To: All Departments  
From: Sharon Dayhoff, Senior Director of Financial Services/Controller  
Subject: 2019 Fiscal Year-End Close Considerations

The process of closing the books for fiscal year 2019 will soon be underway. Financial transactions initiated during the last months of the fiscal year often warrant additional consideration to ensure charges are recorded in the correct fiscal year. Key dates and processing timelines are outlined below to assist department efforts in recordkeeping between FY19 and FY20 budgets. More detailed information relating to each processing area along with contact information is included on the reverse side.

After **June 11th**, the FY19 general ledger will be closed to department initiated processing. Financial Services will have these transactions recorded by the end of the day, Friday, June 14th. Generally all financial transactions going forward from this date will be charged to FY20, although Financial Services may record certain transactions after this time to FY19 as considered necessary.

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

- **Goods and services received on or before May 31, 2019 are charged to FY19.**
- **Goods and services received on or after June 1, 2019 are charged to FY20.**

Departments are strongly encouraged to review their budget reports on June 17th and notify the Accounting Office by the end of the day on the 17th of any necessary adjustments. **This is a department’s final opportunity to adjust items recorded to FY19.**

### Summary of Key Year-End Closing Dates  
**Fiscal Year 2019**

<table>
<thead>
<tr>
<th>Area</th>
<th>Action</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Advances</td>
<td>Reconcile and submit FY19 Travel Advances to AP</td>
<td>5:00pm – Thursday, May 30th</td>
</tr>
<tr>
<td>Cash Receipts</td>
<td>Deposit FY19 receipts with the Cashiering Office</td>
<td>4:30pm – Friday, June 7th</td>
</tr>
<tr>
<td>Pcard</td>
<td>Add transaction note “Charge FY20” to applicable May transactions</td>
<td>4:30pm – Friday, June 7th</td>
</tr>
<tr>
<td>Pcard</td>
<td>Review and code <strong>ALL</strong> June 1st – 7th transactions. Add “Charge FY19” if the charge should be recorded to FY19. FY20 transactions need no special annotation. All transactions through June 7th will be downloaded at 4:30pm on June 7th and posted by June 10th.</td>
<td>4:30pm – Friday, June 7th</td>
</tr>
<tr>
<td>AP</td>
<td>Submit FY2019 Invoices and Check Requests to AP</td>
<td>4:30pm – Tuesday, June 11th</td>
</tr>
<tr>
<td>Transfers/Journal Entries</td>
<td>Submit FY19 departmental transfers and journal entries to the Accounting Office</td>
<td>4:30pm – Tuesday, June 11th</td>
</tr>
<tr>
<td>Departments</td>
<td>FY19 submission period ends</td>
<td>4:30pm – Tuesday, June 11th</td>
</tr>
<tr>
<td>CNAV Reports</td>
<td>Review department, fund, grant and project CNAV reports to ensure all FY19 activity is reflected – contact Accounting by end of day if there are any adjustments needed.</td>
<td>Monday, June 17th</td>
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</tbody>
</table>
Travel Advances  AP Office  accountspayable@gettysburg.edu  (x6290)

- Reconcile and submit FY2019 advances by **May 30th**

Cash Receipts  Cashiering Office  cashier@gettysburg.edu  (x6221)

- Deposit FY2019 revenue and submit receivable requests now through **June 7th**

*Services provided but customer has not yet paid? .... The Cashier's Office can facilitate the recording of a receivable after May 31st for services provided by the College on or before May 31st. Between May 31st through June 7th please note and highlight FY 2019 for any receivable receipts.*

Pcard  Procurement Office  pcard@gettysburg.edu  (x6225)

- Review May transactions in the system and note FY2020 activity by **June 7th**
  - Add "Charge FY2020" to Transaction Notes for goods and/or services received on or after June 1st
  - Review all early June transactions in the system, code and add transaction notes (including noting FY2019 activity) by **4:30pm June 7th**
  - Add "Charge FY2019" to Transaction Notes for Goods and/or services received on or before May 31st
  - All early June transactions will be downloaded end of day **June 7th** and posted June 10th. Once downloaded these transactions cannot be edited in IntelliLink.
  - Please submit June report as usual. There is no need to print and submit a separate report for June 1st – June 7th activity.
  - There may be transactions that are posted to IntelliLink and downloaded by Financial Services before you are able to update account numbers and transaction remarks. If this happens, please record the business purpose/description on the actual receipt you submit with your packet and submit a journal entry to the accounting office to make necessary adjustments.

Vendor Invoices & Reimbursements  AP Office  accountspayable@gettysburg.edu  (x6290)

- Indicate receipt of goods or performance of services timing by writing “Charge FY2019” or “Charge FY2020” on payment request (if not already noted).
- Submit FY2019 payment and expense accrual requests now through **June 11th**

Consider vendor delivery time when identifying which fiscal year purchases will be charged.
  - Goods and services received on or before May 31, 2018 represent FY2019 charges.
  - Goods and services received after May 31, 2018 represent FY2020 charges.

*Invoice not yet available? .... The Accounts Payable Office can facilitate recording an expense accrual for goods and/or services received on or before May 31st for which the invoice is not anticipated to be received until after June 11th.*

Transfers/Journal Entries  Accounting Office  accounting@gettysburg.edu  (x6224)

- Review department, fund, grant and project reports via CNAV
- Notify the Accounting Office if you have adjustments, questions or concerns
- Submit FY2019 departmental transfers and journal entries now through **June 11th**

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All department initiated transactions will be posted to CNAV budget reports by June 14th. The CNAV reports that run on the evening of June 14th will include all department initiated transactions. Please plan on reviewing CNAV reports on Monday, June 17th and alert accounting@gettysburg.edu if you are missing any FY19 related expenditures by **the end of the day on Monday, June 17th**.