

MEMORANDUM

TO: Deans, Directors, and Business Managers

FROM: David Kosslow, Assistant VP for Finance *OK*
David Beaver, Assistant VP for Procurement, Contracting, and Payment Services *Rachel Hays*
Matt Tidd, Chief Budget Officer *RWT*
Kathy Day, Director, Institutional Accounting, Reporting and Analysis *HT*
Linda Strawser, Director, Payroll and Employee Processing Services *LS*
Jaime Bunner, Director, Sponsored Projects and Property Administration *JB*

DATE: May 1, 2018

SUBJECT: FISCAL YEAR END CLOSING INFORMATION FOR 2017-2018

The purpose of this memo is to provide important dates and deadlines to effectively close out the 2017-2018 fiscal year and begin the 2018-2019 fiscal year while adhering to State law and sound accounting principles. The following information regarding year-end processing is included in the attached document:

- ☐ Section I Definitions and General Information
- ☐ Section II Purchase Orders & Postage, Computer Repair, and Telephone Charges
- ☐ Section III General University
- ☐ Section IV Health Sciences Center
- ☐ Section V Sponsored Agreements Funds (Grants and Contracts)
- ☐ Section VI Accounting for July 6 Bi-weekly Payroll
- ☐ Section VII Labor Distribution Adjustments
- ☐ Section VIII Fringe Benefit Expenditure Cost Transfers
- ☐ Section IX Property Management/Fixed Assets
- ☐ Section X Financial Statements Audit Time Lines
- ☐ Section XI Year End Close Time Lines
- ☐ Section XII Miscellaneous Receipts

As noted in the attached information, the cut-off dates refer to the dates when the applicable information is to be received by the appropriate unit, e.g., Procurement, Contracting, and Payment Services. As each date approaches, we would advise you not to use mail service, but hand-deliver, where applicable, the information to the appropriate unit. Better yet, do not wait.

Please see that personnel in your area who handle business and fiscal matters receive a copy of this package immediately to ensure that this information can be reviewed.

<p style="text-align: center;">SECTION I: DEFINITIONS & GENERAL INFORMATION</p>

Definition of Old Year Expenditures

Old year expenditures are defined as those for which service was completed or goods received by: **June 30, 2018 and invoices received by: July 6, 2018 at Close of Business.** Any expenditure that meets the above criteria must be posted to the **2017-2018 fiscal year.** These transactions must be approved for payment and submitted to the appropriate unit no later than: **Close of Business on July 6, 2018.**

Receiving

Online receiving must be completed in Mountaineer Marketplace. If the order is an existing MAP PO, the receiving must be completed in MAP. If the merchandise or service was received in the old year, it is imperative that the receiving be done immediately to ensure proper accounting and posting. Please look at service, rental and lease agreements that should be posted to old year and perform appropriate receiving on-line.

DO NOT WAIT UNTIL YOU HAVE RECEIVED THE INVOICE TO PERFORM YOUR RECEIVING.

IMPORTANT NOTICE: Prepayment of goods or services is a violation of WV State Code.

DO NOT perform on-line or manual receiving and request an invoice be processed for payment if you have not received the goods or services.

General Processing

Please note that the cut-off dates refer to the dates when the applicable information is to be received by the appropriate unit, e.g., Procurement, Contracting, and Payment Services. As each date approaches, we would advise you to submit electronically (e.g. email or online system), where applicable, the information to the appropriate unit. Better yet, do not wait. The sooner old year items are submitted the less likelihood of delays.

Please start to clean up open orders, open invoices, etc. Remember that we may discover problems with your transaction. The more time you have to correct a problem, the more likely it will be recorded and paid properly.

As a general reminder to Intra-University Selling Units, please pay close attention to orders on Centrally Allocated/Appropriated funds. Spending Units should begin close tracking of projects/orders funded with reverting funds. These documents should be marked in the upper right corner, in **RED ink**, Reverting Funds or if the revised form is being used, check mark in the yes/no (as applicable) reverting fund area on form.

**SECTION II:
PURCHASE ORDERS & POSTAGE, COMPUTER REPAIR, TELEPHONE &
PCARD CHARGES**

Purchase order roll

All open purchase orders on non-grant budgets will be automatically continued into the **2018-2019** fiscal year. Any purchase orders that should not be continued should be cancelled in **2017-2018**. The Open Purchase Order Report in Data Miner will show any open MAP POs. The Document Search functionality in Mountaineer Marketplace (MM) will show any open MM POs (POs will have a Matching Status of “No Matches” or “Partially Matched”).

Postage, Telephone, Network, Computer Repair and PCard Charges

- **PCard**
May 2018 charges will be recorded in 2018.
June 2018 charges will be recorded in 2018.
July 2018 charges will be recorded in 2019.
- **Postage, Telephone, Network, and Computer Repair**
May 2018 charges will be recorded in 2018.
June 2018 charges will be recorded in 2019.

