services/deliveries to AP prior to Friday, <b>July 13</b> .

[ ]	Invoice likely not available by July 13 but services provided prior to June 30? <ul style="list-style-type: none"> <li>Contact <a href="mailto:accounting@messiah.edu">accounting@messiah.edu</a> to record expense in FY18 (accrual). When invoice received, submit to AP, noting "FY18" accrual requested.</li> </ul>
[ ]	Monitor Banner Self Service Budget Query thru Friday, <b>July 13</b> <ul style="list-style-type: none"> <li>Review to ensure all anticipated supplier charges are recorded. (Charges appear in Banner Self Service Budget Query when AP enters invoice.)</li> <li>FY18 invoices received after July 13 should be scanned and emailed to AP, but may not be eligible for backdating to FY18.</li> </ul>
FYI	Encourage suppliers to mail invoices directly to Accounts Payable on ongoing basis.

### Cash Advances

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

[ ]	Reconcile and submit FY18 advances by Thursday, <b>June 30</b> .
[ ]	For trips continuing beyond fiscal year end, notify FalconExchange, reconcile and submit as soon as possible upon return

### Cash Receipts

[FalconExchange@messiah.edu](mailto:FalconExchange@messiah.edu)  
X7245

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

### Transfers/Journal Vouchers

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

[ ]	Ongoing, <b>now - July 17</b> : 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, <b>July 16</b> .
[ ]	Review financial transactions and submit FY2018 departmental transfers and journal vouchers now through Tuesday, <b>July 17</b> .
[ ]	FY18 closed for department initiated transactions on Wednesday, <b>July 18</b> .

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