



Brandeis University

Office of the
Financial Affairs and
Treasury Services

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To: All Departments

**From: Robert Butler
University Controller**

Date: May 19, 2011

Re: Fiscal Year-End Close – June 30, 2011

With the end of the fiscal year fast approaching, this memo is being sent to inform you of delivery deadlines that must be followed to ensure that your transactions are processed correctly and in time for the year-end.

Our list of important dates does not include all of the Procurement Office cutoffs. These dates were communicated in an e-mail dated May 9, 2011 from Ed Perkins. If you have questions about Procurement processing, contact Ed Perkins at ext. 64505 or visit their website at <http://www.brandeis.edu/offices/procurement>.

It is essential that all FY11 payment requests and travel expense forms be delivered to Accounts Payable by 12:00PM on **Thursday, June 30**. Please take care to include the required supporting documentation and necessary approvals.

It is very important to note that invoices should not be “held back” for payment in the next fiscal year if the goods or services have been received by **Thursday, June 30**. Every effort must be made to secure invoices on a timely basis. No invoice will be paid before actual delivery of the goods or services. The Office of Financial Affairs & Treasury Services will be monitoring compliance with these year-end payment requirements to assure a timely and efficient closing process.

Please submit journal entries and departmental/grant transfer forms as soon as possible, but they must be received by the Office of Financial Affairs & Treasury Services by 12:00PM on **Tuesday, July 5**.

The year-end close is a hectic and time-sensitive process. Your adherence to the following deadlines will contribute towards our goal of a smooth year-end process.

Thank you for your cooperation and assistance.

Cc: Fran Drolette
Chris O'Brien

1st CLOSE CUTOFF DATES	TIME	ACTIVITY/FORM	NOTES	DEPARTMENT / CONTACT
Friday, June 17	5:00 PM	Invoices related to PO's	Any invoices associated with a FY11 Purchase Order	Procurement – x64505
Friday, June 24	5:00 PM	Lab Supplies Stockroom inventory	Withdrawals after June 24 will be charged to FY12	Procurement – Ed Perkins x64505
Tuesday, June 28	12:00 PM	Petty Cash Funds reimbursement request	Also be sure to return petty cash confirmation to Joe Tracy, General Accounting x68639	Accounts Payable – x64475
Thursday, June 30	12:00 PM	Payment Request & Travel Expense forms	Attach invoices and secure approvals for goods & services received by June 30	Accounts Payable – Robin Trainor x64477
Thursday, June 30	12:00 PM	Deposit of cash & checks	Deliver to the Disbursement's Office (Cashier Window, 60 Tuner Street)	Disbursements – x64475
Tuesday, July 5	12:00 PM	Month End Feeds	Applies to normal monthly feeds from Procurement, Lab Supplies, Post Office, Physical Plant, etc.	Financial Systems – Tony Chiefe x64488
Tuesday, July 5	12:00 PM	Journal Entries; Departmental/Grant Transfer Forms	All entries are due to General Accounting for review and approval by the Associate Controller.	General Accounting – Amy Cederholm x64478 Sponsored Accounting – Elizabeth Fenick x64484
Tuesday, July 5	12:00 PM	PLDCN's	All prospective changes to labor distributions for FY12	Payroll – Robin Trainor x64477
Tuesday, July 5	12:00 PM	RLDC's	All retroactive changes to labor distributions for FY11	Sponsored Accounting – Elizabeth Fenick x64484
Thursday, July 7	5:00 PM	Time & Effort Reports	Delivered to departments	Sponsored Accounting – Elizabeth Fenick x64484
Friday, July 8		1 st Close Reports	You will be notified by email when they are available	Financial Systems – Ofer Ben-Gai x64471
Tuesday, July 12	12:00 PM	1 st Close Reports	Report any issues or problems with 1 st close reports	Financial Systems – Ofer Ben-Gai x64471
2nd CLOSE CUTOFF DATES	TIME	ACTIVITY/FORM	NOTES	DEPARTMENT / CONTACT
Friday, July 15	12:00 PM	2 nd Close	All entries are due to General Accounting for review and approval by the Associate Controller.	General Accounting – Amy Cederholm x64478
Monday, July 18	5:00 PM	Time & Effort Certifications	Return certified Time & Effort and related RLDC's to SPA	Sponsored Accounting – Elizabeth Fenick x64484
Monday, July 25		2 nd Close Reports	You will be notified by email when they are available	Financial Systems – Ofer Ben-Gai x64471