

TO: Fiscal Officers, Department Managers, and Administrators

FROM: Tawnia Boutin, Director of Institutional Accounting

DATE: May 10, 2018

SUBJ.: Fiscal Year Close - June 30, 2018

The following schedule for closing the accounting records for the fiscal year ending June 30, 2018 (FY2018) establishes appropriate procedures and deadlines for the processing of accounting transactions. These deadlines must be met for the transactions to be properly recorded in FY2018 (as appropriate) and for Dartmouth's financial statements to be presented completely and accurately. **Finance Centers may have earlier deadlines than those described here.** These deadlines allow them to complete processing and meet the institutional schedule. Those dates will be communicated directly by the Finance Centers.

Please be sure to first contact your Fiscal Officer or Finance Center if you have questions regarding specific deadline dates or year end instructions, or need assistance completing year end tasks for your area.

Please note changes for FY2018 related to 6.CASH RECEIPTS AND CHECKS FOR DEPOSIT on page 6.

General questions concerning the fiscal year end close should be directed to Tawnia Boutin, Director of Institutional Accounting (ext. 6-2905), or Dianne Ingalls, Associate Controller (ext. 6-2360) in the Controller's Office. Thank you in advance for your cooperation!

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**1. IMPORTANT DATES FOR FY2018 CLOSE**

<u>Date</u>	<u>Description</u>	<u>Responsibility</u>	<u>Deadline</u>
<b>FRI, June 15</b>	• Post final monthly Endowment Distribution for June	Accounting	5:00pm
<b>THUR, June 21</b>	• FY2018 posting of Student Labor Distributions and Payroll Liabilities for the period ended June 16, 2018 to GL and OGA	Payroll	5:00pm
<b>THUR, June 28</b>	• Post June Recurring Journals	Financial Reporting	5:00pm
	• Final FY2018 posting of Monthly Labor Distributions and Payroll Liabilities to GL and OGA	Payroll	5:00pm
	• Final FY2018 posting of Biweekly Labor Distributions and Payroll Liabilities to GL and OGA for period ended June 23, 2018	Payroll	5:00pm
<b>FRI, June 29</b>	• Cutoff for FY2018 Cash Receipts to Cashier's Office	Departments	2:00pm
	• Cutoff for FY2018 Petty Cash Reimbursements to Cashier's Office	Departments	2:00pm
	• Cutoff for FY2018 Cash Settlement of Business Expense Reimbursements, Cash Advances, and other FY2018 Cash Disbursements to Cashier's Office <b>(Finance Centers may have earlier deadlines)</b>	Departments	2:00pm
	• Cutoff for June 2018 billing information to Student Financial Services (Accounts Receivable) -electronic	Departments	3:00pm
	-all other input	Departments	Noon
	• Cutoff for FY2018 Inventory (Cost Management) transactions	Departments/Finance Centers	5:00pm
	• Cutoff for FY2018 iProcurement transactions	Departments/Finance Centers	5:00pm
	• Final FY2018 posting of Planon (Yardi) real estate transactions	Real Estate Office	5:00pm
	• Post accrual for bi-weekly unpaid wages and fringes for five days, June 24, 25, 26, 27, 28, 29, and 30 to GL	Payroll	5:00pm
<b>MON, July 2</b>	• IRA Data Warehouse includes June 29 transactions; Reports can be generated		
	• Final FY2018 posting of Banner transactions	Student Fin Services	5:00pm
	• Labor Distribution Encumbrances brought to zero	Payroll	5:00pm
	• Final FY2018 posting of FAMIS - FO&M Work Order System		6:00pm
	• Final FY2018 posting of UBS (utilities billing) transactions		4:00pm
	• Final FY2018 posting of bank transactions for June 29	Accounting	5:00pm
<b>TUE, July 3</b>	• Receipt of all FY2018 Accounts Payable Invoices, Requests for Payment and Miscellaneous Income Payment Vouchers to be included in First Close must be received by the Finance Centers or Accounts Payable Department	Departments	Noon
	• Manual WebADI Journal Entries for First June close uploaded	Departments	Noon
	• Final FY2018 posting of gifts (except Annual Funds)	Advancement	6:00pm
	• Post Mass Allocations. (Includes final CLP)	Financial Reporting	4:00pm
	• <b>FIRST CLOSE Completed</b>		
<b>WED, July 4</b>	• Observance of 4th of July Holiday		
<b>THUR, July 5</b>	• Final FY2018 posting of Student Labor Distributions and Payroll Liabilities for the period ended June 30, 2018 to GL and OGA	Payroll	5:00pm

