



Brandeis University

Office of the
Financial Affairs and
Treasury Services

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To: All Departments

From: Robert Butler, University Controller & John Storti, Director of Procurement Services

Date: April 16, 2013

Re: Fiscal Year-End Close – June 30, 2013

Planning for a successful June 30, 2013 year-end close begins now. This memo is being sent to help you plan deadlines for processing transactions so that our financial records are timely and accurate. Procurement Services and General Accounting will assist you with any questions that you have, but now is the time to ask.

Our list of important dates is inclusive of all Procurement Services cutoffs. There will not be a separate communication from Procurement Services as there has been in past years.

Please note that Requisitions for Goods and Services for the current fiscal year must be sent to Procurement by **Thursday, June 13**, if you have questions about procurement processing, please contact Procurement at procurement@brandeis.edu or at Ext. 64500.

Please note that all FY13 payment requests and travel expense forms must be delivered to Accounts Payable by 12:00PM on **Monday, July 1**. Please take care to include the required supporting documentation and necessary approvals.

Please do not hold back invoices for payment in the next fiscal year if the goods or services have been received by **Thursday, June 27**. Every effort must be made to secure invoices on a timely basis and they should be delivered to Accounts Payable by **Monday, July 1** unless there are extenuating circumstances. As a reminder, invoices are not paid until the goods or services have been delivered. Procurement and General Accounting work closely together with these year-end payment requirements to assure a timely closing and an accurate financial accounting.

For all FY13 activity through May, please submit journal entries and departmental/grant transfer forms as soon as possible and no later than **Thursday, June 13**. Any journal entries received after June 14 that relate to previous activity will be subject to further review and may not be posted at the discretion of General Accounting. Any journal entries and departmental/grant transfer forms related to June activity should be submitted no later than 12:00PM on **Thursday, July 18** for inclusion in the second close reports. Additionally, all journal entries related to fixed asset account activity through May should be submitted as soon as possible and no later than **Thursday, June 13**. Any journal entries related to fixed asset activity in June must be submitted by **Thursday, July 18** and will not be posted after the deadline or for the second close. It is imperative all fixed asset related journal entries be submitted in June or no later than July 18.

Our goal is a seamless year-end process and we rely on your cooperation and adherence to the accounting deadlines.

Thank you for your cooperation and assistance throughout the year.

Cc: Marianne Cwalina
Chris O'Brien

1st CLOSE CUTOFF DATES	TIME	ACTIVITY/FORM	NOTES	DEPARTMENT / CONTACT
Thursday, June 13	5:00 PM	Journal entries, departmental/grant transfer forms and RLDC's for all FY13 activity through May 31, including fixed asset entries	Any entries submitted after June 13 that relate to activity prior to June 1 will be subject to review by the Controller for materiality	Rob Butler x68317 Cassandre Saint-Louis x65110
Thursday, June 13	5:00 PM	Requisitions for purchases for FY13	Requisitions received after this date will be encumbered against FY14	procurement@brandeis.edu or x64500
Thursday, June 20	5:00 PM	PCARD transactions posted to PaymentNet	PCARD transactions posted to PaymentNet after this date will be charged to FY14	procurement@brandeis.edu or x64500
Tuesday, June 25	5:00 PM	Petty cash funds reimbursement request	Return petty cash confirmation	Robin Trainor x64477
Thursday, June 27	5:00 PM	Reallocate or approve posted PCARD transactions in PaymentNet	Journal entries to reallocate PCARD transactions related to FY13 are due July 3	Rob Butler x68317
Thursday, June 27	12:00 PM	Deposit of FY13 cash & checks	Deliver to the Cashier Window, 60 Turner Street	Nadie Trotman x64411
Thursday, June 27	5:00 PM	Marketplace purchases that are invoiced will be charged to FY13	Marketplace purchases invoiced after this date will be charged to FY14	Courtney Sampson x64266
Thursday, June 27	5:00 PM	Kalman inventory	Withdrawals after June 27 will be charged to FY14	Courtney Sampson x64266
Monday, July 1	12:00 PM	Payment requests & travel expense forms	Attach invoices and secure approvals for goods & services received by June 28	Robin Trainor x64477
Monday, July 1	12:00 PM	Invoices for all goods and services including those related to PO's	Secure approvals for goods & services received by June 28	Robin Trainor x64477
Tuesday, July 2	12:00 PM	Month end feeds	Applies to normal monthly feeds from Procurement, Lab Supplies, Post Office, Physical Plant, etc.	Ofer Ben-Gai x64488
Wednesday, July 3	12:00 PM	PLDCN's	All prospective changes to labor distributions for FY14	Robin Trainor x64477
Monday, July 8	5:00 PM	Time & Effort Reports	Delivered to departments, report any issues or problems	Cassandre Saint-Louis x65110
Wednesday, July 10		1 st Close Reports	You will be notified by email when they are available. Report any issues or problems with 1 st close reports	Ofer Ben-Gai x64471
2nd CLOSE CUTOFF DATES	TIME	ACTIVITY/FORM	NOTES	DEPARTMENT / CONTACT
Thursday, July 18	12:00 PM	Journal entries, departmental/grant transfer forms and RLDC's (for June activity)	All entries are due to General Accounting	Rob Butler x68317
Thursday, July 18	5:00 PM	Time & Effort Certifications and related RLDC's	Return certified Time & Effort and related RLDC's to SPA	Cassandre Saint-Louis x65110
Thursday, July 25		2 nd Close Reports	You will be notified by email when they are available	Ofer Ben-Gai x64471