



May 10, 2019

To: All Western Oregon University Departments  
From: Christeena Whitfield, Controller  
Subject: Closing of the Books, Fiscal Year 2018-2019, Opening 2019-2020

The Business Office has received the dates for the annual closing of the books from the University Shared Services Enterprise Financial Reporting Services (USSE-FRS). In order to comply with those dates, each department is expected to observe the deadlines listed below:

1. All 2018-2019 FY computer and information technology purchase requests must be submitted to University Computing Services on or before June 10, 2019. These purchases must be received by June 30, 2019.
2. Purchase orders for 2018-2019 FY must be fully approved by June 14, 2019.
3. Travel & Procurement card purchases, including airfare, must be processed by statement cut-off date, June 25, 2019 to be charged to 2018-2019 FY.
4. Procurement card purchases for 2018-2019 FY must be distributed in Banner no later than noon on Friday, June 28, 2019. **Any transaction on the card in June but not received by June 30, 2019 needs to be set up as a prepaid expense on account A5002 to be reversed in the New FY 2019-2020.**
5. Goods or services must be received by June 30, 2019 to be charged to 2018-2019 FY.
6. Period 1 of 2019-2020 FY will be opened on June 14, 2019.
7. Approved vendor invoices must be received in the Business Office by noon on July 3, 2019 to be reported in period 12 for 2018-2019 FY. We encourage that invoices be submitted daily to the Business Office from June 14 to July 16, 2019. Please deliver invoices in person or via email to Angelica Padilla. **Approvers should check their approval queue(s) at least daily to ensure timely processing.** Departmental invoice entry access will be cut-off for period 12 at noon on July 3, 2019.
8. All invoices submitted from June 14<sup>th</sup> through August 31, 2019 must include the goods received date.
9. Departmental invoice entry access will be re-granted at 8:00 a.m. on July 9, 2019.

10. Travel reimbursements for travel completed by June 30, 2019 should be submitted to the Business Office for processing by noon on July 3, 2019.
11. Approved vendor invoices must be received in the Business Office by 5:00 p.m. on July 16, 2019 to be reported in period 14.
12. All transactions related to the fixed asset module, including library valuation for 2019 FY must be completed by July 12, 2019.
13. Journal vouchers for period 12 must be input by 5:00 p.m. on July 5, 2019 and must be dated June 30, 2019 or prior to be posted to period 12.
14. Departmental accounts receivable charges that are to be recorded on the Banner SIS receivables system in FY 2018-2019 must be in the Business Office by June 27, 2019.
15. All cash and checks received in FY 2018-2019 must be in the Cashiers Office by noon on June 28, 2019.
16. Departmental petty cash must be replenished by June 28, 2019.
17. Annual physical inventories of the storerooms for the Physical Plant, Health & Exercise Science, Valsetz Dining, Werner Dining, Bookstore, Health & Wellness and Athletics are due in the Business Office by July 11, 2019. Please provide inventory valuation method as well.
18. Departments that have outstanding receivables balances at June 30, 2019 that are not on the Banner SIS receivables system must submit a detailed listing of these receivables no later than July 15, 2019. The listing should include the invoice number, vendor name and V#, date incurred, index, account code, and amount.
19. Period 12 will be closed at 5:00 p.m. on July 8, 2019. Banner FIS and HRIS will be unavailable from 5:00 p.m. to 8:00 p.m. to close period 12 and open period 14.
20. Journal vouchers for period 14 must be input by 5:00 p.m. on July 16, 2019.
21. Department access to period 14 including approvals will be removed at 5:00 p.m. on July 16, 2019.
22. Period 14 will close at 5:00 p.m. on July 22, 2019.
23. **Please ensure that transactions for 2018-2019 are dated June 30, 2019 or prior and all 2019-2020 transactions are dated for July 1, 2019 or later.**