<b>FRI, July 6</b>	• Final FY2018 posting of annual gifts from Advance	Advancement	6:00pm
<b>SAT, July 7</b>	• FY2019 opened in General Ledger  • FY2019 transactions (July 1 to July 6) from satellites/subsystems and Oracle financial modules posted to GL and OGA.		
<b>MON, July 9</b>	• Final FY2018 posting of satellite and subsystems not already specified above		6:00pm
	• Final FY2018 SPUD journals (cost transfers, etc.)		5:00pm
	• Final FY2018 OGA Close		6:00pm
<b>TUE, July 10</b>	• Last day departmental staff may upload WebADI Journal Entries. if using Finance Center please coordinate timing with them to enable posting to GL by this date.  • Jun-18 period closed at 5 pm. (Beginning 7/11, WebADI journal entries can only be uploaded during business hours (M-F, 8:30 am – 5 pm)		Noon
		Financial Reporting	5:00pm
<b>WED, July 11</b>	• Reverse July 3 Mass Allocations (except CLP)	Financial Reporting	5:00pm
	• Final FY2018 posting of Mass Allocations	Financial Reporting	5:00pm
	• Manual WebADI Journal Entries for Second Close uploaded	Fiscal Officers & designates	Noon
	<b>• SECOND CLOSE Completed</b>		
<b>THUR, July 12</b>	• FY2018 Manual WebADI Journal Entries by Fiscal Officers Only	Fiscal Officers & designates	5:00pm
	• IRA Data Warehouse Second Close Reports available		
<b>FRI, July 13</b>	• FY2018 Manual WebADI Journal Entries by Fiscal Officers Only	Fiscal Officers & designates	5:00pm
<b>MON, July 16</b>	• FY2018: Divisional Funding and Controller's Office Manual Journal Entries only		5:00pm
<b>TUE, July 17</b>	• FY2018: Divisional Funding and Controller's Office Manual Journal Entries only		5:00pm
<b>WED, July 18</b>	• FY2018: Last day for Divisional Funding Manual Journal Entries		Noon
	<b>• FINAL FY2018 CLOSE</b>		

## 2. PAYROLL

The following payrolls will be included with the **First Close** (July 3, 2018):

- monthly staff payroll paid on July 1, 2018 (for the period ended June 30, 2018)
- bi-weekly payroll paid on June 29, 2018 (for the period ended June 23, 2018)
- student payroll paid on June 22, 2018 (for the period ending June 16, 2018)
- accrual for bi-weekly unpaid wages and fringes for 7 days for the nonexempt and union staff for June 24, 25, 26, 27, 28, 29, and 30 (except for grants, Dartmouth Dining Services employees, and student employees)

The following payroll will be included with the **Second Close** (July 11, 2018):

- student payroll paid on July 6, 2018 (for the period ending June 30, 2018)

It is extremely important that all FY2018 payroll corrections and transfers be processed as early as possible during the month of June. **Please check with your Finance Center for deadlines to submit wage transfers to be posted to the GL for FY2018.**

## 3. ENDOWMENT DISTRIBUTION

The FINAL monthly endowment distribution for June will be posted to the GL no later than Friday, June 15, 2018. The distribution amounts will be included in IRA reports on Saturday, June 16, 2018.

Please contact Tawnia Boutin via e-mail or at 6-2905 if you have any questions regarding the endowment distribution.

## 4. GIFT RECORDING

Gifts dated and postmarked by June 30, 2018 or prior will be posted to the GL if the gifts are received and processed by the Gift Recording Office as follows:

- All gifts prior to the first close on Wednesday, July 3, 2018
- Annual fund gifts intended for FY2018 will continue to be processed through Friday, July 6. Receiving offices must deliver all annual fund checks to Gift Recording by 9:00 am on Friday, July 6, for them to be included in the final deposit, entered on Advance, and included in FY2018 reports

If you have any questions about processing specific gifts, please contact the Gift Recording Office at 646-0098 or [Gift.Recording.Office@Dartmouth.edu](mailto:Gift.Recording.Office@Dartmouth.edu).

