

## MEMORANDUM

**TO:** Deans, Directors, and Business Managers

**FROM:** David Kosslow, Assistant VP for Finance *DK*  
Ted Svehlik, Assistant VP for Procurement, Contracting, and Payment Services *TS*  
Matt Tidd, Chief Budget Officer *MT*  
Lisa Sharpe, Executive Director, Shared Services *LS*  
Kathy Day, Director, Institutional Accounting, Reporting and Analysis *KD*  
Jaime Bunner, Director, Financial Projects and Compliance *JB*  
Kim Foley, Director, Payroll *KF*

**DATE:** May 1, 2020

**SUBJECT: FISCAL YEAR END CLOSING INFORMATION FOR 2019-2020**

The purpose of this memo is to provide important dates and deadlines to effectively close out the 2019-2020 fiscal year and begin the 2020-2021 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 3 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.

<b>SECTION I: DEFINITIONS &amp; GENERAL INFORMATION</b>
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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, 2020 and invoices received by: July 6, 2020 at Close of Business.** Any expenditure that meets the above criteria must be posted to the **2019-2020 fiscal year.** These transactions must be approved for payment and submitted to the appropriate unit no later than: **Close of Business on July 6, 2020.**

**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.

**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 2020-2021 fiscal year. Any purchase orders that should not be continued should be cancelled in 2019-2020. The Open Purchase Order Report in MyReports 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**  
Charges with transaction dates through June 30, 2020 and are reconciled and approved in MyExpenses by the close of business July 6, 2020 will be recorded in 2020.
- Charges with transaction dates through June 30, 2020 but are not reconciled and approved in MyExpenses by the close of business July 6, 2020 will be recorded in 2021.
- Charges with transaction dates after June 30, 2020 will be recorded in 2021.
  
- **Postage, Telephone, Network, and Computer Repair**  
May 2020 charges will be recorded in 2020.  
June 2020 charges will be recorded in 2021.

**SECTION III:  
GENERAL UNIVERSITY  
\BUDGET ROLL & CENTRALLY CONTROLLED RESOURCES**

**General University – 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.

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 considered on a case by case basis throughout the fiscal year.

**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.

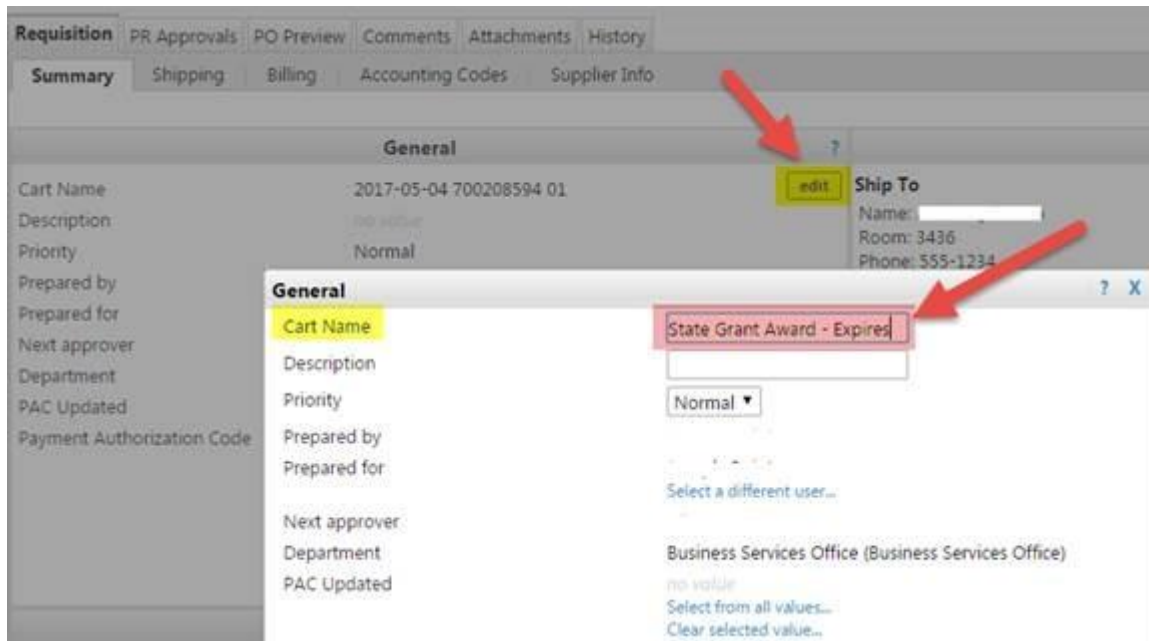
Expense budgets for Non-Centrally Controlled Resources will not automatically be re-established in the new fiscal year but may be re-established by the budget unit through the budget adjustment process utilizing the Oracle system. This process will be coordinated through the appropriate Dean's office 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.

