

HOWARD UNIVERSITY

Office of the Controller

To: All Deans, Vice Presidents, and Other Accountable Unit Leaders

Through: Stephen Graham, Chief Financial Officer

From: John Gordon, Controller & Chief Accounting Officer

Re: **Howard University FY22 Close-Out Instructions**

Date: June 7, 2022

Howard University's fiscal year ends on June 30, 2022. It is critical that we work collectively to complete all required financial processes and transactions in a timely manner so that the University can prepare its annual audited financial statements for the fiscal year ending June 30, 2022. To aid you in navigating the year-end closing process, a "closing calendar" is presented below.

It is imperative that everyone maintains strict adherence to the cut-off dates presented in this memo so that we can achieve accurate and timely financial reporting for the 2021-22 fiscal year.

Please note that the cutoff dates and deadlines in this document do not apply to grant-funded financial activity.

Please note also that **no** invoices, expense reimbursements, cash receipts or other payments to the University should be held in your offices – they must be referred promptly to the appropriate University office for processing.

Deans, budget analysts and department heads will receive under separate cover a checklist from the Controller's Office confirming completion of the year-end closing process. Sign off on this checklist will be due by July 29, 2022.

If you have any questions about the key dates and deliverables listed below, please refer to the contact list that follows the "closing calendar," or feel free to contact me directly.

Please note that any requisitions for fiscal year 2022 activity submitted after the closing deadline, and any fiscal year 2022 expenses incurred after the closing deadline due to late submission of invoices, may be deducted from your school or accountable unit's fiscal year 2023 budget.

Any requests for exceptions to the deadlines set forth below must be submitted in writing, with justification for the exception, to the chief financial officer. Requests for exceptions must be



Howard University FY22 Close-Out Instructions

June 7, 2022

presented in sufficient detail so that the finance team can understand why the requested exception is essential to the orderly operation of your school or accountable unit.

All requests for exceptions must be approved by your school or unit's cabinet officer prior to submission to finance for consideration. All exception requests must be submitted to the chief financial officer for review and will then be shared with the Office of Procurement and Contracting, the Controller's Office and the University Budget Office.

To ensure all transactions are recorded the current year, please remember to log into your worklist and approve (if applicable). If the transaction is not valid, then you should deny it accordingly and include justification. If you have created a transaction and it's still in draft status, please complete and route for further approval or cancel if the transaction is longer needed. Please note, if any of your transactions do not post to the general ledger prior to June 30 year-end close, an accrual will be needed to capture the expense.

All workday processes have similar steps to approve or cancel transactions: travel spend authorizations, expense reports, supplier invoice requests, and purchase requisitions. If you have any questions or concerns, please reach out to the appropriate department listed within this communication.

CUT-OFF DATE	KEY ACTIVITY	WHAT YOU NEED TO KNOW	WHO TO CONTACT
6/16	<p>EXPENSE REIMBURSEMENT – Pre-June 1, 2022</p> <p>Expense reimbursement for FY21 expenses incurred prior to June 1, 2022, must be submitted in Workday for approval prior to June 16, 2022.</p>	<ul style="list-style-type: none"> All requests for reimbursement of FY22 expenses that have been incurred prior to June 1, 2022, must be submitted for approval no later than June 16, 2022. All pending credit card activity in Workday should be reviewed and cleared of any previously reimbursed charges. All personal charges must be paid by June 16, 2022. All expense reports must be resubmitted by June 16, 2022. Expenses incurred prior to June 1 but not cleared from the Workday system will be charged against your FY22 budget. 	Accounts Payable
7/8	<p>EXPENSE REIMBURSEMENT – June 1-30, 2022</p> <p>Expense reimbursements for FY22 expenses incurred after June 1, 2022, must be submitted for approval by July 8 in Workday.</p>	<ul style="list-style-type: none"> All requests for reimbursement related to FY22 expenses incurred after June 1, 2022, should be submitted for approval by July 8, 2022. FY22 expenses incurred after June 1 not cleared by July 8, 2022 may be charged against your FY23 budget. 	Accounts Payable

Howard University FY22 Close-Out Instructions

June 7, 2022

6/16	ACCOUNTS PAYABLE – SUBMISSION OF NEW INVOICES Dated Pre-June 1, 2022 All invoices for services rendered or goods received in FY22 before June 1 with invoice dates of May 31 or	<ul style="list-style-type: none">• If you have received invoices for services rendered or goods received in FY22 prior to June 1, 2022, it is imperative that those invoices, as well as payment request forms and expense reimbursement forms, where appropriate, be submitted to Accounts Payable by June 16, 2022. Do not hold invoices related to	Accounts Payable
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Howard University FY22 Close-Out Instructions

June 7, 2022

	<p>before must be submitted to Accounts Payable by June 16, 2022.</p>	<p>FY22 to be processed at a later date or they may be charged against your FY23 budget.</p> <ul style="list-style-type: none"> • Accruals: If you are aware of services provided to or goods received by your school or accountable unit in FY22 prior to May 31, for amounts greater than \$25,000, for which invoices have not yet been received, you must send an e-mail to Candice Thomas in the Controller’s Office and to your budget officer in the Budget Office by June 16, 2022 describing the goods or services, the estimated cost, and the account that will be charged. The estimated cost must be supported using prior invoices, contracts, or similar supporting documentation. Failure to accrue for these obligations could result in the obligations being charged to your FY23 budget. 	
<p>7/8</p>	<p>ACCOUNTS PAYABLE – SUBMISSION OF NEW INVOICES Dated June 1-30, 2022</p> <p>All invoices for services rendered or goods received in FY22 after June 1 with invoice dates after May 31 must be submitted to Accounts Payable by July 8 in Workday.</p>	<ul style="list-style-type: none"> • If you have received invoices for services rendered or goods received in FY22 dated June 1 or later, it is imperative that those invoices, as well as payment request forms and expense reimbursement forms, where appropriate, be submitted to Accounts Payable by July 8, 2022. Do not hold invoices related to FY22 to be processed later, or they may be charged against your FY23 budget. • Accruals: If you are aware of services provided to or goods received by your school or accountable unit in June 2022 for amounts greater than \$25,000 for which invoices have not yet been received, you must send an e-mail to Candice Thomas in the Controller’s Office and to your budget officer in the Budget Office by July 8 describing the goods or services, the estimated cost, and the account that will be 	<p>Accounts Payable</p>