## 5. MANUAL WebADI JOURNAL ENTRIES

The Controller's Office will maintain both FY2018 and FY2019 accounting records during the month of July. Departments are responsible for reviewing their GL and PTAE0 strings to ensure that all FY2018 transactions have been recorded properly.

- **Tuesday, July 3, 2018 - FIRST CLOSE** - All manual WebADI journal entries must be uploaded by **12 noon** to ensure adequate time for review and posting. Every effort should be made to include as many transactions as possible in the first FY2018 close.
- **Tuesday, July 10** - Last day for department journals, must be uploaded by **12 noon**. Beginning July 11, WebADI entries for FY2018 can only be uploaded during business hours (M-F, 8:30 am – 5 pm).
- **Wednesday, July 11, 2018 - SECOND CLOSE** - All manual journal entries from Fiscal Officers and Finance Centers Only must be uploaded by **12 noon** to ensure adequate time for review and posting. No journal entries affecting other departments or the professional schools should be submitted after the Second Close. Any journal entries that need to be posted after this time will need to be discussed with the appropriate Fiscal Officer for their approval and uploaded to the GL by Fiscal Officer or their designate only.

- **Thursday, July 12, 2018** - Open for Manual Journal Entries by Fiscal Officers and designates only
- **July 13, 2018** - Open for Manual Journal Entries by Fiscal Officers and designates only
- **July 16 - 17, 2018** - Manual journal entries from Fiscal Officers and designates for funding entries (transfers) only
- **Wednesday, July 18, 2018 - FINAL CLOSE** - - LAST day for manual journal entries from **Fiscal Officers and designates** for funding entries (transfers) only. All journal entries must be uploaded by **12 Noon**.

*Manual journal entries uploaded during the year end close will be reviewed prior to being posted to the GL. Please be aware that if your manual journal entry triggers question(s) you must be available to answer the question(s) so that your journal can be posted. Any journal entry questions resolved by 4:00 p.m. will be posted that day.*

## **6. CASH RECEIPTS AND CHECKS FOR DEPOSIT**

### **CASH RECEIPTS**

All FY2018 cash (currency and coin) received by departments must be brought to the Cashier's Office in McNutt Hall **no later than 2:00 p.m. on Friday, June 29, 2018**, to be recorded as FY2018 income. The deposit must be accompanied by a Miscellaneous Receipt Form. Any *cash* received and deposited on or after July 1, 2018 will be recorded as FY2019 receipts.

### **DEPOSITS**

All deposits made after June 29, 2018 will be posted to FY2019 through both the CASHIERING\_DC or Cash Management sources. If deposits made in FY2019 are for FY2018 revenue, departments are responsible for processing manual journal entries to post revenue and A/R in FY2018 as indicated in section 16 DEPARTMENTAL REVENUE below.

**Direct Depositors** should adhere to these same policies for deposits for June revenue posted in July.

**Credit Card Deposits** should adhere to these same policies for deposits for June revenue posted in July.

**Departments with cash clearing accounts** must distribute the deposits and bring the balance of their cash clearing account to zero as of June 30, 2018. These manual journal entries must be uploaded to the GL by Tuesday, July 10.

**Please note:** no **CASH** settlements of FY2018 Business Expense Reimbursements or other FY2018 expenses will be allowed after June 29, 2018. For non-cash settlements of FY2018 items, see #9, Business Expense Reimbursement Forms and Cash Advance Settlements.

## **7. PETTY CASH SETTLEMENTS**

In order to have petty cash expenses properly recorded in FY2018, custodians of petty cash funds must bring fund reconciliations and requests for reimbursement to the Cashier's Office by 2:00 p.m. on Friday, June 29, 2018. Any petty cash fund that has been significantly depleted in FY2018 should be replenished by June 29, 2018.

