



01 April 2020

MEMORANDUM FOR ALL WESTERN OREGON UNIVERSITY DEPARTMENTS

FROM: OFFICE OF ACCOUNTING AND BUSINESS SERVICES

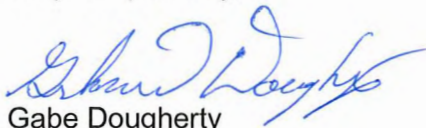
SUBJECT: Closing of the Books, Fiscal Year 2019-2020; Opening Fiscal Year 2020-2021

The Office of Accounting and Business Services has set the dates for the annual closing of the books. In order to comply with those dates, each department is expected to observe the deadlines listed below:

1. All purchases of goods and services must be received by June 30, 2020.
2. All purchase orders for information technology equipment must be submitted for approval to University Computing Solutions by June 10, 2020.
3. Travel and procurement card purchases, including airfare, must be processed by statement cut-off date, June 25, 2020, to be recorded in fiscal year 2020.
4. Procurement card purchases for fiscal year must be distributed in Banner no later than noon on Friday, June 26, 2020. **Any transaction on the card in June but not received by June 30, 2020, needs to be set up as a prepaid expense on account A5002 to be reversed in the next fiscal year.**
5. The first period of fiscal year 2021 will open on June 15, 2020.
6. Approved vendor invoices must be received by this office or retained in DocStar by noon on July 6, 2020, to be reported in period 12 for fiscal year 2020. We encourage that invoices be submitted or scanned daily to this office from June 15 to July 6, 2020. Please deliver invoices in person or via email to Sandra Holland. **Approvers should check their approval queue(s) at least daily to ensure timely processing.**
7. Departmental invoice entry access will be cutoff for period 12 at noon on July 6, 2020.
8. All invoices submitted from June 15, 2020, through August 31, 2020, must include the date of receipt of the goods delivered to the university.
9. Departmental invoice entry access will be re-granted at 8:00 a.m. on July 9, 2020.
10. Travel reimbursements for travel completed by June 30, 2019, should be submitted to the this office for processing by noon on July 2, 2020.
11. Approved vendor invoices must be received in the Business Office by 5:00 p.m. on July 16, 2020, to be reported in period 14 of fiscal year 2020.

12. All transactions related to the fixed asset module, including library valuation for fiscal year 2020 must be completed by July 10, 2020.
13. Journal vouchers for period 12 of fiscal year 2020 must be input by noon on July 6, 2020, and must be dated June 30, 2020, or earlier to be posted to period 12.
14. Departmental accounts receivable charges that are to be recorded on the Banner SIS receivables system in fiscal year 2020 must be received by this office by June 25, 2020.
15. All cash and checks received in fiscal year 2020 must be in the Cashiers Office by noon on June 29, 2020.
16. Departmental petty cash must be replenished by June 24, 2020.
17. Annual physical inventories of the storerooms for the Physical Plant, Health and Exercise Science, Valsetz Dining, Werner Dining, Bookstore, Health and Wellness, and Athletics are due to this office by July 10, 2020. Please provide an explanation of the inventory valuation method applied to those inventories too.
18. Departments that have outstanding receivables balances at June 30, 2020, that are not on the Banner SIS receivables system must submit a detailed listing of these receivables no later than July 8, 2020. The listing should include the invoice number, vendor name and V#, date incurred, index, account code, and amount. **Please do not record the same outstanding receivable if it has already been recorded in Banner FIS (non-TSAA\* screens).**
19. Period 12 will be closed at 5:00 p.m. on July 8, 2020. 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, 2020.
21. Department access to period 14 including approvals will be removed at 5:00 p.m. on July 16, 2020.
22. Period 14 will close at 5:00 p.m. on July 22, 2020.
23. **Please ensure that transactions for fiscal year 2020 are dated June 30, 2020, or earlier; and all FY 2021 transactions have an effective transaction date of July 1, 2020, or later.**

Very Respectfully,



Gabe Dougherty  
Controller  
(503) 838-9396



Michele Van Deusen  
Director of Accounting  
(503) 838-8130

Encl.

<b>Due Date</b>	<b>Ref #</b>	<b>Description</b>
June 10 <sup>th</sup>	2	Purchase Requests for 2019-2020 computer and IT due in University Computing Services
June 10 <sup>th</sup>	2	Purchase orders for 2019-2020 must be fully approved
June 15 <sup>th</sup>	5	Open 2020-2021 Period 1
June 15 <sup>th</sup>	8	Begin marking all invoices with goods received date – continue through August 31 <sup>st</sup>
June 24 <sup>th</sup>	16	Petty Cash funds replenishment cut off
June 25 <sup>th</sup>	3	Travel & Procurement card purchase cutoff
June 25 <sup>th</sup>	14	SIS Receivables for FYE 6/30/20 due in Business Office
June 26 <sup>th</sup> by noon	4	Procurement card purchases for 2019-2020 must be distributed in Banner
June 29 <sup>th</sup> by noon	15	Cash receipts for FYE 6/30/20 due in Cashiers Office
June 30 <sup>th</sup>	1	All goods and services chargeable to FYE 6/30/20 must be received
June 30 <sup>th</sup> at 5 p.m.		Final SIS Feed FYE 6/30/19
July 2 <sup>nd</sup> by noon	10	Travel reimbursements for Period 12 due in Business Office
July 6 <sup>th</sup> by noon	7	Vendor invoices for Period 12 due in Business Office
July 6 <sup>th</sup> by noon	13	Journal Vouchers for Period 12 final input
July 8 <sup>th</sup>	19	Banner FIS and HRIS unavailable from 5:00 p.m. to 8:00 p.m. (closing period 12)
July 8 <sup>th</sup>	18	Non-Banner SIS receivables due in Business Office
July 9 <sup>th</sup> at 8 a.m.	9	Department invoice entry access re-granted
July 10 <sup>th</sup>	17	Physical inventory of storerooms due in Business Office

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July 10 <sup>th</sup>	12	Transactions must be completed in the fixed asset module including Library Valuation
July 16 <sup>th</sup> by 5 p.m.	11	Vendor invoices for Period 14 approved in Banner by departments
July 16 <sup>th</sup> by 5 p.m.	20	Journal vouchers for Period 14 entered by Departments in Banner
July 16 <sup>th</sup> by 5 p.m.	21	Departmental access for Banner period 14 input and approval cut off
July 22 <sup>nd</sup> by 5 p.m.	22	Scheduled to Close Period 14

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