**SECTION III:
GENERAL UNIVERSITY
OLD YEAR OVER EXPENDITURES, BUDGET ROLL, & CENTRALLY CONTROLLED
RESOURCES**

General University - Old Year Over Expenditures

Any over-expenditure of General University Centrally Controlled Resources in the old fiscal year will result in a corresponding reduction of the Centrally Controlled Resources budget in the new fiscal year.

General University – Budget Roll Forward

No unspent budget will be rolled into the new fiscal year except for previously approved faculty start-up funds. The approval of all other roll forward requests will be contingent on the 2017-2018 fiscal year ending with a sufficient positive balance. A return to the unit is contingent on the unit having sufficient unspent budget in General University Centrally Controlled Resources at the overall unit level

at year end. General University Centrally Controlled Resources can be identified by a fund number with an 1110 prefix.

**SECTION IV:
HEALTH SCIENCES CENTER
OLD YEAR OVER EXPENDITURES, BUDGET ROLL, & CENTRALLY CONTROLLED
RESOURCES**

Health Sciences Center – Old Year Over Expenditures

Any over-expenditure of Centrally Controlled Resources (Health Sciences Center) in the old year will result in a corresponding reduction of the Centrally Controlled Resources budget in the new fiscal year.

Health Sciences Center – Budget Roll Forward

Expense budgets for Centrally Controlled Resources will not automatically be re-established in the new fiscal year in support of purchase orders carried into the new fiscal year (see Section II: Purchase Order Roll). Any purchase orders funded on Centrally Controlled Resources that are carried into the new fiscal year must be funded by the unit's new fiscal year budget.

Expense budgets for Non-Centrally Controlled Resources will not automatically be re-established in the new fiscal year but may be re-established by the budget unit through the budget adjustment process utilizing the Oracle system. This process will be coordinated through the appropriate Dean's office with final approval from the Office of the Chief Financial Officer at the Health Sciences Center.

If additional information is needed, please feel free to contact the Office of the Chief Financial Officer at the Health Sciences Center at 304.293.7304.

**SECTION V:
SPONSORED AGREEMENT FUNDS (GRANTS AND CONTRACTS)**

For sponsored agreements that expire between: **July 1, 2017 and June 30, 2018** and that were originated from a West Virginia State Agency, all transactions must be posted to the accounting system by: **June 25, 2018**. In order to accomplish this please process all transactions in Mountaineer Marketplace through the appropriate Expert Business Office by: **June 25, 2018 close of business**. The document cart should be renamed "STATE GRANT AWARD – EXPIRES".

The process to replace the paper flag denoting the State Award in Mountaineer Market Place is now completed in the requisition approval process. Anyone in the Requisition Approval process has the ability to update this cart name, called "Requisition Name" once submitted. See below diagram indicating how the approver would do this after assigning the cart to themselves:

The screenshot shows a requisition system interface. At the top, there are tabs: Requisition, PR Approvals, PO Preview, Comments, Attachments, and History. Below these are sub-tabs: Summary, Shipping, Billing, Accounting Codes, and Supplier Info. The 'General' tab is selected. In the 'General' section, the 'Cart Name' is '2017-05-04 700208594 01'. To the right of the 'Cart Name' is an 'edit' button, which is highlighted with a yellow box and a red arrow. Below the 'Cart Name' is a 'Ship To' section with fields for Name, Room (3436), and Phone (555-1234). A red arrow points to the 'State Grant Award - Expired' text in the 'Cart Name' field. Below the 'General' section is a 'General' sub-section with fields for Cart Name, Description, Priority (Normal), Prepared by, Prepared for, Next approver, Department, PAC Updated, and Payment Authorization Code. The 'Cart Name' field in this sub-section is highlighted with a yellow box and contains the text 'State Grant Award - Expired'. Below the 'General' sub-section are links for 'Select a different user', 'Business Services Office (Business Services Office)', 'Select from all values', and 'Clear selected value'.

For all other awards that expire on: **June 30, 2018** please contact your representative from Sponsored Projects Accounting at 304.293.4002 to ensure that all appropriate transactions are recorded against that award.

Old year expenditures are defined as those for which service was completed or goods received by: **June 30, 2018** and invoice received by: **July 6, 2018 at close of business**. Any expenditure that meets the above criteria must be posted to the: **2017-2018** fiscal year.

For those sponsored agreements ending by: **June 30, 2018** please ensure that any subcontract work is completed and final documents processed no later than noon: **June 30, 2018** to ensure sponsor reimbursement for these expenditures.

Any final document processed after that date runs the risk of these transactions not being included on the final invoices and therefore non-payment by the sponsors. If there are any anticipated problems with subcontracts, please contact your representative in Sponsored Projects Accounting.