## **8. ACCOUNTS PAYABLE**

It is extremely important that accounts payable documents are submitted in a timely manner for processing and that payments are reflected in the appropriate fiscal year. *Only Invoices or Requests for Payment ("RFP") submitted through an OnBase eform for materials received or services rendered on or before June 30, 2018, can be treated as FY2018 expenses.* If you have received goods or services during FY2018 but have not received the invoice by mid-June, you should contact the vendor as soon as possible and have the invoice sent to [invoice@dartmouth.edu](mailto:invoice@dartmouth.edu) for review and approval so that these invoices may be processed in a timely manner and recorded in the proper fiscal year.

*The Finance Centers will process June (FY2018) invoices from July 1 through July 9, 2018. Invoices should be marked clearly with FY2018 or FY2019 based on when goods were received or services rendered.*

***All FY2018 payment requests must be received in the Finance Center by 4:00 Friday, July 6, 2018 to be included in the Second Close.***

*If you have questions concerning Accounts Payable dates or other information, please contact your Finance Center.*

*\*REMEMBER\* - goods and services received after June 30, 2018, are FY2019 expenses.*

***Please note that non-resident payment requests and wire requests require additional processing time. It is the responsibility of the department submitting the payment request to allow for sufficient time to process the request and respond to questions.***

## **9. CASH ADVANCE SETTLEMENTS**

Fiscal Officers and the appropriate administrators should ensure that all cash advances for FY2018 business expenses are settled by 3:00 p.m. on June 29, 2018. No **cash** settlements of FY2018 business expenses will be allowed after June 29, 2018. However, Finance Centers will process FY2018 business expenses after June 29<sup>th</sup> for payment by check. **Please check with your Finance Center for their submission deadlines** so they can meet the final Accounts Payable posting deadline of July 9<sup>th</sup>.

## **10. P-CARD TRANSACTIONS**

Procurement card transactions received into the system with a bank processing date prior to or on June 30, 2018, will be posted to the current fiscal year, FY2018, upon approval by the authorized person or Finance Center. To make sure these transactions post to FY2018, any unapproved transactions with the bank processing date of June 30<sup>th</sup> or prior will be automatically swept and posted to the current fiscal year, FY2018, on Monday, July 9, 2018.

Since not all vendors submit their credit card transactions in a timely manner, orders placed with a supplier after June 15, 2018, may not be received in the P-Card system in time for the transactions to be posted to the current fiscal year. If you have any questions please call Linda Lagasse, Procurement Card Administrator (ext. 6-3527).

## **11. BUSINESS EXPENSE REIMBURSEMENTS**

Any business-related expense occurring prior to July 1, 2018, should be recorded as an FY2018 expense.

### **a. iEXPENSE TRANSACTIONS (employees)**

It is the responsibility of the cardholder/traveler to submit iExpense reports so that there is sufficient time for the report to be approved and audited, if selected. Since not all vendors submit their credit card transactions in a timely manner, expenses incurred after June 15, 2018 may not be received in the credit card system in time for the transactions to be posted to the current fiscal year. Corporate card transactions are not “swept” to the General Ledger – they must be submitted on an expense report through iExpense for the charges to hit a chart string or PTAE0 string.

Corporate card transactions received into the iExpense system with a bank processing date prior to or on June 30, 2018 should be posted to the current fiscal year, FY2018. All iExpense reports for FY2018 need to be submitted by the close of business (5 p.m.) on Tuesday, July 3<sup>rd</sup>. Any expense report not submitted in iExpense by this time may not make it through the approval and audit process in time to be posted to FY2018 and will instead post to FY2019. Note: **NO** iExpense reports can be processed for FY2019 transactions until Tuesday, July 10<sup>th</sup>. If you have any questions please call Tammy Moffatt, Director of Procurement, Payables and Inventory at (646-2846).

