

MEMORANDUM

TO: Executive Officers, Associate and Assistant Officers, Council of Academic Deans, Off-Campus Units, Legal Counsel, Department Chairs, Superintendents, Other Academic Heads, Directors, Supervisors and Department Secretaries

FROM: Wade J. Davis, Executive Director, Business Services/Controller

DATE: May 16, 2007

SUBJECT: 2007 Fiscal Year-End Cut-Off Deadlines

The following deadlines have been established for the 2007 fiscal year-end cut-off. This memo and other more descriptive memoranda which may affect your departments are available on the internet at the following address: <http://www.wsu.edu/~genacct/whatsnew.htm>.

EXPENDITURES

- ◆ **Payroll** Expense Transfer Requests (ETR's) and retroactive Expense Assignment Actions (EAA's) are **due in Payroll Services on or before June 20, 2007**. Please route to Sponsored Programs Services **by June 8, 2007** any ETR or EAA forms which request transfer of expenses to or from sponsored project accounts for programs 11, 12, 13, and 14. Allow extra lead time for processing. These forms must be received by Payroll Services **no later than June 20, 2007**.
- ◆ **Goods and Services** received on or before June 29, 2007, will be charged to fiscal year 2007. Please **forward documentation** to the Business Services/Controller's Office **by July 12, 2007**.
- ◆ **Expenditure Transfer Requests** affecting programs 11, 12, 13 or 14 should be **received by** Sponsored Programs Services **by June 12, 2007**.
- ◆ **Expenditure Transfer Requests** for programs other than those listed above should be in the Business Services/Controller's Office **by July 12, 2007**, to ensure processing for fiscal year 2007

IRI'S

- ◆ **IRI's** processed by the IRI Desk in the Business Services/Controller's Office should be **received by July 12, 2007**. New year IRI's may also be processed during the first week of July. All IRI's submitted to the Business Services/Controller's Office during the period June 29, 2007 through July 12, 2007, should be **clearly marked Old Year or New Year**. We recommend as many IRI's as possible be processed in June so July can be used for clean up only.
- ◆ The last day to bill customers through the **Service Center Billing System** for fiscal year 2007 charges is **July 12, 2007**. We recommend as many transactions as possible be processed in June so July can be used for clean up only. New Year activity may also be processed during July by letting the date default to the current date. For specific **instructions**, please **call Marilyn Dahmen at 335-2042**.

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REVENUE

- **Receipts** for goods or services sold by your department during the last week of June must be **received** in the Cashier's Section of the Business Services/Controller's Office **by noon, Friday, June 29, 2007**. A minimum of two cash deposit turn-ins during the last week is suggested. To the extent possible, **large deposits on Friday should be avoided**. This will be a busy day for the cashiers and large deposits will only cause unnecessary delays.
- All **accounts receivables** for goods and services **and** any **corrections** to accounts receivable transactions in the BRS System should be **reported** to the University Receivables Office (335-1270) as early as possible but **no later than noon, June 29, 2007**.
- **Revenue transfer requests / memos** are **due** in the Business Services/Controller's Office **by July 12, 2007**, to ensure processing for fiscal year 2007.

TRAVEL

- **Airline tickets** purchased before July 1, 2007, for travel on or after July 1, will not be charged to the budget cited until the new fiscal year. Budget statements may show reversing entries for these tickets in June and then another set of transactions to re-enter them after July 1.
- **Advances** for travel to begin on or after July 1, 2007, but requiring payments prior to July 1, 2007, will be charged to the budget in the new fiscal year.
- *Travel Expense Vouchers* for **June travel** must be **submitted no later than July 12, 2007**. All **Travel Advances** for travel completed on or before June 29, 2007, must be **cleared by a Travel Expense Voucher** submitted to the Travel Office (Campus Zip 1025) no later than **July 12, 2007**.

PROPERTY INVENTORY

- **Equipment received on or before June 29, 2007**, which meets Property Inventory criteria, **MUST have a Property Inventory tag assigned** and the paperwork returned to Property Inventory (Campus Zip 1025) **by July 23, 2007**. This is to be in compliance with the *State of Washington Policies and Regulations, and Procedure* guidelines and Section 20.50 of the *WSU BPPM*.
- **PLEASE FORWARD THIS INFORMATION TO YOUR EQUIPMENT COORDINATOR AS SOON AS POSSIBLE.**

Please distribute this memo within your department. **Questions** should be referred to **Robert Wright at 335-2024**. Thank you for your cooperation.

cc: Vickie Arrasmith
Tami Bidle
Mark Boreen
Pattie Collins
Pat Emerson

Barry Johnston
Michelle Johnston
Karen Kellerman
Jay Maylor
Nancy McMahan

Alice Smethurst
Al Smith
Robert Wright

UNIVERSITY CLOSING SCHEDULE -- FISCAL YEAR 2007

<u>DAY</u>	<u>DATE</u>	<u>ACTION</u>
Friday	June 8	Sponsored Programs Expense Assignments Due
Tuesday	June 12	Sponsored Programs Expense Transfer Requests Due
Wednesday	June 20	Payroll Expense Transfers and Expense Assignments Due
Friday, Noon	June 29	Accounts Receivables Invoices Due at University Receivables Central Stores Billing Mailing Services Billing
Friday	June 29	Computer Services Billing Telephone Services Billing
Wednesday	July 4	HOLIDAY
Thursday	July 12	Invoices Due for Processing Through Accounts Payable (PAPR) Expenditure Transfer Request Forms Due (other than Payroll) Miscellaneous IRI's Due Travel Expense Vouchers for June are Due Revenue Transfer Requests Due Last Date to Bill Service Center Billing Customers
Monday	July 16	Interagency Billings Due
Monday	July 23	Property Inventory Reports Due
Tuesday	July 31	All Other Reports Due

INTERNAL CLOSING SCHEDULE -- FISCAL YEAR 2007

<u>DAY</u>	<u>DATE</u>	<u>ACTION</u>
Friday	June 8	Sponsored Programs Expense Assignments Due
Tuesday	June 12	Sponsored Programs Expense Transfer Requests Due
Wednesday	June 20	Payroll Expense Transfers and Expense Assignments Due
Friday, Noon	June 29	Accounts Receivables Invoices Due at University Receivables Central Stores Billing Mailing Services Billing
Friday	June 29	Computer Services Billing Telephone Services Billing
Wednesday	July 4	HOLIDAY
Thursday	July 12	Invoices Due for Processing Through Accounts Payable (PAPR) Expenditure Transfer Request Forms Due (other than Payroll) Miscellaneous IRI's Due Travel Expense Vouchers for June are Due Revenue Transfer Requests Due
Monday	July 16	Interagency Billings Due
Tuesday	July 17	Close PAPR-PC, Close PAPR-WEB
Wednesday	July 18	Close PAPR Close SCBAIMS
Thursday	July 19	Adjustments and Corrections in FACTS
Friday	July 20	Close FACTS
Monday	July 23	Property Inventory Reports Due
Wednesday	July 26	AFRS 13th Month Runs
Tuesday	July 31	All Reports Due
Tuesday	August 15	SARS Reporting Date