

**TO:** All Campus Constituents  
**FROM:** Mike Ulrich, Controller/Director of Financial Services  
**DATE:** 4/223/2021  
**SUBJECT:** Fiscal Year 2021 Closing Dates and Procedures

**CALENDAR OF IMPORTANT DATES – Fiscal Year 2021**

<b>May 7th</b>	◇ All computer/monitors/accessory orders due for potential delivery prior to June 30, 2021 Deliveries are delayed for computers due to supply chain shortages and COVID-19. Most deliveries may arrive in new Fiscal Year as lead time on some items is extended out to 12 weeks.
<b>May 15th</b>	◇ Last day to submit purchase order forms for items requiring a purchase order and goods must be received by June 30, 2021 ◇ Last day to submit Request for PO Renewals associated with a contract. ◇ Please note all requests are subject to additional approval if over \$1000.00
<b>June 9th</b>	◇ Last day to submit payroll redistributions for <u>pay periods prior to May 1, 2021</u>
<b>June 23rd</b>	◇ Recommended last day for online P-Card purchases. Items must be received and charged prior to June 30, 2021. ◇ Recommended last day for in-store P-Card purchases. ◇ Recommended last day to submit journal vouchers for July 2020 – May 2021 activity/corrections ◇ Last day for petty cash reimbursements, check requests, and services reimbursements
<b>June 28th</b>	◇ Final FY21 Accounts Payable check run ◇ Final opportunity to process emergency checks
<b>June 30th</b>	◇ All cash/checks received must be deposited by 4:00 pm ◇ All petty cash and change funds must be verified ◇ All goods/services must be received to be paid with FY21 funds
<b>July 1st</b>	◇ P-Card can be used to charge against FY22 funds ◇ Banner Finance system down, general ledger roll, open FY22
<b>July 2nd</b>	◇ Banner Finance system available
<b>July 6th</b>	◇ June 2021 uploads due to Accounting Services (by noon) ◇ June 2021 P-Card reconciliations must be completed by 3:00 pm ◇ Final FY21 P-Card download at 3:00 pm ◇ Inventory counts completed ◇ All previously submitted FY21 reports must be fully approved by 3:00 pm or they will be returned ◇ Last day to submit bills/invoices for FY21 general accounts receivable owed to WWU*
<b>July 7th</b>	◇ June closes and accrual period opens ◇ All FY21 journal vouchers still routing for approval will be disapproved by Accounting Services
<b>July 8th</b>	◇ Recomplete disapproved journal vouchers with a June 30 date (accrual period)
<b>July 9th</b>	◇ Last day to submit FY21 invoices to Accounts Payable* ◇ Year-end inventory counts due to Accounting Services ◇ Last day to submit FY21 encumbrance liquidations ◇ Last day to submit May and June payroll redistribution requests to Accounting Services ◇ Revenue deferrals must be complete
<b>July 14th</b>	◇ Encumbrance roll*
<b>July 16th</b>	◇ Last day to submit FY21 travel reimbursement (TR) vouchers ◇ Last day to submit accrual period journal vouchers to Accounting Services
<b>July 23rd</b>	◇ Last day to approve FY21 travel expense vouchers
<b>July 28th</b>	◇ Last day to submit accrual <u>uploads</u> to Accounting Services (by noon)
<b>July 29th</b>	◇ Accrual period permissions removed. ◇ Accrual period closes. No additional entries will be keyed unless approved by Accounting Services.
<b>July 28th</b>	◇ Approvers must completely approve all travel reports by 3:00 pm
<b>Aug 19th</b>	◇ Final interagency receivable/payable entries to Accounting Services

**\*Dates subject to change**

## ACCOUNTING SERVICES

### Journal Vouchers and Uploads

June 23 <sup>rd</sup>	Journal vouchers for July 2020 - May 2021 activity should be complete
July 6 <sup>th</sup>	June uploads due to Accounting by noon
July 7 <sup>th</sup>	Unapproved FY21 journal vouchers will be disapproved by Accounting Services June closes and accrual period opens
8 <sup>th</sup>	Disapproved FY21 journal vouchers can be resubmitted as accrual period journal vouchers dated <u>06/30/2021</u> (date entered must be <u>30</u> )
July 9 <sup>th</sup>	Revenue deferral entries due to Accounting Services
July 16 <sup>th</sup>	Recommended last day to submit accrual period journal vouchers to Accounting Services to ensure all approvals are recorded
July 28 <sup>th</sup>	Accrual period uploads due to Accounting Services
July 29 <sup>th</sup>	Accrual period closes

***After July 30, 2021, no further adjustments to the accrual period will be entered unless approved by Accounting Services as needed for accurate financial reporting.***

Begin reviewing your monthly accounting reports now and initiate any necessary corrections as soon as possible. You do not need to wait for Accounting Services to distribute June reports to begin reviewing. You can run your own reports as soon as June closes, or view your data through FAST Finance or Web4U Finance self-service. This will give you more time to generate a journal voucher for any changes needed before the closing period deadline.