These transactions must be approved for payment and submitted to the appropriate unit no later than noon: **June 29, 2018** as a general rule, budgets will not be overridden to post old year expenditures.

The deadline for MyTime signoffs for: July 6 Bi-weekly payroll is **11:00 a.m. on June 26, 2018**. Departments are encouraged to meet the MyTime deadline for signoff. Otherwise, reimbursement from the sponsored agency may not be possible.

Open orders, open invoices, etc. should be cleaned up as soon as possible. Any problems with transactions should be reported to Sponsored Projects Accounting immediately to ensure adequate time for proper resolution.

SECTION VI: ACCOUNTING FOR JULY 6 BI-WEEKLY HOURLY/ARREARS PAYROLL

The deadline for MyTime signoff is: **June 26, 2018 at 11:00 a.m.** all payroll expenses for the July 6 Bi-weekly payroll will be posted to the General Ledger and Grants modules in fiscal year **2017-2018**. At the departmental level, all payroll transactions for West Virginia State Agency sponsored agreements, that expire between **July 1, 2017 and June 30, 2018** must be posted to the accounting system by **June 22, 2018**. A listing of these awards will be distributed to the respective business offices as in previous years. To account for **July 6** Bi-weekly payroll in the final invoices to the sponsoring agencies, please contact the appropriate Sponsored Projects Accounting representative for your college.

SECTION VII: LABOR DISTRIBUTION ADJUSTMENTS

Considering it is the month end, yearend and the beginning of a new pay cycle in the HRMS/LD system and to avoid any problems with adjustments “kicking” for invalid accounting periods, please have any distribution adjustments you need to make for fiscal year **2017-2018** (old year) entered and approved by **June 22, 2018** close of business. All access to define LD adjustments will be revoked during the 13th month period. No LD adjustments will be processed during the 13th month period. All access to the LD module will be restored after the 13th month is closed **July 12, 2018** and normal activity may resume.

SECTION VIII: FRINGE BENEFIT EXPENDITURE COST TRANSFERS

All necessary fringe cost transfers resulting from labor distribution adjustments posted during fiscal year 2018:

- Must be processed before the year end deadlines established by Procurement, Contracting, and Payment Services.
- These transfers should be completed to ensure that the fringe benefit expenditures are posted to the proper accounts.
- The procedures for completing fringe cost transfers and scenarios for Internal Cash Transfers can be found at the following website: <http://financialservices.wvu.edu/cost-compliance/fringe-benefit-rates>, by clicking on the [Fringe Transfer Procedures](#) document.

Fringe Posting Schedule

- June 8th Actual Process - **Tuesday, June 5, 2018**
- June 22nd Actual Process – **Tuesday, June 19, 2018**
- June GL Fringe Rate Process – **Thursday, June 28, 2018**
- July 6 Actual Process – **Tuesday, July 3, 2018**

The above dates are when the fringe invoices are created and processed. The detail will be available in MAP and DataMiner on the following business day.

Any questions regarding these fringe cost transfers should be directed to Robert (Trey) Wertz at Robert.Wertz@mail.wvu.edu (304.293.8495).

SECTION IX: PROPERTY MANAGEMENT/FIXED ASSETS

All Asset Acquisition forms, Equipment Fabrication/Modification Forms, and Equipment Disposal/Surplus Forms (located at <http://financialservices.wvu.edu/property-management/property-management-forms>) should be completed and submitted to Property Management/Fixed Assets Accounting by: **June 30, 2018**.

SECTION X: FINANCIAL STATEMENT AUDIT TIME LINES

The issuance date for West Virginia University's audited financial statements and final audit report for fiscal year 2018 is **October 1, 2018**. Please note the following critical dates (estimated) related to the financial statement audit:

CliftonLarsonAllen to commence year end fieldwork at WVU: **August 27, 2018**

Delivery of the final version of financial statements to CliftonLarsonAllen: **September 17, 2018**

Issuance of WVU's final audit report: **October 1, 2018**

As part of the financial statement preparation process, memos requesting specific financial information and containing critical due dates were sent out to the departments in the first week of May 2018. Information requested included the following:

- Copies of lease agreements (capital or operating leases) entered in the **2017-2018** fiscal year
- Detail on capital projects with a budget over \$25,000 (only those projects not handled through Facilities and Services)
- Detail (including supporting documentation) of any assets and liabilities not recorded in MAP by year end close (for example – Inventories, Prepaid Expenses, Accounts Receivable, Accounts Payable, Deferred Revenues, Deposits)

Additionally, in July Treasury Operations will request information on negative cash balances greater than \$250,000 and clearing account balances. This information is also used for the financial statement preparation process.

Please provide the required information by the dates requested to ensure timely completion of the audit.