<b>SECTION V: SPONSORED AGREEMENT FUNDS (GRANTS AND CONTRACTS)</b>
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For sponsored agreements that expire between: **July 1, 2019 and June 30, 2020** and that were originated from a West Virginia State Agency, all transactions must be posted to the accounting system by: **June 23, 2020**. In order to accomplish this please process all transactions in Mountaineer Marketplace through the appropriate Expert Business Office by: **June 23, 2020 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:



For all other awards that expire on: **June 30, 2020** please contact your representative from Sponsored Projects Financial Management at 304.293.6006 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, 2020** and invoice received by: **July 6, 2020 at close of business**. Any expenditure that meets the above criteria must be posted to the: **2019-2020** fiscal year.

For those sponsored agreements ending by: **June 30, 2020** please ensure that any subcontract work is completed and final documents processed no later than noon: **June 30, 2020** 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 Financial Management.

These transactions must be approved for payment and submitted to the appropriate unit no later than noon: **June 30, 2020** as a general rule, budgets will not be overridden to post old year expenditures.

The deadline for MyTime signoffs for: July 3 Bi-weekly payroll is **11:00 a.m. on June 23, 2020**. 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 Financial Management immediately to ensure adequate time for proper resolution.

**SECTION VI:  
ACCOUNTING FOR JULY 3rd BI-WEEKLY HOURLY/ARREARS PAYROLL**

The deadline for MyTime signoff is **June 23, 2020 at 11:00 a.m.** all payroll expenses for the July 3 Bi-weekly payroll will be posted to the General Ledger and Grants modules in fiscal year **2019-2020**. At the departmental level, all payroll transactions for West Virginia State Agency sponsored agreements, that expire between **July 1, 2019 and June 30, 2020** must be posted to the accounting system by **June 19, 2020**. A listing of these awards will be distributed to the respective business offices as in previous years. To account for **July 3rd** Bi-weekly payroll in the final invoices to the sponsoring agencies, please contact the appropriate Sponsored Projects Financial Management 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 **2019-2020** (old year) entered and approved by **June 19, 2020** 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 13, 2020** 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 2020:

- 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 19 Actual Process – **Tuesday, June 16, 2020**
- June GL Fringe Rate Process – **Friday, June 26, 2020**
- July 3 Actual Process – **Monday, June 29, 2020**

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](mailto:Robert.Wertz@mail.wvu.edu) (304.293.8495).

<b>SECTION IX: PROPERTY MANAGEMENT/FIXED ASSETS</b>
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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, 2020**.

<b>SECTION X: FINANCIAL STATEMENT AUDIT TIME LINES</b>
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The issuance date for West Virginia University’s audited financial statements and final audit report for fiscal year 2020 is **October 1, 2020**. Please note the following critical dates (estimated) related to the financial statement audit:

CliftonLarsonAllen to commence year end fieldwork at WVU: **August 24, 2020**  
Delivery of the final version of financial statements to CliftonLarsonAllen: **September 16, 2020**  
Issuance of WVU’s final audit report: **October 1, 2020**

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 2020. Information requested included the following:

- Copies of lease agreements (capital or operating leases) entered in the **2019-2020** 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.

