This memo outlines the procedures and key dates associated with closing the fiscal year ending June 30, 2013. Following these procedures will help ensure revenues and expenses are recorded in the correct fiscal year. If you have any questions, or anticipate not being able to comply with any of these procedures or key dates, contact me. A list of contacts is provided at the end of this memo.

In the guidance below, an “FY13 purchase” is a purchase where the goods are received or services rendered on or before June 30, 2013. An “FY14 purchase” is a purchase where the goods/services are received on or after July 1, 2013. The date of the purchase order or vendor invoice is not the determining factor in deciding which fiscal year the expense is recorded in.

Guidance on specific items is located on the following pages:

- Requisitions and Purchase Orders .........................................................................................2
- Expenses, Accounts Payable, and Expense Accruals ............................................................3
- Travel Expense ......................................................................................................................5
- Revenue and Accounts Receivable .......................................................................................6
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Requisitions and Purchase Orders

Procedures. To help avoid confusion about which fiscal year a requisition and related PO fall into, we have instituted a “dead period” of June 17 through June 30. **If you need a PO to be issued before June 30, you must submit the requisition before June 10.** Requisitions received during the dead period will be processed only if they are urgent (i.e., the PO must be issued between June 17 and June 30) and you contact Purchasing beforehand.

**If you do not need a PO issued before July 1, do not submit the requisition until July 1 or later.** This will avoid issues encountered in Banner with requisitions, PO’s and payments crossing the June 30 fiscal year-end. If such a PO is issued before June 30, please request that Purchasing cancel the PO and reissue it with a date of July 1 or later.

Remember that the date of a PO does not determine the fiscal year in which the purchase is recorded. In order to be charged to your FY13 budget, goods must be received or services rendered by June 30, 2013. Issuance of a PO before June 30 will encumber your FY13 budget, but if goods/services are not received until July or later, your FY14 budget will be charged for the actual expense. See “Accounts Payable” on the following page.

Requisitions for FY14 may be submitted prior to June 30, 2013. However, if you do not need the items within the first 7-10 days of July, we request that you wait until July 1 or later to prepare the requisition.

If a PO intended for FY14 is issued, and the goods/services are received on or before June 30, the expense will be charged to FY13.

Refer questions about requisitions and PO’s to Mel Ragar or Chris Leach.

**Key Dates:**

- **Monday, June 10** – departments submit approved requisitions to Purchasing for purchases to be charged against FY13.
- **Monday, June 17** – Purchasing issues purchase orders for purchases to be charged against FY13.
- **Monday, June 17 through Sunday, June 30** – dead period for submitting requisitions and issuing PO’s.
- **Monday, July 1** – begin submitting requisitions for FY14 purchases.
- **Wednesday, July 31** – open FY13 PO’s rolled into FY14; this will encumber FY14 budget dollars.
Expenses, Accounts Payable and Expense Accruals

Procedures. Vendor invoices fall into one of four categories:

1. Invoices received before June 30 for FY13 purchases
2. Invoices received after June 30 for FY13 purchases
3. Invoices received before June 30 for FY14 purchases
4. Invoices received after June 30 for FY14 purchases.

Invoices in categories (1) and (4) should be sent to Accounts Payable as usual. Invoices in category (3) should be held in the department until the goods/services are received, then sent to Accounts Payable for processing.

Invoices in category (2) must be sent to Accounts Payable when received by the department. If the department is disputing the amount of the invoice or otherwise wants payment to be delayed, the department must inform Accounts Payable of that fact. Accounts Payable will hold the invoice until the department authorizes payment. The expense will be charged to the FY13 budget via a year-end accrual, even though payment to the vendor is not made until FY14. If the amount ultimately paid to the vendor is less than the amount accrued, the difference will be credited to the department’s FY13 budget.

By July 22, 2013, you should have received most, if not all, vendor invoices relating to FY13 purchases. **If you have not received an invoice for an FY13 purchase by July 22, contact the vendor and request the invoice be mailed or faxed to you.**

If you do not receive invoices for FY13 purchases by July 31, complete an “Accrual Worksheet” (online at http://www.washburn.edu/faculty-staff/finance-office/Files/year%20end%20accrual%20worksheet.xlsx) and send it to the Finance Office. Attach copies of applicable supporting documentation, such as a bill of lading, a vendor packing list, receiving copy of the PO, etc.