### **b. PAYMENT REQUESTS (non-employees/students)**

Payment Requests for FY2018 that are for non-employee or student business expenses should be submitted via an e-form no later than Friday, June 29, 2018. **If submitting them to a Finance Center, please check on their deadlines as they may differ.**

## 12. FO&M WORK ORDER SYSTEM (FAMIS SYSTEM)

All invoices that have been received in June to be charged against "WO" or "SWO" numbers should be submitted to the Accounts Payable Department or Finance Center by Friday, June 29, 2018. Corrections for transactions to "WO" or "SWO" numbers must be submitted to FOM by Friday, June 15, 2018 to allow adequate time to process through FAMIS and GL before the final close of the work order system. Labor charges through June 30, 2018 and all FY2018 invoices submitted for processing by July 2, 2018 will be charged to work orders and posted to the departmental chart strings during the First Close (Tuesday July 3, 2018). All subsequent charges against "WO" or "SWO" numbers will be recorded as FY2019 expenses. Any significant FY2018 accounts payable items will be manually accrued in a coordinated effort between FOM and the Accounts Payable Department. FOM will not post any transactions or distributions through FAMIS after the First Close on July 3, 2018.

## 13. PROCUREMENT / ePROCUREMENT TRANSACTIONS

If you are planning any purchases which you would like to have invoiced in FY2018, please contact the appropriate personnel in Procurement Services now, so that they can work with suppliers to fulfill your requests. Please realize that rush orders at year end add an additional burden on everyone and generally include additional freight charges or handling fees. Audit requirements specify that the cost of any goods or services must be received or rendered prior to June 30 to be reported in FY2018. If you have any questions please call Tammy Moffatt, Director of Procurement (646-2846).

## 14. INVENTORY TRANSACTIONS

Inventory transactions from Central Stores, the FOM Stockroom, the Borwell Stockroom, and the Remsen Stockroom will be posted to FY2018 for transactions received through June 29th. Transactions received after the 29th will be processed as FY2019 transactions. If you have any questions please call Dana Kennedy, Stockroom Manager (ext. 6-2813).

## 15. ACCOUNTS RECEIVABLE

The cut-off for FY2018 input to Dartmouth's Accounts Receivable System for June billings will follow the usual month-end schedule. Electronic batch input must be submitted no later than 3:00 p.m. on Friday, June 29, 2018. All other input must be submitted by 12:00 noon on June 29, 2018. If you have specific questions concerning the processing of items through the Accounts Receivable System, please email [accounts.receivable@dartmouth.edu](mailto:accounts.receivable@dartmouth.edu) or contact Kathy Page (ext. 6-3291).

## 16. DEPARTMENTAL REVENUE

Payments not deposited or received before June 29, 2018 from sales of services or goods rendered by Dartmouth in FY2018 (and not billed through the Accounts Receivable System) must be recorded via manual journal entry as FY2018 accrued revenue (with appropriate documentation). **Please note that the minimum threshold for accrued revenue entries is \$2,500 per item.** This entry will be reversed in FY2019 to offset the credit to the departmental chart string when the deposit or payment is received and processed - the effect on FY2019 revenue will be zero. If such receivables are not recorded in FY2018, the income will be recorded in FY2019 when the deposit or payment is received. If you have questions on whether or not certain income items should be recorded in FY2018 or other questions on the processing of year-end receivables (outside the Accounts Receivable System), please contact your Fiscal Officer or your Financial Reporting analyst in the Controller's Office [Gwendolen Gensler 6-1884; Susan Mockus 6-1561; Josh Joslin 6-9878; or Jing Gao 6-0594]. When reviewing journals the Financial Reporting department may request a written explanation, along with a Fiscal Officer's approval. Support for all accrued revenue items over \$100,000 will need to be provided to the Financial Reporting team for the year-end audit.

## 17. PREPAID & ACCRUED EXPENSES AND DEFERRED INCOME

Transactions posted to the accounting system during FY2018 that represent FY2019 revenue or expense items should be deferred (carried over) to FY2019. **Please note that the minimum threshold for deferral entries is \$2,500 per item.** REMEMBER: Revenue or expense items may only be deferred if they are true prepayments for activities that will occur in FY2019. These transactions **are not** transfers of unused budget dollars (which are generally prohibited).



