

MEMORANDUM

TO: Deans, Directors, and Business Managers

FROM: Anjali Halabe, Assistant VP for Finance *ABH*
David Beaver, Assistant VP for Procurement, Contracting, and Payment Services *DB*
David Watkins, Interim Director of Budget *DAW*
Linda Strawser, Director, Payroll and Employee Processing Services *LS*
Lisa Lively, Director, Financial Services *LL*

DATE: May 11, 2015

SUBJECT: FISCAL YEAR END CLOSING INFORMATION FOR 2014-2015

The purpose of this memo is to provide important dates and deadlines to effectively close out the 2014-2015 fiscal year and begin the 2015-2016 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 Cycle I 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>
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Definition of Old Year Expenditures

Old year expenditures are defined as those for which service was completed or goods received by: **June 30, 2015 and invoices received by: July 6, 2015 at NOON.** Any expenditure that meets the above criteria must be posted to the **2014-2015 fiscal year.** These transactions must be approved for payment and submitted to the appropriate unit no later than: **Noon on July 6, 2015.**

Receiving

Receiving, either on-line or manual, on any old year service or transaction associated with a purchase order must be performed in the MAP system by **June 30, 2015** in order to have the transaction posted in the old fiscal year. The date on the receiving header document in MAP defines the fiscal year the transaction is posted. Therefore, 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 in MAP.

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 not to use mail service, but **hand-deliver**, 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 2015-2016 fiscal year. Any purchase orders that should not be continued should be cancelled in 2014-2015. The OPEN ORDER BY COST CENTER report, which can be run from the AP/PO Inquiry responsibility, will show any POs that are currently open.

Postage, Telephone, Network, Computer Repair and PCard Charges

Postage, Telephone, Network, Computer Repair and PCard charges will be recorded as follows:

PCard

May and June, 2015 charges will be recorded in 2014-2015

Postage, Telephone, Network, and Computer Repair

May, 2015 charges will be recorded in 2014-2015.

June, 2015 charges will be recorded in 2015-2016.

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

General University - Old Year Over Expenditures

Any over-expenditure of 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

Due to continued process changes related to the University's integration into the State of West Virginia's new financial system, all unspent expense budgets on General University Centrally Controlled Resources will be rolled forward to the new fiscal year. This is a change over the typical process. It was implemented last year with the expectation that it was to be a one year change. It has been decided to continue this practice for one more year and will only be in effect for this year. This process will occur automatically after the old fiscal year is closed and will require no action on the part of the departments to initiate the roll forward. This roll forward is contingent on the unit having sufficient unspent budget in the overall unit at year end. General University Centrally Controlled Resources can be identified by a fund number with an 1110 prefix. Expense budgets will not be increased on Non-Centrally Controlled Resources. These budgets may be re-established by the budget unit by following the policies and procedures that address mid-year budget adjustments on Non-Centrally Controlled Resources. If additional information is needed, please contact: Kevin Stuchell in the Office of Budget Planning at 304.293.4761.

**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, 2014 and June 30, 2015** and that were originated from a West Virginia State Agency, all transactions must be posted to the accounting system by: **June 24, 2015** in order to accomplish this please deliver the documents to the appropriate office by: **June 23, 2015 at NOON** The documents should clearly indicate: STATE GRANT AWARD – EXPIRES **June 30, 2015** as shown in Attachment A. Please copy **Attachment A on yellow paper** so that priority transactions can be easily identified.

Attachment A

For all other awards that expire on: **June 30, 2015** please contact your representative from Sponsored Research Accounting at 304.293.4002, extension 5 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, 2015** and invoice received by: **July 6, 2015 at NOON** Any expenditure that meets the above criteria must be posted to the: **2014-2015** fiscal year

For those sponsored agreements ending by: **June 30, 2015** please ensure that any subcontract work is completed and final paperwork submitted no later than noon: **June 30, 2015** to ensure sponsor reimbursement for these expenditures.

Any final paperwork received 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 Research Accounting.

These transactions must be approved for payment and submitted to the appropriate unit no later than noon: **June 30, 2015** as a general rule, budgets will not be overridden to post old year expenditures.

The deadline for MyTime signoffs for: July Cycle I payroll is **NOON on July 2, 2015** 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 Research Accounting immediately to ensure adequate time for proper resolution.

<p style="text-align: center;">SECTION VI: ACCOUNTING FOR JULY CYCLE I HOURLY/ARREARS PAYROLL</p>

The deadline for MyTime signoff is: **July 2, 2015 at NOON** all payroll expenses for the July Cycle I payroll will be posted to the General Ledger and Grants modules in fiscal year.

2014-2015 At the departmental level, all transactions for West Virginia State Agency sponsored agreements, that expire between **July 1, 2014 and June 30, 2015** must be posted to the accounting system by **June 24, 2015**. A listing of these awards will be distributed to the respective business offices as in previous years. To account for July Cycle I Arrears payroll in the final invoices to the sponsoring agencies, please contact the appropriate Sponsored Research Accounting representative for your college.

<p style="text-align: center;">SECTION VII: LABOR DISTRIBUTION ADJUSTMENTS</p>
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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 **2014-2015** (old year) entered and approved by **June 25, 2015** 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 10, 2015** and normal activity may resume.