The following information must be included on the “Accrual Worksheet”; if you do not supply all of the information, the expense will not be accrued in FY13 and will be charged against your FY14 budget.

1. Vendor name
2. Description of goods/services received
3. Date the goods/services were received
4. Amount of the purchase (make estimates as accurate as possible)
5. FOAPAL to charge

**Key Dates:**

- Sunday, June 30 – goods must have been received or services rendered in order to be shown as an FY13 expense.
- Monday, July 22 – contact vendors for FY13 purchases for which no invoice has been received.
• Wednesday, July 31 – submit “Accrual Worksheet” to Accounting.

Refer questions about expenses, accounts payable or expense accruals to Marjorie Bostwick or Patricia Starlin (Accounts Payable), Mary Gruber (Accounting) or Chris Leach.
Travel Expense

Procedures. Generally, travel expense reports must be submitted to Accounts Payable within 60 days of the travel. At year-end, however, this period is shortened; travel expense reports for FY13 travel should be submitted by July 22.

If you are not able to complete a travel expense reimbursement request by July 22, you should include the travel on your “Accrual Worksheet” (see previous page). However, the same documentation requirements apply to travel as to other accrued expenses. It will likely be easier to simply complete the travel expense report on a timely basis.

If travel begins on or before June 30 and is completed on or after July 1, it may be FY13 travel, FY14 travel, or both, depending on the circumstances. For simplicity, in most cases, travel will be charged to the fiscal year in which the majority of the travel took place. For example, if you depart on June 20 and return on July 3, your travel expenses will be charged against the FY13 budget. If travel is equally split between the two fiscal years, or if you have other reasons for splitting the expense between years, contact Chris Leach.

Key Dates:

- Monday, July 22 – travel expense reports for FY13 travel must be received in Accounts Payable and/or “Accrual Worksheet” including travel sent to Accounting.

Refer questions about travel expense to Marjorie Bostwick or Chris Leach.
Revenue and Accounts Receivable

Procedures. If the University sells goods or provides services on or before June 30, but does not receive payment until July or later, receivables must be set up so that revenue is recorded in the proper year. If payment is received in June for goods/services provided on or after July 1, the amount must be recorded as unearned revenue (i.e., FY14 revenue). The departments that usually need to record year-end receivables are:

- KTWU (for pledges receivable)
- Scheduling Office
- Office of Academic Outreach
- Bradbury Thompson Center
- Residential Living
- Ichabod Shop
- Memorial Union
- Ichabod Service Center
- Washburn Tech

Accounting will work with each of these areas to reconcile accounts receivable and unearned revenue to Banner. This process should be completed by July 22. Any other departments which have accounts receivable as of June 30 should contact Accounting to determine the procedures required to accrue the revenue and receivable.

University cash handling policy requires cash receipts to be deposited on the next business day following receipt; if receipts are less than $50 weekly, deposits may be made weekly. To ensure all FY13 revenue is recorded in the proper period, cash receipts for FY13 revenues must be deposited in the Business Office by Friday, June 28 at 4:00 pm.

Cash deposited in the Business Office after June 28 generally will be recorded as FY14 revenue. If there is some reason you cannot make an FY13 deposit by June 28, contact Chris Leach as soon as you become aware of the situation.

Key Dates:

- Sunday, June 30 – accrue revenue for goods/services provided before this date if payment from customers has not yet been received.
- Monday, July 1 – all FY13 cash receipts deposited with Business Office.
- Monday, July 22 – accounts receivable and unearned revenue reconciled to Banner.

Refer questions about accounts receivable and unearned revenue to Mary Gruber or Chris Leach.
Inventory

Procedures. This section refers to supply inventories maintained by Facilities Services and UMAPS, and retail inventories in the Memorial Union.

The physical count of these inventories is to take place as of June 30. By July 15, physical inventory reports should be submitted to Accounting. The value of the inventories is generally historical cost, not current retail or market value. Cost is determined on the first-in, first-out (FIFO) basis. If the current market value of inventory is less than cost, contact Chris Leach.

Any inventory considered to be obsolete, unusable or unable to be sold should not be included in the physical count. If any inventory items fall into this category, contact Chris Leach as soon as possible, but no later than June 17.

