

MEMORANDUM

SUBJECT: 2022 Fiscal Year End Cutoff Deadlines
May 5, 2022

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: Tami Bidle, Associate Controller

DATE: May 5, 2022

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The following deadlines have been established for the 2022 fiscal year end cutoff. This memo and other more descriptive memoranda which may affect your departments are available online at the following address: genacct.wsu.edu/whats-new.

Please note the dates indicated below are the deadlines for **final approval** of the business processes. To ensure the correct posting to FY22, the transactions must complete the full business process before the deadline.

EXPENDITURES

- ◆ **Payroll Accounting Adjustments** need to be fully approved **by July 5, 2022** at 5 p.m.
- ◆ **Supplier Invoices for goods and services need to be submitted by the priority deadline of Friday June 24th for FY22 posting.**
- ◆ **All supplier invoices for goods and services** received on or before Thursday June 30, 2022, will continue to be processed through Friday, July 8th, based on materiality. Supplier invoices for goods and services received after July 1, 2022, will be processed in FY23 after year end close.
- ◆ Supplier invoices from subcontractors with grant work-tags must be submitted to Sponsored Programs Services by Friday, June 10, 2022 for FY22 posting.
- ◆ Please remember to promptly receipt all goods in Workday for purchase orders when they arrive
- ◆ **Receipt Accrual**-Goods or services received for a purchase order prior to June 30, 2022 need to be marked as receipted in the Workday system. Purchase order lines received but not invoiced will be recorded as an expense in FY22 and reversed in FY23. This will post at end of day on July 8, 2022
- ◆ **All manual journals and accounting adjustments** need to be fully approved by, July 8, 2022. Please remember that some journals require multiple approval steps and all steps need to be completed by this time.
- ◆ Manual journals and accounting adjustments with **grant worktags** need to be submitted by Friday, June 10, 2022.
- ◆ All FY22 PCard and CTA transactions must be verified by Friday, July 8, 2022.
- ◆ All FY22 receipts for travel or reimbursements must be expensed by Friday, July 8, 2022.

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- ◆ Spend authorizations for travel expenses on or after July 1, 2021 that request cash advances prior to July 1, 2022 will be charged to the budget in the current fiscal year.
- ◆ Airline tickets purchased before July 1, 2022 for travel on or after July 1, 2022 will be charged to the current fiscal year.
- ◆ We will re-open June on July 11, 2022 to allow departments to make final adjustments via manual journals. Please remember that some journals require multiple approval steps and all steps need to be completed by end of business the July 11.

INTERNAL SERVICE DELIVERIES (ISD)

- ◆ ISD need to be fully approved by **Friday, July 08, 2022**. New year ISD may also be processed during the first week of July. Please remember that some ISD require multiple approval steps and all steps need to be completed by this time
- ◆ ISD that include *grant worktags* need to be submitted by June 10, 2022.

REVENUE

- **Customer Cash 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 Bursar’s Office **by 3 pm. Thursday June 30, 2022**. A minimum of two cash deposit turn-ins during the last week is suggested. To the extent possible, **large deposits on Thursday 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 **MyWSU** should be **reported** to the Bursar’s Office (335-9711) as early as possible, but **no later than noon on Wednesday, June 29, 2022**.

PROPERTY INVENTORY

- **Equipment received on or before June 30, 2022** which meets Property Inventory criteria **MUST have a property inventory tag assigned** and the paperwork returned to Property Inventory (Campus Zip 1025) **by Friday, July 15, 2022**. This is to be in compliance with the [State Administrative & Accounting Manual Section 30 Regulations, and Procedure](#) guidelines and [Section 20.50](#) of the *WSU BPPM*.

PLEASE FORWARD THIS INFORMATION TO YOUR BUSINESS ASSET TRACKING SPECIALIST AS SOON AS POSSIBLE.

Please distribute this memo within your department. **Questions** should be referred to me **at 335-1202**. Thank you for your cooperation.

cc:	Jennifer Druffel	Sandy Jutte	Matt Skinner
	Casey St Clair	Kim Lawton	Gail Nash
	Kristin Hersrud	Mollie Holt	Carla Perez
	Eric Rogers	Kim Small	Karen Kellerman
	Kim Akin	Kami Carter	Bob Ames
	Pete Beeson	Gerik Kimble	Chris Conway
	Saren Wardrep		

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INTERNAL CLOSING SCHEDULE -- FISCAL YEAR 2022

<u>DAY</u>	<u>DATE</u>	<u>ACTION</u>
Friday	June 10	Accounting adjustments, manual journals and supplier invoices for subcontractors with <i>grant worktags</i> must be submitted.
Friday	June 24	Supplier invoices submission priority deadline to be included in FY22. <i>*Note: From Friday, June 24 to Friday, July 8, submitted invoices will be processed based on materiality to be included in FY22.</i>
Thursday	June 30	Customer Cash Deposits due at Bursar's Office by 3 p.m.
Tuesday	July 5	Payroll accounting adjustments fully approved by 5 p.m.
Friday	July 8	All FY22 PCard and CTA transactions must be verified.
Friday	July 8	All FY22 receipts for travel or reimbursements must be expensed.
Friday	July 8	Accounting adjustments and manual journals must be fully approved.
Friday	July 8	Internal Service Delivery (ISD) transactions must be fully approved.
Friday	June 8	Close Workday to all operational transactions
Monday	July 11	Allow departments to process manual journals for clean-up. All journals need to be fully approved by end of day July, 11 th ..
Tuesday	July 12	Final State expense adjustment. Close June in Workday
Wednesday	July 13	AFRS Year End Runs
Friday	July 15th	Property inventory reports due
Monday	July 18	Accounts Receivable Reports Due Physical Inventory Reports Due