Expenses for FY2018 that do not post to FY2018 can be accrued. **The minimum threshold for accruing FY2018 expenses is also \$2,500.** When reviewing journals the Financial Reporting department may request a written explanation, along with a Fiscal Officer's approval. If you have questions please contact your Fiscal Officer or your Financial Reporting analyst in the Controller's Office [Gwendolen Gensler 6-1884; Susan Mockus 6-1561; Josh Joslin 6-9878; or Jing Gao 6-0594]. Support for all prepaid expenses, accrued expenses and deferred revenue items over \$100,000 will need to be provided to the Financial Reporting team for the year-end audit.

## 18. TRANSFERS AND TRANSACTING WITH RESTRICTED FUNDINGS

To facilitate year-end closing, the following transactions will be allowed, but only by divisional/school fiscal officers and only after July 11:

### Journal Entry Process

- Fiscal officers will need to include the following standard wording in the journal name so that those doing Journal Entry review can easily identify these transactions. Remember that the Batch Name and/or Journal Name must begin with the name of the person doing the entry, and must include one of the following:
  - Reclass Spending
  - Replenish Funds to Cover Deficit
  - Utilize Restricted Income
  - Transfer to Designated (only after approval – see “Unrestricted Designated Funding values” below)
- To make the journal entry review process as efficient as possible:
  - Prepare separate transfer entries for each funding, or *upload transfer entries in small batches*. The system rearranges the lines when a journal entry is imported so the debits and credits are not in sequential lines. Entries with many lines need to be exported and sorted to do the review. This can be very time-consuming and could delay the posting of your entry.
  - Remember transfer entries must include the offset string in the “Additional Line Info 1” field in the webADI template.
  - Do not combine transfer entries with other types of entries (corrections, etc).

### Transacting with Restricted Funding Values (gifts and endowment distribution reserves)

- For restricted fundings in a surplus position, transfers into these fundings are not allowed. If there are expenses in these fundings that need to be paid for by another funding, those expenses should be moved out of the restricted funding using the string (including natural class) that the spending originally occurred on. This may be done with a manual journal entry (excluding compensation natural classes). (Journal Name should include “Reclass Spending”).
- Restricted fundings in a deficit position must be brought into balance. To do this, credit the exact expense chart string (including natural class) in the deficit funding and debit the chart string (including expense natural class) in another funding with a sufficient surplus balance. (Journal Name must include “Reclass Spending”). Transfers into the deficit funding (using a transfer natural class) may not be used *except for highly unusual circumstances*. If you believe you have a situation that requires funds to be transferred in, please contact your journal entry reviewer *prior to uploading the entry*. In the rare cases where these transfers can be allowed, the offset string needs to be included and the Journal Name should include “Replenish Funds to Cover Deficit”. In addition, for RFM 3 endowment fundings, the transfer in must use an activity on which the spending occurred.
- **Transfers into or out of RFM 4 fundings are not allowed.**
- **Beginning in FY18 this applies to both endowment and gift fundings.**

### Unrestricted Designated Funding values (reserves)

- For College-Only and Auxiliary operations (Entities 20 and 21): Any requests to carry over budgeted funds into designated fundings will be made at the year-end closing meetings. Decisions on these requests will be made by the Provost, EVP and President with recommendations by the CFO, in most cases after the year-end closing meetings. The Journal Name should include “Transfer to Designated”.

## 19. IRA DATA WAREHOUSE REPORTS

Wednesday, July 4	IRA Data Warehouse First Close Reports available
Thursday, July 12	IRA Data Warehouse Second Close Reports available
Thursday, July 19	IRA Data Warehouse Final Close Reports available

### Reports to be used to determine ending budget vs. actual results and funding balances:

- Use Ops report for budget vs. actual analysis and review with Budget and Planning Office
- Use RFM Funding Report for the following:
  - To identify all Category 2 Endowment Distribution and Gift fundings with unspent balances. All amounts for Category 2 fundings should be moved into Subvention, ideally using a specific Activity value. This can be done with a transfer and should happen as soon as possible.
  - To review spending in Category 3 and 4 Endowment Distribution and Gift fundings.
  - To identify all Endowment distribution and Gift fundings with a deficit balance. Any overdrawn fundings must be replenished as early as possible. See above for allowable transactions.
- Use GL Funding Balances report to identify all unrestricted designated and gift fundings with a deficit balance (funding ranges 160000-304999 and 535000-634999). Any overdrawn fundings must be replenished before as early as possible. See above for allowable transactions.