Under certain circumstances, the physical count may be performed prior to June 30. However, early count dates entail additional accounting cut-off procedures. Thus, early counts are discouraged. If you wish to perform an early count, contact Chris Leach.

Key Dates:

- Monday, June 17 – communicate obsolete inventory to Accounting.
- Sunday, June 30 – physical inventory count completed.
- Monday, July 15 – physical inventory report submitted to Accounting.

Refer questions about inventory to Chris Leach.
Payroll

Procedures. This section addresses incidental and supplemental pay only. Regular payrolls will be processed via normal procedures.

Incidental and supplemental pay relating to services performed in FY13 should be charged to the FY13 budget. To do this, approved incidental and supplemental pay forms (available at http://www.washburn.edu/faculty-staff/finance-office/forms.html) must be submitted to Payroll no later than June 24 (classified staff and students) or June 24 (faculty and administrative staff). These pay events are automatically charged to FY13.

For classified staff and student incidental pay or supplemental pay relating to the period June 23 through June 30, forms must be submitted to Payroll by July 8. It is critical that you accurately specify the dates on which the services were rendered. The expense will be charged to FY13 or FY14 depending on the dates noted on the pay forms.

Faculty and administrative staff supplemental pay relating to the period June 24 through June 30 must be submitted to Payroll by July 22. Again, it is critical that you accurately specify the dates on which the services were rendered.

Note that paychecks will not be issued to incidental employees until a Form I-9 has been properly completed and turned in to the appropriate office (Human Resources, Academic Affairs or Financial Aid). However, the expense will be charged to the appropriate fiscal year based on when services were performed, not when the check is issued to the employee.

Refer questions about payroll to Chris Leach.

Key Dates:

- Monday, June 24 – faculty and administrative staff supplementals submitted to Payroll.
- Monday, June 24 – classified staff and student incidentals and supplementals submitted to Payroll.
- Monday, July 8 – classified staff and student incidentals and supplementals for the period June 23 through June 30 submitted to Payroll.
- Monday, July 22 – faculty and administrative staff supplementals for the period June 24 through June 30 submitted to Payroll.
### Summary of Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 10</td>
<td>Requisitions/PO’s</td>
<td>Departments submit approved requisitions to Purchasing for purchases to be charged against FY13.</td>
</tr>
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<td>Inventory</td>
<td>Communicate any obsolete inventory to Accounting.</td>
</tr>
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<td>June 17</td>
<td>Requisitions/PO’s</td>
<td>Purchasing issues PO’s for purchases to be charged against FY13.</td>
</tr>
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<td>June 17 – June 30</td>
<td>Requisitions/PO’s</td>
<td>“Dead period” for submitting requisitions and issuing PO’s.</td>
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<td>June 24</td>
<td>Payroll</td>
<td>Faculty and administrative staff supplementals submitted to Payroll.</td>
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<td>Classified staff and student incidentals and supplementals submitted to Payroll</td>
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<td>Goods must have been received or services rendered in order to be shown as an FY13 expense.</td>
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<td>Inventory</td>
<td>Physical inventory count completed.</td>
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<td>Accrue revenue for goods/services provided before this date if payment from customers has not yet been received.</td>
</tr>
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<td>Travel Expense</td>
<td>Travel expense reports for FY13 travel must be received in AP and/or “Accrual Worksheet” (including travel) sent to Accounting.</td>
</tr>
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<td>July 22</td>
<td>Expenses &amp; AP</td>
<td>Contact vendors for FY13 purchases for which no invoice has been received.</td>
</tr>
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<td>July 22</td>
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## Contacts

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<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Chris Leach</td>
<td>Finance Office</td>
<td><a href="mailto:chris.leach@washburn.edu">chris.leach@washburn.edu</a></td>
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</tr>
<tr>
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<td>Purchasing</td>
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<td>2312</td>
</tr>
<tr>
<td>Marjorie Bostwick</td>
<td>Accounts Payable</td>
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<td>2035</td>
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<tr>
<td>Mary Gruber</td>
<td>Accounting</td>
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<td>2031</td>
</tr>
<tr>
<td>Patricia Starlin</td>
<td>Accounts Payable</td>
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<td>2044</td>
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