SECTION XI: YEAR-END CLOSE TIME LINES

May 11, 2018

- Last day for departments to submit requisitions greater than \$50,000 to Procurement, Contracting and Payment Services for bidding in order to have a purchase order issued and goods received **prior to June 30, 2018**.
(Caution: long lead delivery items may require earlier submission).

June 1, 2018

- Last day for departments to submit invoices of any kind to Procurement, Contracting and Payment Services for normal processing timelines. (Payments may be delayed for invoices submitted after **June 1, 2018**).

June 1, 2018

- Last day for departments to submit requisitions for old year obligations or requisitions for change orders \$50,000 or less.

June 22, 2018

- Last day for departments to enter and approve labor distribution adjustments for old year – close of business.
- Old year expenditure reductions (excludes grant expenditure reductions) must be scanned and emailed to RevenueServices@mail.wvu.edu. Identify old year expenditure reductions by marking “OLD YEAR” on top of Miscellaneous Receipts. Expenditure reductions received after **4:00 p.m. on June 22, 2018** will be recorded as new-year expenditure reductions.
- Last day for departments to return incorrect payroll checks to Payroll for correction of department funding using Budget Fiscal Year **2018** funds.

June 25, 2018

- Last day for departments to e-mail cancellations on old year requisitions/purchase orders for State Appropriated funds to Procurement, Contracting, and Payment Services. Please send requests to pcps@mail.wvu.edu.
- Last day for departments to process transactions in Mountaineer Marketplace of any kind to post against sponsored agreements (grants and contracts) expiring prior to **June 30, 2018** and funded by a West Virginia State Agency.
- Any State Appropriated orders that are not received by **June 30, 2018** and invoice received by **July 6, 2018 at Close of business**, will be canceled based on the year-end close time lines.

June 26, 2018

- MyTime signoff for **July 6** Bi-weekly payroll at 11:00 a.m.

June 29, 2018

- Last day for departments to deposit old year revenue. Miscellaneous Receipts must be received by the department responsible for keying (for example, Revenue Services, Student Affairs Business Operations) by noon. Revenue received in these offices after **NOON on June 29, 2018** will be recorded as new-year revenue on **July 5, 2018**.
- Last day for departments to complete and submit all Asset Acquisition forms, Equipment Fabrication/Modification Forms, and Equipment Disposal/Surplus Forms to Property Management/Fixed Assets.

June 29, 2018 at NOON through July 4, 2018

- Do not key Miscellaneous Receipts

June 30, 2018

- Last day to receive old year goods and services either on-line or manually.
Note: Any receiving done after **June 30, 2018** will be posted as a new year transaction.

July 5, 2018

- First day to key new year Miscellaneous Receipts.

July 6, 2018

- Last day to approve PCard reports at the final approval step in MyExpenses with transaction dates **through June 30, 2018**.
- Last day for departments to submit invoices to Payment Services for payment of goods/services which were received prior to **June 30, 2018**. Receiving must be done for all fiscal year **2017-2018** transactions on or before **June 30, 2018**. Invoices submitted via Mountaineer Marketplace must be pending in the Payment Services workflow step by close of business this date. **Note:** if a vendor registration action cannot be completed by close of business **July 6, 2018**, the invoice may not be processed until new year.

July 13, 2018

- Departmental reports for old year (**CLS-18**) can be generated.

Section XII: Miscellaneous Receipts

For miscellaneous receipts posted during July, August, and September, please provide the following to Revenue Services:

1. All miscellaneous receipts posted in MAP during July, August, and September

Provide:

- In the comments field of the miscellaneous receipt, indicate the fiscal year to which the deposit applies – determine whether goods or services were provided by your department to an outside party by **June 30th**. If yes, even if the check is deposited in the months of July, August, or September, the fiscal year it relates to would be the prior year that ended **June 30th**.
- In the comments field of the miscellaneous receipt, include a brief description of what the deposit is for.

2. Miscellaneous receipts posted in MAP during July, August, and September, that equal or exceed \$5,000

Provide:

- In the comments field of the miscellaneous receipt, indicate the fiscal year to which the deposit applies – determine whether goods or services were provided by your department to an outside party by **June 30th**. If yes, even if the check is deposited in the months of July, August, or September, the fiscal year it relates to would be the prior year that ended **June 30th**.
- In the comments field of the miscellaneous receipt, include a brief description of what the deposit is for.
- Provide/scan documentation (copy of invoice and check) to Revenue Services at the following e-mail
- E-mail address RevenueServices@mail.wvu.edu

If you deposit multiple checks on a single miscellaneous receipt, please separate them by fiscal year.

SPECIAL NOTES

Sponsored agreements with a **June 30, 2018**, ending date should be carefully reviewed. Due dates listed above are required to be met by the Principal Investigator and their Business Office. Please share this information with all appropriate parties.

Contacts

Accounts

Receivable/Revenue

Services

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