<b>SECTION XI: YEAR-END CLOSE TIME LINES</b>
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**May 8, 2020**

- 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, 2020**.  
(Caution: long lead delivery items may require earlier submission).

**May 29, 2020**

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

**June 15, 2020**

- 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 15, 2020**).

**June 19, 2020**

- 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](mailto:pcps@mail.wvu.edu).
- Last day for departments to enter and approve labor distribution adjustments for old year – close of business.
- Last day for departments to process transactions in Mountaineer Marketplace of any kind to post against sponsored agreements (grants and contacts) expiring prior to June 30, 2020 and funded by a West Virginia State Agency.
- Any State Appropriated orders that are not received by June 30, 2020 and invoice received by June 19, 2020 at Close of business, will be canceled based on the year-end close time lines.

**June 21, 2020**

- 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 [WVUdeposits@mail.wvu.edu](mailto:WVUdeposits@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 21, 2020 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 2020 funds.

### **June 23, 2020**

- MyTime signoff for July 3rd Bi-weekly payroll at 11:00 a.m.
- Last day for departments to process transactions in Mountaineer Marketplace of any kind to post against sponsored agreements (grants and contacts) expiring prior to **June 30, 2020** and funded by a West Virginia State Agency.

### **June 30, 2020**

- Last day for departments to deposit old year revenue. Miscellaneous Receipts must be received by the department responsible for keying (for example, Shared Service Center, WVU Institute of Technology, Potomac State College, Parkersburg and WVU Facilities Parking Management) by noon. Revenue received in these offices after NOON on June 30, 2020 will be recorded as new-year revenue on July 2, 2020.
- Last day to receive old year goods and services either on-line or manually.  
Note: Any receiving done after **June 30, 2020** will be posted as a new year transaction.
- 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, 2020 at NOON through July 1, 2020**

- Do not key Miscellaneous Receipts

### **July 2, 2020**

- First day to key new year Miscellaneous Receipts.

### **July 6, 2020**

- Last day to approve reports at the final approval step in MyExpenses with transaction dates **through June 30, 2020**.
- Last day for departments to submit invoices to Payment Services for payment of goods/services which were received prior to **June 30, 2020**. Receiving must be done for all

fiscal year 2019-2020 transactions on or before **June 30, 2020**. Invoices submitted via Mountaineer Marketplace must be pending in the Payment Services workflow step by close of business this date. **Note:** if a supplier registration action cannot be completed by close of business **July 6, 2020**, the invoice may not be processed until new year.

## July 14, 2020

- Departmental reports for old year (CLS-20) can be generated.

<b>Section XII: Miscellaneous Receipts</b>
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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 Shared Services Accounts Receivable at the following e-mail: [WVUDeposits@mail.wvu.edu](mailto:WVUDeposits@mail.wvu.edu). If you deposit multiple checks on a single miscellaneous receipt, please separate them by fiscal year.

<b>SPECIAL NOTES</b>
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Sponsored agreements with a **June 30, 2020**, 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.

<b>Contacts</b>
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**Budget**

Matt Tidd  
[mtidd@mail.wvu.edu](mailto:mtidd@mail.wvu.edu)  
304.293.9700

**Financial Projects and Compliance**

Property Management/Fixed Assets  
Jaime Bunner  
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304.293.3539

Fringe Expenditures

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[robert.wertz@mail.wvu.edu](mailto:robert.wertz@mail.wvu.edu)  
304.293.8495

**Institutional Accounting, Reporting & Analysis**

General Ledger  
Kathy Day  
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**Payroll**

Labor Distributions/Payroll  
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**Procurement, Contracting & Payment Services**

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**Shared Services**

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Sponsored Projects Financial Management

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