**WESTERN OREGON UNIVERSITY**  
**2018-2019 Closing of the Books**  
**Due Dates**

<b>Due Date</b>	<b>Ref #</b>	<b>Description</b>
<i>June 10<sup>th</sup></i>	<i>1</i>	<i>Purchase Requests for 2018-2019 computer and IT due in University Computing Services</i>
<i>June 14<sup>th</sup></i>	<i>6</i>	<i>Open 2019-2020 Period 1</i>
<i>June 14<sup>th</sup></i>	<i>2</i>	<i>Purchase orders for 2018-2019 must be fully approved</i>
<i>June 14<sup>th</sup></i>	<i>8</i>	<i>Begin marking all invoices with goods received date – continue through August 31<sup>st</sup></i>
<i>June 25<sup>th</sup></i>	<i>3</i>	<i>Travel &amp; Procurement card purchase cut off</i>
<i>June 27<sup>th</sup></i>	<i>14</i>	<i>SIS Receivables for FYE 6/30/18 due in Business Office</i>
<i>June 28<sup>th</sup> by noon</i>	<i>15</i>	<i>Cash receipts for FYE 6/30/18 due in Cashiers Office</i>
<i>June 28<sup>th</sup> by noon</i>	<i>4</i>	<i>Procurement card purchases for 2018-2019 must be distributed in Banner</i>
<i>June 28<sup>th</sup></i>	<i>16</i>	<i>Petty Cash funds replenishment cut off</i>
<i>June 30<sup>th</sup></i>	<i>5</i>	<i>All goods and services chargeable to FYE 6/30/19 must be received</i>
<i>June 30<sup>th</sup> at 5 p.m.</i>		<i>Final SIS Feed FYE 6/30/19</i>
<i>July 3rd by noon</i>	<i>7</i>	<i>Vendor invoices for Period 12 due in Business Office</i>
<i>July 3rd by noon</i>	<i>10</i>	<i>Travel reimbursements for Period 12 due in Business Office</i>
<i>July 3rd by noon</i>	<i>7</i>	<i>Departmental invoice entry access cut-off for Period 12</i>
<i>July 5<sup>th</sup> by 5 p.m.</i>	<i>13</i>	<i>Journal Vouchers for Period 12 final input</i>
<i>July 8<sup>th</sup></i>	<i>19</i>	<i>Banner FIS and HRIS unavailable from 5:00 p.m. to 8:00 p.m. (closing period 12)</i>
<i>July 9th At 8 a.m.</i>	<i>9</i>	<i>Department invoice entry access re-granted</i>
<i>July 11<sup>th</sup></i>	<i>17</i>	<i>Physical inventory of storerooms due in Business Office</i>
<i>July 12<sup>th</sup></i>	<i>12</i>	<i>Transactions must be completed in the fixed asset module including Library Valuation</i>
<i>July 15<sup>th</sup></i>	<i>18</i>	<i>Non-Banner SIS receivables due in Business Office</i>
<i>July 16<sup>th</sup> by 5 p.m.</i>	<i>11</i>	<i>Vendor invoices for Period 14 approved in Banner by departments</i>
<i>July 16<sup>th</sup> by 5 p.m.</i>	<i>20</i>	<i>Journal vouchers for Period 14 entered by Departments in Banner</i>
<i>July 16<sup>th</sup> by 5 p.m.</i>	<i>21</i>	<i>Departmental access for Banner period 14 input and approval cut off</i>
<i>July 22<sup>nd</sup> by 5 p.m.</i>	<i>22</i>	<i>Scheduled to Close Period 14</i>

## Business Services Year-End Close Calendar

<b>June 2019</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> - Purchase requests due in UCS	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> - PO's must be fully approved - Open 19-20 Period 1 - Begin marking all invoices with goods received date	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> - Travel & Procurement card purchase cut off	<b>26</b>	<b>27</b> - SIS Receivables for FYE 6/30/18 due in Business Office	<b>28</b> - Cash receipts for FYE 6/30/18 due in Cashiers Office by Noon - Petty cash funds replenishment cut off - P card purchases must be distributed	<b>29</b>
<b>30</b> - All goods and services chargeable to FYE 6/30/19 must be received						

## Business Services Year-End Close Calendar

### July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>	<b>2</b> - Vendor invoices for Period 12 due in Business Office by noon -	<b>3</b> - Travel reimbursements for Period 12 due in Business Office by noon - Departmental invoice entry access cut	<b>4</b>	<b>5</b> - Journal vouchers for Period 12 final input	<b>6</b>
<b>7</b>	<b>8</b> - Banner FIS and HRIS unavailable from 5:00 p.m. to 7:00 p.m. (Closing period 12)	<b>9</b> - Department invoice entry access re-granted	<b>10</b>	<b>11</b> - Physical inventory of storerooms due in Business Office - Open PO list distributed to departments	<b>12</b> - Transactions must be completed in the fixed asset module including library valuation -	<b>13</b>
<b>14</b>	<b>15</b> - Open PO list returned to Business Office - Non-Banner Sis receivables due in Business Office	<b>16</b> - Vendor invoices for period 14 due in Business Office by 5 p.m. - Journal vouchers for period 14 due - Departmental access for Banner period 14 input and approval cut off	<b>17</b>	<b>18</b>	<b>19</b> -	<b>20</b>
<b>21</b>	<b>22</b> - Scheduled to close period 14	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				