

TO: Distribution
FROM: Matt Brewer
Controller
DATE: August 1, 2018

SUBJECT: 2018 Fiscal Year (FY) Closing (October 1, 2017 to September 30, 2018)

As both the end of the current fiscal year and our annual financial audit rapidly approach (September 30th), it's time to start coordinating our efforts in order to achieve a clean and accurate cutoff. This memo is intended to provide key dates so that you can plan accordingly.

Procurement Services (Purchasing/Payment Services)

In order to ensure that any encumbrances, vendor invoices, travel expenses, payment requests, expenditure type changes, invoice splits, etc. are reflected in your FY2018 records, please ensure that all purchase orders and/or invoices and other requests are submitted on time. Please refer to the August 1, 2018 Fiscal Year End closing memorandum from Tina Lowenthal, Director of Procurement Services, available at: <http://procurement.caltech.edu> for further information.

Payroll

The last payrolls of FY2018 will be posted to OGM as follows:

- Monthly Postdoc, Student Fellowship, and
Grad Assistantship 09 September 24
- Biweekly Payroll 19 September 20
- Monthly Payroll 09 September 24

Throughout the year, some of your department's payroll transactions may have gone to suspense accounts due to the use of invalid PTA's. Please ensure every effort is made to clear any existing suspense items by moving charges to a valid PTA as soon as items appear on reports available to you in the Labor Distribution system. The last day to enter corrections for posting in FY2018 will be 9/27/18.

Cash Receipts

The dark period for application of cash receipts in the Accounts Receivable module will begin on Friday, September 28th. All checks should be delivered to the Finance Drop Box at Keith Spalding no later than 10:00 am on Friday, September 28th. Checks received after this time will be accrued for inclusion in the Institute's FY2018 financial statements, but will not appear in OGM/Cognos until FY2019.

Budgets and Expenditures (Cost transfers/Splits)

The dark period for OGM will begin on Friday, September 28th. The volume of transactions increases significantly at year end and time is needed to process cost transfers and budget adjustments. When using the online cost transfer process that involves the splitting of invoice costs it requires an overnight system process to occur before the cost transfer can be processed for the split items. Therefore, the split component of the cost transfers must be completed by 5 p.m. on September 26th. Cost transfers without splits must be submitted by 5 p.m. on September 27th. Budget modification requests must be submitted by 5 p.m. on September 27th for processing before year-end. Please carefully examine all financial activity in your PTAs in the month of August and September and make any necessary corrections. A staff contact list has been provided for your convenience should you need assistance resolving any situation you may encounter.

On October 1st, please review your FY2018 financial information. If you see any significant errors or omissions, please contact one of us immediately. Although OGM is closed at that point, we can make critical entries to our published financials if necessary.

Interfaces

All uploads from external systems and any web internal charges (WIC) must be entered no later than the close of business on September 27th. Every effort to clear open items on error reports should be made to ensure transactions are correctly uploaded to the Oracle financial system.

All of our staff members and I appreciate your support and patience during the year-end closing process. Again, if you have any concerns or questions, please do not hesitate to call me or anyone on the attached list.

**FY2017 FISCAL YEAR END
Individuals to Contact**

ORGANIZATION	NAME	EXTENSION
Auxiliaries.....	Leslie Velasquez	8193
Campus Properties.....	Ernest Katacha	4181
Post Award Administration: (Federal & Non-Federal)	Rochelle Athey.....	2585
Physics, Math & Astronomy, Biology Chemistry/Chemical Engineering	Rosemary Nomura.....	2695
Engineering/Applied Sciences, Geology/Planetary Science, Humanities/ Social Sciences	Rochelle Athey.....	2585
JPL.....	Estella Venegas	2580
Purchasing Services.....	Monica Marquez	2566
CardQuest (P-card)	Muriel Marroquin/Michelle Lampe.....	6273/6257
Payment Services (Accounts Payable).....	Jay Wood.....	6778
Travel Services.....	Muriel Marroquin/Peggy Burke	6273/3702
Financial Assets Accounting (incl. Cash Receipts)..	Tony Zhou	6263
Treasury Services	David Vera.....	6723
Fund Accounting: (Gifts, Grants, Endowments, Other Activities, Agency, General Budget, Plant Accounts)	Ana Ulloa.....	2945
President, Provost, Chemistry, Geology, Moore Foundation.....	Barbara Day.....	6761
Biology, Humanities, Agency, Physics, Math & Astronomy, Caltech Y, Alumni Assoc....	Leila Javaheri	6866
Library, Beckman Institute, Engineering, SURF, All Student Aid	Racquel Taracena.....	4889
General Budget, Plant Fund	Carol O'Keefe.....	6746
Fixed Assets.....	Armen Arabyan.....	3481
Labor Distribution/Suspense Accounts	Rosa Robles	4985
Payroll	Maggie Ory	2626
For general questions, please contact Karla Caprari	6722