Howard University FY22 Close-Out Instructions

June 7, 2022

		<p>charged. The estimated cost must be supported using prior invoices, contracts, or similar supporting documentation. Failure to accrue for these obligations may result in the obligations being charged to your FY23 budget.</p>	
6/17	<p>INITIATING NEW PURCHASES/ REQUISITIONS</p> <p>Last day to initiate and/or approve purchase requisitions for services or goods related to FY22 is June 17.</p>	<ul style="list-style-type: none"> • No new FY22 requisitions will be processed after June 17, 2022. • Pending requisitions that have not been converted to purchase orders will be cancelled on June 17. • E-procurement will re-open July 6, 2022 for FY23 spending. Only essential purchases will be eligible to receive approval in the interim period. • Purchases of goods and services will not be processed without an approved purchase order, unless it is in one of the limited categories eligible for payment for which use of a payment request form is appropriate. 	Office of Procurement and Contracting
6/17	<p>ACCOUNTS PAYABLE – DISBURSEMENTS</p> <p>Disbursements from the Accounts Payable Department will be suspended on June 17 until FY23.</p>	<ul style="list-style-type: none"> • AP disbursement activity will resume on July 8. 	Accounts Payable

Howard University FY22 Close-Out Instructions

June 7, 2022

<p>6/17 (inactive)</p> <p>6/17 (all other)</p>	<p>CLOSURE OF OPEN PURCHASE ORDERS</p> <p>Purchase orders for non-project related activity that was initiated in FY22 but are currently inactive will be closed out after June 17, 2022.</p> <p>All other open FY22 Purchase Orders will be closed out after June 17, 2022.</p> <p>Schools and accountable units must initiate new purchase orders in July 2022 to charge against their FY23 budgets, even in cases where the same vendors are being utilized as in FY22.</p> <p>(See “creation of new requisitions below.)</p>	<ul style="list-style-type: none"> All invoices in your possession should be submitted to Accounts Payable immediately to be paid against open purchase orders. Purchase orders will be closed out on June 17, 2022 that (1) have been “inactive” (i.e., no activity incurred, invoices received, or disbursements paid since June 30, 2021) and/or (2) no further activity is anticipated against the purchase order through June 30, 2022. 	<p>Office of Procurement and Contracting</p>
<p>7/6</p>	<p>CREATION OF NEW REQUISITIONS</p> <p>New requisitions for the FY23 can be entered beginning July 6, 2022.</p>	<ul style="list-style-type: none"> New requisitions must be entered for the new fiscal year. 	<p>Office of Procurement and Contracting</p>
<p>6/30</p>	<p>SUBMISSION OF INTER-DEPARTMENTAL CHARGES</p> <p>All interdepartmental charges incurred in FY22 must be submitted by June 30, 2022.</p>	<ul style="list-style-type: none"> In general, interdepartmental charges will only be accepted for the following: Cramton Auditorium, Veterinary Services, campus police, bookstore, printing and graphics, and grant projects and A-projects. 	<p>General Accounting</p>
<p>6/24</p>	<p>SUBMISSION OF CASH RECEIPTS</p> <p>All cash receipts received for FY22 must be submitted for deposit by June 24, 2022.</p>	<ul style="list-style-type: none"> If you have received any form of cash receipts (cash, checks, money orders, etc.), it is imperative that these items be submitted to the Cashier’s Office, Development & Alumni Relations, or the Treasurer’s Office, as appropriate, for processing on or before June 24, 2022. Do not hold cash receipts to be processed at a later date. 	<p>Treasurer’s Office, Development & Alumni Relations, and Cashier’s Office</p>

Howard University FY22 Close-Out Instructions

June 7, 2022

If you have any questions regarding key dates or any other aspect of the instructions presented above, please contact the following persons.

They will be able to provide information and direction to your office.

NAME	DEPARTMENT	TELEPHONE NUMBER	E-MAIL ADDRESS	QUESTIONS RELATED TO...
Stephen Graham	Chief Financial Officer	202-417-5575	Stephen.graham@howard.edu	Exception approvals
John Gordon	Controller's Office	202-806-2306	john.gordon@howard.edu	Finance inquiries and issues for the Controller's Office
Bobby Young	Treasury	202-806-2381	bobyyoung@howard.edu	Posting of checks received by the University
Rudolph Damdar & Shunfinni Basir	Accounts Payable	202-806-2371 202-806-2063	Rudolph.Damdar@howard.edu Shunfinni.Basir@howard.edu	All accounts payable & travel/expense reimbursement
Rawle Howard	Office of Procurement and Contracting	202-865-4277	Rawle.Howard@howard.edu	Purchase requisitions, purchase orders and purchasing cards
Candice Thomas	General Accounting		Candice.Thomas@howard.edu	Accruals
John Hooth	Payroll		John.Hooth@howard.edu	Payroll-related inquiries
Candice Thomas	General Accounting		Candice.Thomas@howard.edu	Donor-sponsored gift and endowment funds and other "current use" funds
Natarsha Flemmings	HU Travel Team	202-806-2384	HU_travel@howard.edu	Travel and expense reimbursement