## 20. HYPERION REPORTS

The Hyperion reports used for closing meetings will be sent out from the Budget and Planning Office after the first close on July 3, 2018 and can be refreshed to be used at the Division closing meetings that will be scheduled starting July 19, 2018.

## 21. SPONSORED PROJECTS (GRANTS & CONTRACTS) EXPENSES

All sponsored activity to be recorded in FY2018 must be submitted by the dates established in this memo for each type of transaction. Cost share transactions on all sponsored projects should be reviewed and corrections made prior to June 30<sup>th</sup> due to the impact on departmental budgets. The last day for SPUD entries to be uploaded for sponsored project strings (PTAEOs) is July 9, 2018. THE FINAL FY2018 CLOSE FOR OGA WILL BE MONDAY, JULY 9, 2018. All balances as of June 30, 2018 after the final OGA close for on-going sponsored accounts will be carried over to FY2019 and subsequent activity will be recorded in FY2019. This carry-over maintains the continuity of project accounting by providing a project-to-date balance which may span several fiscal years. If you have questions concerning year end activity, please contact your Sponsored Research Manager or Rebecca Clogston at 6-3009.

**22. LISTING BY SOURCE OF LAST DATE OF POSTING TO THE GL IN FY2018:**

All satellite and sub-systems will be “hard-closed” according to the schedule below. This means there will be no more FY2018 system transactions after the published final feed date for each system. (*Add Assets, CTPAYER\_DC, DINING\_DC, ESG\_DC, EVENTSBILLING\_DC, SRVCTR\_ITSERVICES\_DC and TRAVEL\_DC. Confirm whether yellow highlighted sources are still used. Remove RESOURCE25\_DC.*)

<b>SYSTEM NAME</b>	<b>DESCRIPTION</b>	<b>LAST DATE</b>
ADVANCE_DC	Gift Transactions (dated 6/30/2018 or prior)	July 3, 2018
ADVANCE_DC	Gift Transactions (Annual Funds Only)	July 6, 2018
CASHMANAGEMENT	Bank Transactions - Direct Deposits, Credit Cards	June 29, 2018
BANNER_DC	Banner Billing Transactions	July 2, 2018
CASHIERING_DC	Cashiers Office - Cash, Petty Cash, etc.	June 29, 2018
CASHIERING_DC	Cashiers Office – Checks with June dates	June 29, 2018
CBORD_DC	Dartmouth ID Charges (meals)	July 9, 2018
COMPUTERSTORE_DC	Purchases from Computer Sales & Services	June 29, 2018
CONTROLLER_DC	Adjusting Journal Entries by Controller's Office	July 9, 2018
COSTTRANSFER_DC	Grant Cost Transfer Journal Entries	July 9, 2018
Cost Management	DC Inventory (Stockrooms) System	June 29, 2018
DAILYDARTMOUTH_DC	Student Newspaper Subscription/Advertising/Fees	July 9, 2018
DEPTRECLASSRECHG_DC	Departmental Reclassifications; Recharge Centers	July 9, 2018
EFS_DC	Endowment Distribution Transactions	June 15, 2018
FAMIS_DC	FOM Work Orders	July 2, 2018
FWSALLOC_DC	Federal Work Study Allocation of Labor	July 9, 2018
HANOVERINN_DC	Rooms and Meals charges at Hanover Inn	July 9, 2018
LIBRARY_DC	Library Charges for Sponsored Projects	July 9, 2018
LOANSYSTEM_DC	Student Loan Entries	July 9, 2018
Manual By Departments	Web ADI Journal Entry	July 10, 2018
Manual By Fiscal Officers/Fin Ctrs	Web ADI Journal Entry	July 18, 2018
MassAllocation – First Close	Monthly Mass Allocation entry (final CLP)	July 3, 2018
MassAllocation – Second Close	Monthly Mass Allocation entry	July 11, 2018
OLD (Labor Distribution)	Labor Distribution - Biweekly	June 28, 2018
OLD (Labor Distribution)	Labor Distribution - Monthly	June 28, 2018
OLD (Labor Distribution)	Labor Distribution - Student	June 21, 2018
OSPADJUST_DC	Office of Sponsored Projects Adjusting Entries	July 9, 2018
Payables	Accounts Payable Transactions	July 9, 2018
Payroll	Payroll transactions - Biweekly	June 28, 2018
Payroll	Payroll transactions - Monthly	June 28, 2018
Payroll	Payroll transactions - Student	June 21, 2018
PCARD_DC	Procurement Card transactions	July 9, 2018
PROCUREMENT_DC	Procurement Adjustments	July 9, 2018
Projects - Burden	Grants Accounting (OGA)	July 9, 2018
Projects - Miscellaneous Trans	Grants Accounting (OGA)	July 9, 2018
Purchasing	Receiving of Purchase Order Items	July 9, 2018
Receivables	Sponsored Projects Accounts Receivables	July 9, 2018