Any department that charges for services such as telecommunications, copy services, copier support, and facilities must upload June activity by July 6, 2021 for June period entry or July 28, 2021 for accrual period entry. Work performed in June must be billed to FY21.

We will have both FY21 and FY22 fiscal years open simultaneously during the closing/accrual period. It is important that departments date and upload journal vouchers as 06/30/2021 to post to the FY21 accrual period. Please ensure that June 30, 2021 is the date used. If a July date is used, the journal voucher will post to FY22.

Please contact Mike Ulrich at x3675 or Jan Tucker x3689 with any questions.

### Payroll Redistributions

June 9 <sup>th</sup>	Last day to submit July 2020 - April 2021 payroll redistribution requests
July 9 <sup>th</sup>	Last day to submit May - June 2021 payroll redistribution requests

***No payroll expense redistributions for FY21 will be accepted after July 9, 2021.***

Contact Diane Fuller at x4002 with any questions.

## Inventory

July 6 <sup>th</sup>	Inventory counts must be completed
July 9 <sup>th</sup>	Summary of inventory counts due to Accounting Services

Departments having consumable inventory with a value greater than \$50,000 or merchandise inventory of any value must take an annual physical count. Inventories at Print Plant, Health Services, Copy Services, Lockshop, Mail Services, Physical Plant, Associated Students Bookstore, Student Recreation Center, Chemistry, and Telecommunications must be counted as of June 30, 2021.

If you have questions on whether you need to do an inventory count, or you need help with inventory count procedures, contact Mike Ulrich at x3675.

## Invoices / Payments

June 28 <sup>th</sup>	Final FY21 check run for Accounts Payable Final FY21 Student Account check run
June 30 <sup>th</sup>	Final FY21 Bookstore check run
July 7 <sup>th</sup>	First check runs for FY22
July 9 <sup>th</sup>	Last day to return approval letters / submit invoices for FY21 purchases

Invoices and direct payments will continue to be recorded as expenditures in FY21 if the goods and services have been received prior to July 1, 2021. When sending approval letters to Accounts Payable, please be sure to specify the date received so we can record the invoice in the correct year. After the close of the accrual period on July 30, 2021, invoices for FY21 expenditures will be tracked and recorded to FY21 if the total amount is deemed to be material for that fiscal year.

Departments are not to hold onto invoices or misdate approval letters thereby charging them to the incorrect fiscal year. If your department closes during June, please have all invoices sent to Accounts Payable, MS 1420, and designate someone to serve as a budget authority to approve invoices for payment.

## BUSINESS SERVICES

### Western Marketplace (ESM) Orders

Campus users may use Western Marketplace (ESM) to order items throughout the month of June. There is no cut-off or stop date, but please be aware of long lead items on items such as computers and furniture, and order may be returned to department due to certain lead times and known delivery delays. For items being paid with current year funds, the item must be physically received at WWU/home address no later than **June 30, 2021**. Items received after June 30, 2021 will be processed and paid in the new fiscal year.

Please note adding new vendors to Marketplace need to be submitted by May 1<sup>st</sup> to ensure Fiscal Year 21 processing. Dependent upon Vendor response.

### Marketplace Receiving

Items received on campus/home address prior to June 30, 2021 must be received in Western Marketplace by the end of day June 30, 2021. In the event an item was on campus by June 30, 2021, but not received in Western



Marketplace, users must enter an internal note indicating that the item was received on or before June 30, 2021. The packing list or receiving documentation must be attached to the order to back up this receiving date.

We appreciate your patience as we work through supply delays and restrictions.  
Please contact Sarah Schmidt at x6340 with any questions.

## Purchases

May 15 <sup>th</sup>	Last day to submit purchase forms for all items requiring a purchase order (includes large dollar amount purchases if items are under contract and are received by June 30, 2021)
June 19 <sup>th</sup>	Payment requests due <b>If delivery can be made by June 30, 2021.</b>

Purchases that must be completed for FY21 should be forwarded to Purchasing no later than the dates listed above. Requisitions will be processed on a first come, first serve basis with consideration for lead times.

Any goods and services purchases which are to be applied to the current budget year must be received at the University no later than June 30, 2021. *Purchases which must be paid against FY21 funds should indicate "Old Year" or "FY21" in the comments section of the Payment Request form. Forms will be returned if this item is missing.*

If the order should be charged to FY22, indicate "New Year" on the Payment Request form and schedule delivery of the goods after June 30, 2021. If goods are received prior to June 30, 2021, the expenditure will be charged to FY21 in accordance with generally accepted accounting principles.

Contact Sarah Schmidt at x6340 with any questions.

