



May 2, 2018

TO: All Western Oregon University Departments

FROM: Darin Silbernagel  
Director of Business Services

SUBJECT: Closing of the Books, Fiscal Year 2017-2018, Opening of 2018-2019

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 2017-2018 Fiscal Year (FY) acquisitions should be approved by the Purchasing Officer on or before June 15, 2018. Between June 15 and June 30, 2018, the Purchasing Officer may approve 2017-2018 FY acquisitions in emergency or unusual situations. These purchases must be received by June 30, 2018.

All 2017-18 FY computer and information technology purchase requests must be submitted to University Computing Services on or before June 12, 2018.

Credit card purchases, including airfare, must be processed by statement cut off date, June 25, to be charged to 2017-2018.

Procurement Card purchases for 2017-18 FY must be distributed no later than noon Friday, June 29, 2018. Any transaction on the card in June but not received by June 30<sup>th</sup> needs to be set up as a prepaid expense on account code A5002 to be reversed in the new FY 2018-19.

Goods or services must be received by June 30, 2018 to be charged to FY 2017-2018.

Purchase orders for 2018-2019 may be entered as of June 18, 2018.

2. Approved vendor invoices must be received in the Business Office by noon **July 5, 2018** to be reported as paid on period 12 for FY 2017-2018. We encourage that invoices be submitted daily to the Business Office from June 16 to July 5, 2018 for processing.

**Approvers should check their approval queue(s) at least daily to ensure timely processing.**

**Please mark all invoices submitted from June 15<sup>th</sup> through August 31<sup>st</sup> with goods received date.**

3. Departmental invoice entry access will be cut off at noon Thursday, July 5<sup>th</sup>. Entry access will be re-granted at 8:00 am Tuesday, July 10<sup>th</sup>.
4. Travel reimbursements for travel completed by June 30, 2018, should be submitted to the Business Office for processing by July 5, 2018.
5. Approved vendor invoices must be received in the Business Office by 5:00 pm July 17, 2018 to be reported as paid on period 14.
6. All transactions related to the fixed asset module, including library valuation, for FY 2018 must be completed by July 12, 2018.
7. Journal Vouchers for period 12 must be input by 5:00 pm July 6, 2018, must be dated June 30, 2018, 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 2017-2018 must be in the Business Office by June 28, 2018.
9. Reminder: All cash and checks received in FY18 must be in the Business Office by 12 p.m. June 29<sup>th</sup> to be posted to 2017-2018. Transactions dated July 1 or later will be posted on period 1 Fiscal Year 2018-2019.
10. Departmental petty cash funds must be replenished by June 29, 2018.
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, 2018. Please indicate the date of your physical inventory.
12. By July 11, 2018, departments will receive an open purchase order list. Items received by June 30, 2018 are to be marked with a date received. The list must be returned to the Business Office no later than July 16, 2018. If you have goods or services received by June 30<sup>th</sup> 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, 2018, that are not on the Banner SIS receivables system, must submit detailed listings of these receivables no later than July 16, 2018. 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 9, 2018. 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 17, 2018.  
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 23, 2018.

All old year transactions must be dated June 30, 2018 or prior to be posted to 2017-2018. All 2018-2019 new year transactions must be dated July 1, 2018 or later to be posted to 2018-2019.

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, 2018

Activity: \_\_\_\_\_ Prepared By: \_\_\_\_\_

Invoice Number	Name of Debtor	Date Obligation Was Incurred	Index	Acct Code	Balance Due
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**WESTERN OREGON UNIVERSITY**  
**2017-2018 Closing of the Books**  
**Calendar of Due Dates**

<b>Due Date</b>	<b>Ref. #</b>	<b>Description</b>
<b>June 12</b>	1	Purchase Requests for 2017-2018 computer and IT due in University Computing Services
<b>June 15</b>	1	Purchase Orders for 2017-2018 must be fully approved
<b>June 15</b>	1	Open 2018-2019 Period 1
<b>June 15</b>	2	Begin marking all invoices with goods received date - continue through August 31
<b>June 25</b>	1	Travel & Procurement card purchase cut off
<b>June 28</b>	8	SIS Receivables for FYE 6/30/18 due in Business Office
<b>June 29/12 p.m.</b>	9	Cash receipts for FYE 6/30/18 due in Cashiers Office
<b>June 29</b>	10	Petty Cash funds replenishment cut off
<b>June 30/5 p.m.</b>		Final SIS Feed FYE 6/30/18
<b>June 30</b>	1	All goods and services chargeable to old year must be received
<b>July 5/12 p.m.</b>	2	Vendor invoices for Period 12 due in Business Office
<b>July 5/12 p.m.</b>	4	Travel reimbursements for Period 12 due in Business Office
<b>July 6/5 p.m.</b>	7	Journal Vouchers for Period 12 final input
<b>July 5/12 p.m.</b>	3	Departmental invoice entry access cut off
<b>July 9</b>	14	Banner FIS and HRIS unavailable 5:00 to 7:00 p.m (closing period 12)
<b>July 12</b>	6	Transactions must be completed in the fixed asset module including Library Valuation
<b>July 11</b>	11	Physical inventory of storerooms due in Business Office
<b>July 10/8 a.m.</b>	3	Departmental invoice entry access re-granted
<b>July 11</b>	12	Open PO list distributed to departments
<b>July 16</b>	13	Non-Banner SIS Receivables due in Business Office
<b>July 16</b>	12	Open PO list due back to the Business Office
<b>July 17/5 p.m.</b>	5	Vendor invoices for Period 14 due in Business Office
<b>July 17/5 p.m.</b>	15	Journal Vouchers for Period 14 due

<b>July 17/5 p.m.</b>	15	Departmental access for Banner period 14 input and approval cut off
<b>July 23/5:00 p.m.</b>	16	Scheduled to close Period 14