Recurring	Monthly Recurring Charges/Entries	June 28, 2018
SRVCTR_ASAPPARATUS_DC	Service Ctr A&S Apparatus Shop	July 9, 2018
SRVCTR_ASBIOGRNHSE_DC	Service Ctr A&S Biology Dept Greenhouse Facility	July 9, 2018
SRVCTR_ASBIOMICROS_DC	Service Ctr A&S Biology Dept Microscopy Facility	July 9, 2018
SRVCTR_ASELECSHOP_DC	Service Ctr A&S Science Division Electronic Shop	July 9, 2018
SRVCTR_ASEM_DC	Service Ctr A&S Electron Microscope	July 9, 2018
SRVCTR_ASMRI_DC	Service Ctr A&S MRI Facility	July 9, 2018
SRVCTR_ASNMR_DC	Service Ctr A&S NMR Facility	July 9, 2018
SRVCTR_CCMR_DC	Service Ctr Prov Ctr Comp Med & Res	July 9, 2018
SRVCTR_DMSCECSCOMP_DC	Service Ctr DMS CECS Computing	July 9, 2018
SRVCTR_DMSCPDE_DC	Service Ctr DMS CPDE	July 9, 2018
SRVCTR_DMSCSEAL_DC	Service Ctr DMS Smoke Exposure	July 9, 2018
SRVCTR_DMSDARTMOUSE_DC	Service Ctr DMS Mouse Genetics	July 9, 2018
SRVCTR_DMSDBSF_DC	Service Ctr Geisel Freezer Farm	July 9, 2018
SRVCTR_DMSINFMATIC_DC	Service Ctr DMS Informatics	July 9, 2018
SRVCTR_DMSMOLBIOCORE_DC	Service Ctr DMS Molecular Biology Core	July 9, 2018
SRVCTR_DMSNCCCSHARSVC_DC	Service Ctr DMS Norris Cotton Cancer Center	July 9, 2018
SRVCTR_DMSPATHLABS_DC	Service Ctr DMS Pathology	July 9, 2018
SRVCTR_DMSSHAREDSVC_DC	Service Ctr DMS Facilities Copying Mailing	July 9, 2018
SRVCTR_DMSSURGLAB_DC	Service Ctr DMS Surgical Labs	July 9, 2018
SRVCTR_DMSTRACEMETAL_DC	Service Ctr DMS Trace Metals Core	July 9, 2018
SRVCTR_DPMS_DC	Service Ctr DPMS	July 9, 2018
SRVCTR_MEDIAPROD_DC	Service Ctr Media Prod	July 9, 2018
SRVCTR_REMSEN_DC	Service Ctr Remsen Stockroom Dry Ice	July 9, 2018
TELEPHONESERVICES_DC	International Telephone Charges through Pinnacle	July 9, 2018
THAYERSTUDENT_DC	Grant Funded Thayer Student Tuition and Fees	July 9, 2018
UTILITIESBILLING_DC	Steam Utilities	July 3, 2018
UTILITIESBILLING_DC	Electric Utilities	July 3, 2018
UTILITIESBILLING_DC	Chiller Utilities	July 3, 2018
WorkOrderAdj_DC	Adjustments for FAMIS Related Transactions (WO)	July 9, 2018
Planon (YARDI)	Rental Housing Transactions	June 29, 2018