SECTION VIII: FRINGE BENEFIT EXPENDITURE COST TRANSFERS

All necessary fringe cost transfers resulting from labor distribution adjustments for fiscal year:

2014-2015

- 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: [Fringe Transfer Procedures](#)

June Fringe Posting Schedule

- June Cycle I-Actual Process-Tuesday, June 9, 2015
- June Cycle II Actual Process-Tuesday, June 24, 2015
- June GL Fringe Rate Process-Wednesday, June 26, 2015

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 should be completed and submitted to Property Management/Fixed Assets Accounting by: **June 30, 2015**

Copies of invoices for equipment purchases made on procurement cards should be submitted to Property Management/Fixed Assets Accounting by: **June 30, 2015**

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 2015 is October 1, 2015. Please note the following critical dates (estimated) related to the financial statement audit:

CliftonLarsonAllen to commence year end fieldwork at WVU: **August 31, 2015**

Delivery of the final version of financial statements to CliftonLarsonAllen: **September 18, 2015**

Issuance of WVU's final audit report: **October 1, 2015**

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, 2015. Information requested included the following:

- Copies of lease agreements (capital or operating leases) entered into in the 2014-2015 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)

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

<p style="text-align: center;">SECTION XI: YEAR-END CLOSE TIME LINES</p>

May 7, 2015

Last day for departments to submit requisitions greater than \$25,000 to Procurement, Contracting and Payment Services for bidding in order to have a purchase order issued and goods received **prior to June 30, 2015**

(Caution: long lead delivery items may require earlier submission).

June 1, 2015

Last day for departments to submit invoices and departmental refunds to Procurement, Contracting and Payment Services for normal check cutting flows. (Checks will be delayed for invoices submitted between noon on **June 1, 2015 through July 6, 2015**)

June 4, 2015

Last day for departments to submit requisitions for old year obligations or requisitions for change orders between \$1,000 and \$25,000

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.

June 23, 2015 at NOON

Last day for departments to hand deliver transactions of any kind to post against sponsored agreements (grants and contracts) expiring prior to **June 30, 2015** and funded by a West Virginia State Agency.

June 25, 2015

Last day for departments to enter and approve labor distribution adjustments for old year – close of business.

June 25, 2015

Last day for departments to e-mail or hand-deliver cancellations on old year requisitions/purchase orders for State Appropriated funds to Procurement, Contracting, and Payment Services.

Any State Appropriated orders that are not received by **June 30, 2015** and invoice received by **July 6, 2015 at NOON**, will be canceled based on the year-end close time lines.

June 26, 2015

Old year expenditure reductions (excludes grant expenditure reductions) must be hand-delivered to Revenue Services. Identify old year expenditure reductions by marking "OLD YEAR" on top of Miscellaneous Receipts. Expenditure reductions received after 4:00 p.m. on **June 26, 2015** will be recorded as new-year expenditure reductions.

June 30, 2015 at NOON

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 30, 2015** will be recorded as new-year revenue on **July 2, 2015**.

June 30, 2015

Last day to receive old year goods and services either on-line or manually.

Note: Any receiving done after June 30, 2015 will be posted as a new year transaction.

June 30, 2015

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 30, 2015

Last day for departments to submit copies of invoices for equipment purchases made on procurement cards to Property Management/Fixed Assets Accounting.

June 30, 2015 at NOON through July 1, 2015

Do not key Miscellaneous Receipts

July 2, 2015 at NOON

MyTime signoff for July Cycle I payroll.

July 2, 2015

First day to key new year Miscellaneous Receipts.

July 2, 2015

Last day for departments to return incorrect payroll checks to Payroll for correction of department funding using Budget Fiscal Year **2015** funds.

July 6, 2015 at NOON

Last day for departments to submit documents to the appropriate office for payment of transactions which occurred prior to **June 30, 2015** is **July 6, 2015 at NOON**. Receiving must be done for all fiscal year 2014-2015 transactions on or before **June 30, 2015**.

July 2, 2015

Last day to edit PCard transactions with posted dates **June 21, 2015 through June 30, 2015** is 4:00 p.m.

July 13, 2015

Departmental reports for old year (CLS-15) can be generated.

Last day means that documents must be received in the appropriate department by noon of that business day unless indicated otherwise.

PLEASE DO NOT MAIL THEM. THEY MUST BE HAND DELIVERED!

<p style="text-align: center;">Section XII: Miscellaneous Receipts</p>

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 before **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 before **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.

<p style="text-align: center;">SPECIAL NOTES</p>

Sponsored agreements with a **June 30, 2015**, 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.

As a general reminder to Intra-University selling units, 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.”

To assure prompt processing, please hand-deliver all invoices to Procurement, Contracting, and Payment Services. This includes all internal transfers, internal cash transfers, travel settlements, essential service invoices, and purchase order invoices.

Contacts

Accounts Receivable/Revenue Services/Cash Issues

Shelley Tharp
shelley.tharp@mail.wvu.edu
304.293.3989

Budget

Kevin Stuchell
kevin.stuchell@mail.wvu.edu
304.293.4761

Fringe Expenditures

Robert (Trey) Wertz
robert.wertz@mail.wvu.edu
304.293.8495

General Ledger

Kathy Day
kathy.day@mail.wvu.edu
304.293.8766

Grants/Sponsored Agreements

Vince Alvarez
vince.alvarez@mail.wvu.edu
304.293.6664

Labor Distributions

Kimberly Foley
kim.foley@mail.wvu.edu
304.293.6877

Payroll/Employee Processing Services

Linda Strawser
linda.strawser@mail.wvu.edu
304.293.4336

Payment Services

Rachel Hays
rachel.hays@mail.wvu.edu
304.293.8451

Procurement

Alice Bowman
alice.bowman@mail.wvu.edu
304.293.8451

Property Management/Fixed Assets

Jaime Bunner
jaime.bunner@mail.wvu.edu
304.293.3539

This memo is also available online at: <http://financediv.wvu.edu/home/wvuyearend>

**STATE GRANT AWARD
EXPIRES June 30, 2015**

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