## P-Card Purchases

June 24 <sup>th</sup>	Recommended last day for online P-Card purchases. Items must be received and charged prior to June 30, 2021
	Recommended last day for in-store P-Card purchases
July 1 <sup>st</sup>	P-Card available to use for FY21 funds
July 6 <sup>th</sup>	P-Card reconciliations for June activity must be complete before final download Final FY21 P-Card download at 3:00 pm
July 9 <sup>th</sup>	Journal vouchers correcting P-Card charges must be complete and submitted to Accounting Services

Expenses for goods received on or prior to June 30, 2021 will be posted to the current year budget. On July 6, 2021, all FY21 P-Card transactions, regardless of whether they are reviewed or approved, will be posted to Banner. However, these transactions may post to E399/E999 and a journal voucher will need to be created and routed for approval by July 9, 2021, to reflect the proper account code.

Please contact Debbi Baughn at x3561 with any questions.

## Travel

- July 6<sup>th</sup>, 3 pm Travel Reimbursements submitted through June 30, 2020 must be completely approved. (Unapproved TEM documents with a June report date will end in an error.)
- July 17<sup>th</sup> Deadline for FY20 travel submissions. Documents submitted after this date might not be approved before the year-end.
- July 29<sup>th</sup> 3 pm Approvers must completely approve all travel. Documents not completely approved by this date will post expenses to FY21.

Travel reimbursements submitted through June 30, 2020 (TEM Only) must be completely approved by 3:00 pm before July 6, 2020 to ensure the reimbursement does not end in an error. Reimbursements with a June report date not completely approved by 3:00 pm on July 6, 2020 will need to be returned or it will end in an error. Travelers will need to change the reimbursement date to July and resubmit the reimbursement.

Documents submitted starting July 1, 2020 will automatically carry a July date and will not be affected by this issue. Report dates will not need to be adjusted at any other time.

If you will be out of the office before July 31, 2020, approvers must set up a [Proxy Approver](#) or ensure they have [VPN Access](#) to approve from off-site. This will prevent documents from ending in errors and/or not posting to the correct fiscal year.

**Deadline to submit Travel Reimbursements in TEM/Concur for FY20 is July 17, 2020  
All FY20 documents must be completely approved by July 24, 2020**

Please be sure to [generate your TR \(Travel Reimbursement\)](#) from your TA (Travel Authorization). See the Travel Reimbursement page for instructions and more information. Keep in mind that expenses submitted after 60 days must have a “Taxable Reimbursement” expense type to meet IRS regulations.

### **If travel begins in FY20 and ends in FY21, how are expenses incurred in both fiscal years?**

When a traveler returns from a trip that began in FY20 and ended in FY21, generate the TR from the approved TA, but do not change the report date from the defaulted July date. After July 1, 2020, expenses will post to the new fiscal year (FY21). Accounting Services will process a journal voucher to move only the expenses with a June date to FY20 and expenses with a July date will remain in FY21.

Please contact Sally Parsons at x3341 or [Travel.Services@wwu.edu](mailto:Travel.Services@wwu.edu) with questions.

## Encumbrances

- July 9<sup>th</sup> Last day to submit FY21 Encumbrance Liquidate/Closure requests
- July 14<sup>th</sup> Open encumbrances will roll over to FY22.

All goods and services commitments/encumbrances outstanding (field/purchase orders issued but goods not yet received) by June 30, 2021 will be transferred to the new fiscal year in accordance with State policy.

Departments should begin reviewing commitments now and use the Encumbrance Liquidation/Closure Request form <https://esign.wwu.edu/admcs/process/forms/Purchasing/Encumbrance1.aspx> for commitments that will not be used.

## STUDENT BUSINESS OFFICE

### Cashier

June 30<sup>th</sup> Checks and cash received must be deposited by 4:00 pm

Notify the University cashier if the funds deposited on or before June 30, 2020 are advance payments for activities occurring after June 30, 2020, so the cashier will record the revenue in FY21.

### Receivables

July 8<sup>th</sup> Last day to submit invoices to be billed for services provided by June 30, 2020

All Accounts Receivable invoices must be processed through the University's general accounts receivable system in the Student Business Office. All monies due the University which represent revenue earned or reductions of expenditures incurred on or prior to June 30, 2020 must be recorded in FY20.

## TREASURY SERVICES

June 30<sup>th</sup> \*All petty cash and change funds must be verified by Treasury Services

\*Due to the Covid virus and the stay at home order, there will be a limited number of change funds verified by Treasury Services prior to June 30. Some departments may be allowed to verify their change funds prior to June 30 with a follow-up verification by Treasury Services later in the calendar year. Treasury Services will contact each department to notify them of their requirement for this year.

## BUDGET AND FINANCIAL PLANNING

### State Funded Budgets

Please take appropriate steps to eliminate deficit balances prior to the fiscal year close, working with your division budget officer, as necessary. FY21 budgeted funds not spent by fiscal year end closing will be handled per the policy established by the Provost or divisional Vice President.

### Self-Sustaining Budgets (All Other Funds)

For self-sustaining funds, the ending balance (beginning fund balance plus actual revenue minus actual expenditures, plus or minus transfers) will be carried forward into FY22 and displayed as the beginning fund balance.

Please contact Faye Gallant at x4762 with questions.

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*Questions on fiscal procedures or concerns regarding this information should be directed to Diane Fuller at x4002. Please review your month end reports carefully to ensure your financial information is correct.*