

TO: Distribution
FROM: Matt Brewer
Controller
DATE: August 1, 2017

SUBJECT: 2017 Fiscal Year (FY) Closing (October 1, 2016 to September 30, 2017)

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 FY2017 records, please ensure that all purchase orders and/or invoices and other requests are submitted on time. Please refer to the August 1, 2017 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 FY2017 will be posted to OGM as follows:

- Monthly Postdoc, Student Fellowship, and
Grad Assistantship 09 September 22
- Biweekly Payroll 19 September 21
- Monthly Payroll 09 September 22

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 FY2017 will be 9/28/17.

Cash Receipts

The dark period for application of cash receipts in the Accounts Receivable module will begin on Thursday, September 28th. All checks should be delivered to Treasury Services (mail code 234-6) no later than 10:00 am on Thursday, September 28th. Checks received after this time will be accrued for inclusion in the Institute's FY2017 financial statements, but will not appear in OGM/Cognos until FY2018.

Budgets and Expenditures (Cost transfers/Splits)

The dark period for OGM will begin on Thursday, 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 25th. Cost transfers without splits must be submitted by 5 p.m. on September 26th. Budget modification requests must be submitted by 5 p.m. on September 26th 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 2nd, please review your FY2017 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 Ngalula | 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 | Helen Hsu | 6683 |
| JPL..... | Estella Venegas | 2580 |
| | Grant Hovakimyan..... | 8159 |
| 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 |
| Treasury Services | Lily Ye/David Vera..... | 6263/6723 |
| 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 | Theresa Slowskei | 3633 |
| For general questions, please contact Karla Caprari | | 6722 |