



May 2, 2017

TO: All Western Oregon University Departments

FROM: Darin Silbernagel
Director of Business Services

SUBJECT: Closing of the Books, Fiscal Year 2016-2017, Opening of 2017-2018

The Business Office has received the dates for the annual closing of the books from the University Shared Services Enterprise Financial Reporting Services (USSE-FRS). In order to comply with those dates, each department is expected to observe the deadlines listed below.

1. All 2016-2017 Fiscal Year (FY) acquisitions should be approved by the Purchasing Officer on or before June 16, 2017. Between June 17 and June 30, 2017, the Purchasing Officer may approve 2016-2017 FY acquisitions in emergency or unusual situations. These purchases must be received by June 30, 2017.

All 2016-17 FY computer and information technology purchase requests must be submitted to University Computing Services on or before June 12, 2017.

NSF checking will be in effect for both years throughout the closing process.

Credit card purchases, including airfare, must be processed by statement cut off date, June 26, to be charged to 2016-2017.

Procurement Card purchases for 2016-17 FY must be distributed no later than noon Thursday, June 29, 2017. Any transaction on the card in June but not received by June 30th needs to be set up as a prepaid expense on account code A5002 to be reversed in the new FY 2016-17.

Goods or services must be received by June 30, 2017 to be charged to FY 2016-2017.

Purchase orders for 2017-2018 may be entered as of June 16, 2017.

2. Approved vendor invoices must be received in the Business Office by 5:00 PM **July 6, 2017** to be reported as paid on period 12 for FY 2016-2017. We encourage that invoices be submitted daily to the Business Office from June 16 to July 6, 2017 for processing. **Approvers should check their approval queue(s) at least daily to ensure timely processing.**

Please mark all invoices submitted from June 16th through August 31st with goods received date.

3. Departmental invoice entry access will be cut off at noon Friday, July 7th. Entry access will be re-granted at 8:00 am Tuesday, July 11th.
4. Travel reimbursements for travel completed by June 30, 2017, should be submitted to the Business Office for processing by July 6, 2017.
5. Approved vendor invoices must be received in the Business Office by 5:00 pm July 17, 2017 to be reported as paid on period 14.
6. All transactions related to the fixed asset module, including library valuation, for FY 2017 must be completed by July 12, 2017.
7. Journal Vouchers for period 12 must be input by 5:00 pm July 7, 2017, must be dated June 30, 2017, or prior, to be posted to period 12.
8. Departmental accounts receivable charges that are to be recorded on the Banner SIS receivables system in FY 2016-2017 must be in the Business Office by June 29, 2017.
9. Reminder: All cash and checks received in FY17 must be in the Business Office by 12 p.m. June 30th to be posted to 2016-2017. Transactions dated July 1 or later will be posted on period 1 Fiscal Year 2017-2018.
10. Departmental petty cash funds must be replenished by June 30, 2017.
11. Annual physical inventories of the storerooms for the Physical Plant, Health & Exercise Science, Valsetz Dining, Werner Dining, Bookstore, Health & Wellness and Athletics are due in the Business Office by July 11, 2017. Please indicate the date of your physical inventory.
12. By July 12, 2017, departments will receive an open purchase order list. Items received by June 30, 2017 are to be marked with a date received. The list must be returned to the Business Office no later than July 17, 2017. If you have goods or services received by June 30th that are not on the list, please contact the Business Office for an accrual i.e. credit card, personal funds reimbursements and capital projects.
13. Departments that have outstanding receivables balances at June 30, 2017, that are not on the Banner SIS receivables system, must submit detailed listings of these receivables no later than July 17, 2017. An example of the format to be used for these listings is attached.
14. Period 12 will be closed at 5:00 p.m. July 10, 2017. Banner FIS and HRIS will be unavailable from 5:00 p.m. to 7:00 p.m. to close period 12 and open period 14.

15. Journal Vouchers for period 14 must be input by 5 pm, July 18, 2017.
Departmental access to period 14 including approvals will be removed at this time.

16. Period 14 is scheduled to close at 5:00 pm, July 24, 2017.

All old year transactions must be dated June 30, 2017 or prior to be posted to 2016-2017. All 2017-2018 new year transactions must be dated July 1, 2017 or later to be posted to 2017-2018.

If you have any questions, give me a call at 8-8176. Thanks.

DES:Closing of the Books Memo.doc

WESTERN OREGON UNIVERSITY
OUTSTANDING ACCOUNTS RECEIVABLE SUMMARY

JUNE 30, 2017

Activity: _____ Prepared By: _____

Invoice Number	Name of Debtor	Date Obligation Was Incurred	Index	Acct Code	Balance Due
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WESTERN OREGON UNIVERSITY
2016-2017 Closing of the Books
Calendar of Due Dates

Due Date	Ref. #	Description
June 12	1	Purchase Requests for 2016-2017 computer and IT due in University Computing Services
June 16	1	Purchase Orders for 2016-2017 must be fully approved
June 16	1	Open 2016-2017 Period 1
June 16	2	Begin marking all invoices with goods received date - continue through August 31
June 26	1	Travel & Procurement card purchase cut off
June 29	8	SIS Receivables for FYE 6/30/17 due in Business Office
June 30/12 p.m.	9	Cash receipts for FYE 6/30/17 due in Cashiers Office
June 30	10	Petty Cash funds replenishment cut off
June 30/5 p.m.		Final SIS Feed FYE 6/30/17
June 30	1	All goods and services chargeable to old year must be received
July 6/5 p.m.	2	Vendor invoices for Period 12 due in Business Office
July 6/5 p.m.	4	Travel reimbursements for Period 12 due in Business Office
July 7/5 p.m.	7	Journal Vouchers for Period 12 final input
July 7/12 p.m.	3	Departmental invoice entry access cut off
July 10	14	Banner FIS and HRIS unavailable 5:00 to 7:00 p.m (closing period 12)
July 12	6	Transactions must be completed in the fixed asset module including Library Valuation
July 11	11	Physical inventory of storerooms due in Business Office
July 11/8 a.m.	3	Departmental invoice entry access re-granted
July 12	12	Open PO list distributed to departments
July 17	13	Non-Banner SIS Receivables due in Business Office
July 17	12	Open PO list due back to the Business Office
July 17/5 p.m.	5	Vendor invoices for Period 14 due in Business Office
July 18/5 p.m.	15	Journal Vouchers for Period 14 due

July 18/5 p.m.	15	Departmental access for Banner period 14 input and approval cut off
July 24/5:00 p.m.	16	Scheduled to close Period 14