



April 26, 2023

MEMORANDUM FOR FIS/HRIS DISTRIBUTION

FROM: Office of Accounting and Business Services

SUBJECT: Closing of the Books, Fiscal Year 2022-23 (FY23); Opening of the Books, Fiscal Year 2023-24 (FY24)

The Office of Accounting and Business Services has established the dates for the annual closing of the books for FY23 and processing transactions for FY24. In order to comply with those dates, each department shall observe the deadlines listed below.

1. Banner Years and Periods

- a. Fiscal Year 2023
 - i. Period 12 will be closed at 4:00 p.m. on July 21, 2023. Banner FIS and HRIS will be unavailable from 5:00 p.m. to 8:00 p.m.
- b. Fiscal Year 2024
 - i. Period 1 will be opened on June 15, 2023
- c. Please ensure that transactions for **FY23** are **dated June 30 or earlier.**
- d. Please ensure that transactions for **FY24** are **dated July 1 or later.**

2. Purchases

- a. Invoicing
 - i. All invoices submitted from June 15, 2023, through July 21, 2023, must include the date of receipt of the goods delivered to the university.
 - ii. All purchases of goods and services in FY23 must be received by June 30, 2023.
 - iii. Approved vendor invoices must be scanned in DocStar and approved by the Budget Authority by noon on July 21, 2023, to be reported in period 12 for FY23.
 1. Invoices shall be scanned and approved daily from June 15 to July 21, 2023.
 2. Departments who are not currently scanning invoices into DocStar shall email invoices to purchase-invoice@wou.edu prior to Budget Authority approvals.
 3. **Approvers should check their approval queues at least daily between June 15 and July 21, 2023, to ensure timely processing** – invoices not approved by noon on July 21, 2023, will be disapproved and be FY24 expenditures.
 - iv. Departmental invoice entry access will be cut off for period 12 at noon on July 21, 2023.
- b. Card Purchases (Travel and P-card)
 - i. P- Card transactions must be processed by the US Bank statement cut-off date, June 26, 2023, to be recorded in FY23. P-card transactions from June 26 are fed to Banner on June 28.

- ii. Any transaction on the card in June but not received by June 30, 2023, must be set up as a prepaid expense on account A5002 to be reversed in the next fiscal year.
- iii. P-card purchases for FY23 must be distributed by Thursday June 29, 2023
- iv. Department will not have access to distribute P-card transactions from July 1-7, 2023.
- v. Department regains access to distribute P-card transactions July 10, 2023.
- c. Travel Reimbursements
 - i. Travel reimbursement requests and travel advance reconciliations shall be submitted to Accounting and Business Services for clearing by June 20, 2023, in order to be recorded in FY23. Any reimbursement requests received after this date/time will be recorded in FY24 expenditures.
- d. Travel Advances
 - i. Travel advance requests for FY23 must be received by Accounting and Business Services by Monday, May 15th for the May 25th check run. No FY23 travel advances will be honored after this date.
 - ii. No travel advances will be issued for trips that go beyond June 15th, close of business, to allow for reconciliation to be submitted by June 20th close of business.
- e. Prepaid Expenses
 - i. If the transaction is paid in advance for travel, goods, and/or services and will be consumed after June 30, 2023, and is greater than \$1,000, charge the purchase to the prepaid expense account (A5002/A5017/A5005). If the value is less than \$1,000, the expense shall be booked to FY23.
 - ii. Record the prepaid expense in the Google spreadsheet <https://docs.google.com/spreadsheets/d/1ccfCwCG0mZv5-hFOd2YWXFdHvAbayi77/edit#gid=1228471356> and notify the Accounting and Business Services office.
 - iii. As part of the opening of FY24, the Accounting and Business Services office will reverse and handle each prepaid transaction properly. No further action is needed by the Department.

3. Revenue and Cash Receipts

- a. All cash and checks received in FY23 must be in the Cashier's Office by June 29, 2023, noon.
- b. Departmental accounts receivable charges that are to be recorded on the Banner SIS receivable system in FY23 must be received by this office by June 23, 2023
- c. Departments that have outstanding receivable balances on June 30, 2023, that are not on the Banner SIS receivable system, must submit a detailed listing of these receivables by July 6, 2023. 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-TSSA* screens).**

4. Petty Cash

- a. All departmental petty cash must be replenished by June 22, 2023

5. Information Technology Equipment

- a. All purchase requests must be submitted for approval to UCS by June 1, 2023.

