

MEMORANDUM

SUBJECT: 2021 Fiscal Year End Cutoff Deadlines
June 4, 2021

MEMORANDUM

TO: Executive Officers, Associate and Assistant Officers, Council of Academic Deans, Off-Campus Units, Legal Counsel, Department Chairs, Superintendents, Other Academic Heads, Directors, Supervisors, and Department Secretaries

FROM: Tami Bidle, Associate Controller

DATE: June 4, 2021

SUBJECT: 2021 Fiscal Year End Cutoff Deadlines

The following deadlines have been established for the 2021 fiscal year end cutoff. This memo and other more descriptive memoranda which may affect your departments are available online at the following address: genacct.wsu.edu/whats-new. Year-end information can also be found on the Modernization Fiscal Year End webpage at: modernization.wsu.edu/fiscal-year-end.

Please note the dates indicated below are the deadlines for **final approval** of the business processes. To ensure the correct posting to FY21, the transactions must complete the full business process before the deadline.

EXPENDITURES

- ◆ **Payroll Accounting Adjustments** need to be fully approved by **Friday July 2, 2021** at 5 p.m.
- ◆ **Supplier Invoices for goods and services need to be submitted by the priority deadline of Friday June 25 for FY21 posting.**
 - ◆ **All supplier invoices for goods and services** received on or before Wednesday June 30, 2021, will continue to be processed through Friday, July 9, based on materiality. Supplier invoices for goods and services received after July 1, 2021, will be processed in FY22 after year end close.
 - ◆ Supplier invoices from subcontractors with grant work-tags must be submitted to Sponsored Programs Services by Friday, June 18, 2021 for FY21 posting.
 - ◆ Please remember to promptly receipt all goods in Workday for purchase orders when they arrive
- ◆ **All manual journals and accounting adjustments** need to be fully approved by Friday, July 9, 2021. Please remember that some journals require multiple approval steps and all steps need to be completed by this time.
 - ◆ Manual journals and accounting adjustments with **grant worktags** need to be submitted by Friday, June 18, 2021.
- ◆ All FY21 PCard and CTA transactions must be verified by Friday, July 2, 2021.
- ◆ All FY21 receipts for travel or reimbursements must be expensed by Friday, July 2, 2021.

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- ◆ Spend authorizations for travel expenses on or after July 1, 2020 that request cash advances prior to July 1, 2021 will be charged to the budget in the current fiscal year.
- ◆ Airline tickets purchased before July 1, 2021 for travel on or after July 1, 2021 will be charged to the current fiscal year.

INTERNAL SERVICE DELIVERIES (ISD)

- ◆ **ISD** need to be fully approved by **Friday, July 9, 2021**. New year ISD may also be processed during the first week of July. Please remember that some ISD require multiple approval steps and all steps need to be completed by this time
- ◆ ISD that include **grant worktags** need to be submitted by June 18, 2021.

REVENUE

- **Receipts** for goods or services sold by your department during the last week of June must be **received** in the Cashier's Section of the Bursar's Office **by 10 a.m. Wednesday, June 30, 2021**. A minimum of two cash deposit turn-ins during the last week is suggested. To the extent possible, **large deposits on Wednesday should be avoided**. This will be a busy day for the cashiers and large deposits will only cause unnecessary delays.
- All **accounts receivables** for goods and services **and any corrections** to accounts receivable transactions in **myWSU** should be **reported** to the Bursar's Office (335-9711) as early as possible, but **no later than noon on Wednesday, June 30, 2021**.

PROPERTY INVENTORY

- **Equipment received on or before June 30, 2021** which meets Property Inventory criteria **MUST have a property inventory tag assigned** and the paperwork returned to Property Inventory (Campus Zip 1025) **by Friday, July 16, 2021**. This is to be in compliance with the [State Administrative & Accounting Manual Section 30 Regulations, and Procedure](#) guidelines and [Section 20.50](#) of the *WSU BPPM*.

PLEASE FORWARD THIS INFORMATION TO YOUR BUSINESS ASSET TRACKING SPECIALIST AS SOON AS POSSIBLE.

Please distribute this memo within your department. **Questions** should be referred to me **at 335-1202**. Thank you for your cooperation.

cc: Jennifer Druffel
Casey St Clair
Kristin Hersrud
Eric Rogers
Kim Akin

Sandy Jutte
Jay Maylor
Mollie Holt
Kim Small
Tyler Howard

Matt Skinner
Kim Lawton
Carla Perez
Karen Kellerman

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INTERNAL CLOSING SCHEDULE -- FISCAL YEAR 2021

<u>DAY</u>	<u>DATE</u>	<u>ACTION</u>
Friday	June 18	Accounting adjustments, manual journals and supplier invoices for subcontractors with <i>grant worktags</i> must be submitted.
Friday	June 25	Supplier invoices submission priority deadline to be included in FY21. <i>*Note: From Friday, June 25 to Friday, July 9, submitted invoices will be processed based on materiality to be included in FY21.</i>
Wednesday	June 30	Accounts Receivables receipts due at Bursar's Office by 10 a.m.
Friday	July 2	Payroll accounting adjustments fully approved by 5 p.m.
Friday	July 2	All FY21 PCard and CTA transactions must be verified.
Friday	July 2	All FY21 receipts for travel or reimbursements must be expensed.
Friday	July 9	Accounting adjustments and manual journals must be fully approved.
Friday	July 9	Remove departmental access to FY21 transactions at close of business.
Friday	July 9	Internal Service Delivery (ISD) transactions must be fully approved.
Tuesday	July 13	AFRS Year End Runs
Friday	July 16	Accounts Receivable Reports Due Physical Inventory Reports Due
Friday	July 16	Property Inventory Reports Due