6. Fixed Assets

- a. All transactions related to the fixed asset module, including library valuation, for FY23 must be completed by July 7, 2023.

7. Inventory

- a. 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 7, 2023. Please provide an explanation of the inventory method applied to those inventories.

8. Journal Vouchers

- a. JVs for period 12 of FY23 must be input by noon on July 21, 2023, and must be dated June 30, 2023, or earlier for Accounting and Business Services approval.

9. Sponsored Projects Office

- a. Grant and Contract Purchases
 - i. All goods and services provided in FY23 may be paid up to July 21, 2023
 - ii.
- b. Grant and Contract Receivable
 - i. All reimbursable costs incurred but uncollected on June 30, 2022, must be accrued by July 21, 2023.

For all other questions, please contact Heather Brophy at 8-8130 or via email at brophyh@wou.edu.

Thank you for your assistance in closing Western Oregon University FY23 books!

Heather Brophy
Director of Accounting

Due Date	Ref #	Description
NOW	2.e.i./ii.	Prepaid expense protocol as outlined
May 15, 5 p.m.	2.d.i.	Cut off for Group Travel Advance requests – final check run May 25 th
June 1	5.a.	Purchase Requests for computer and IT due in University Computing Services
June 15	1.b.i.	Open FY24, Period 1 – this allows staff to enter transactions without impacting prepaid accounts
June 15	2.a.i.	Begin marking all invoices with goods received date – continue through July 21 st
June 20, noon	2.c.i.	Travel Reimbursement requests due to Accounting and Business Services by June 20, noon to be applied to FY23 – anything received after this point falls into FY24
June 26- 29	2.b.i.	P- Card transactions must be processed by the statement cut-off date, June 26, 2023, to be recorded in FY23. P-card transactions from June 26 are fed into Banner June 28. FAPCARD morning load turned off June 28 at 11 a.m.
June 29, 4 p.m.	2.b.iii.	Procurement card purchases for 2022-23 must be distributed in Banner by June 29. All transactions with a post date of June 27-30 and all transactions distributed after June 29 will be FY24 expenditures.
June 30 8 a.m.		Procurement card FAPINVT (evening load) process will stop.
June 30	2.a.ii.	All goods and services chargeable to FYE 6/30/23 must be received
June 23	3.b.	SIS Receivables for FYE 6/30/23 due in Accounting and Business Services
June 22	4.a.	Petty Cash funds replenishment cutoff
June 29 noon	3.a.	Cash receipts for FYE 6/30/23 due in Cashiers Office

July 1-7	2.b.iv.	Departments will not have access to distribute P-card charges.
July 7, noon	6.a.	Library Valuation is due in Accounting and Business Services
July 7, noon	7.a.	Physical inventory of storerooms due in Accounting and Business Services
July 10	2.b.v	Department regains access to distribute P-card transactions. FAPCARD and FAPINVT processes resume.
July 21, noon	2.a.iii.	Vendor invoices for Period 12 must be scanned into DocStar, approved by Budget Authority for Accounting and Business Services approval. After this date/time, invoices are disapproved and fall into FY24
July 21, noon	2.a.iv.	Department access for invoice entry cut off
July 6	3.c.	Non-Banner SIS receivables due in Accounting and Business Services
July 21, noon	8.a.	Journal Vouchers for Period 12 final input and ready for Accounting and Business Services approval. After this date/time, JVs are disapproved and fall into FY24
July 21, noon	9.a.i.	Vendor invoices for Period 12 must be scanned into DocStar, approved by Budget Authority for Accounting and Business Services approval. After this date/time, invoices are disapproved and fall into FY24
July 21, noon	9.b.i.	Accrue grant/contracts receivables by Sponsored Project Office
July 21, 4 p.m.	1.a.i.	Period 12 is closed at 4 p.m. for Accounting and Business Services. Banner FIS and HRIS unavailable from 5:00 p.m. to 8:00 p.m. for year-end close processing