

## Fiscal Year 2005 Closing Procedures

### *A Message from Business Services*

We are once again approaching the close of a fiscal year. We have posted the FY05 Closing Procedures on our website, which will assist departments in completing this task and ensure that the University's records are accurate and ready for audit. We have also published a Calendar of Important Dates (on page two of the *Footnotes*) online and in the *F.A.S.T.* To access the FY 05 Closing Procedures, go to the Business Services website, <http://www.acadweb.wvu.edu/BFA/BusinessServices/> and click on the scrolling marquee titled "Fiscal Year 2005 Closing Procedures." Questions on fiscal procedures or concerns regarding this information should be directed to Diane Fuller at X/3675. Thank you!



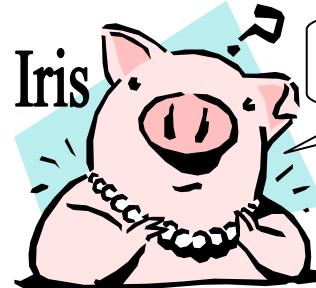
**Psst! Do you wanna be a Financial Manager?**

In the last week, we have sent over **350 Fiscal Year 2005 Closing Procedures Memos** to Financial Managers of record.

Several staff members have contacted us and indicated that they need to be consulted regarding the funds, because their Financial Manager is one "in name only." Therefore, we have established an auxiliary contact list, specifically for next year's FY06 Closing Procedures Memo. If you would like a FY05 Closing Procedures Memo sent to your MS, or if you want to be added to next year's auxiliary contact list, or both, simply email [George.Edward@wvu.edu](mailto:George.Edward@wvu.edu) and let him know!

## Payroll Redistributions

When it is necessary for a department to reallocate payroll expenses, and to change the funding account for a particular employee's salary, a "Redistribution" form is required by the payroll department. Due to the lengthy and complex process of keying in each redistribution form, please send your redistribution form requests as **early** as possible. If you have any questions, please contact Sheryl Sparling at X/3040.



*The Talking Pig asked many questions.*

O.K., I give up!  
What's a Biennium?\*

Yes, campers, another Biennium has come and gone! And if you don't know what a Biennium is, just take an "ennium" and double it...

As any good Talking Pig could tell you, it is high time to take a look at those budgets and balances and determine what purchases you need to make before the end of the fiscal year. Here are this year's deadlines for submitting purchase requests:

- Major Purchases-Total Value Over \$42,300 - May 6
- Purchases w. Total Value of \$3,000 - \$42,299 - May 27
- Computer Purchases - Equipment on Contract- June 10 (Dell, Gateway, Apple, Hewlett-Packard)
- Purchases With Total Value \$1000 - \$2,999 - June 17
- PCard Purchases - June 22
- Purchase Orders under \$1,000 - June 27
- Departmental Orders/Check Requests < \$1000 - June 28

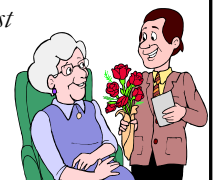
If it is absolutely necessary for the purchase to be completed in the 2005 fiscal year, then the order must be processed and the goods must be received by June 30<sup>th</sup>. On the Purchase Form, please indicate "2005" or "Old Year" in the Comments section.

Please contact Purchasing (Hal Verrell, X/3127) if you have any questions about a purchase your department is planning. Or contact Accounts Payable (Donna Foley, X/6815) for questions about invoices or payment processing. Or contact George (X/5890) if you are curious about Iris the Talking Pig... ☺ Thank you!

(\* A Biennium is a period of two years.)

## Topics This Issue

1. Fiscal Year 2005 Closing Procedures
1. Financial Manager Auxiliary List
1. Payroll Redistributions
1. Notice from Purchasing
2. Questions and Answers
2. Calendar of Important Dates





## Questions and Answers

**Question:** Hi, George. How do I get rid of an open commitment from last July in my operating budget, please?

**Answer:** Just fill out the handy dandy, Commitment Liquidation / Closure Request ESign form: [west.wvu.edu/admcs/forms/Purchasing/Encumbrance1.asp](http://west.wvu.edu/admcs/forms/Purchasing/Encumbrance1.asp)

**Question:** We have an invoice from Dell computer and part of the order is nontaxable. Why is that?

**Answer:** Because part of the order is for maintenance and service, which are nontaxable items.

**Question:** Is a Coffee and Light Refreshment form necessary if we are using Chart Two (Foundation) funds?

**Answer:** The Coffee and Light Refreshment form is not required if you are using Chart Two (Foundation) funds.

**Question:** Just thought I would let you know of a problem encountered with the web travel authorization form, just in case you have not heard about this before. When I completed the travel authorization web form and forwarded it to the next person for their review/signature, they complained that the form had incorrect information in it despite my hard copy indicating otherwise. After a bit of trial and error, we determined that because they were using Netscape some pretty weird things happened to the form when they tried to view it. (When they viewed the same form using Internet Explorer, it worked just fine.)

**Answer:** Thank you for your comments. The ESign Web forms require at least Microsoft Internet Explorer 5.0 and above or Netscape 4.5. and higher. In addition, ESign forms function best when the browser's auto complete settings are turned off. For more information, go to ADMCS Faqs & Documentation and click on administrative web forms. Or you can call the ADMCS Help Desk at X/4444 and ask for the software and hardware specifications that would work with ESign forms.



Do you have any questions that you would like answered in the next *Finance Footnotes*? If so, please forward them to George Edward at the Help Desk X5890, Fax X7724, [george.edward@wwu.edu](mailto:george.edward@wwu.edu) or MS 1420.

## 2005 CALENDAR OF IMPORTANT DATES

- May 6     ◇ Submit requisitions over \$42,300 to Purchasing.
- May 27   ◇ Submit requisitions less than \$42,299 but greater than \$3,000 to Purchasing.
- June 7    ◇ Last day to submit payroll redistribution requests for pay periods prior to May 1.
- June 10   ◇ Computer Purchases for Equipment on Contract.
- June 17   ◇ Last day to submit June adjustment vouchers to Accounting Services and Budget.
- June 17   ◇ Purchases with Total Value \$1,000-\$2,999
- June 22   ◇ Last day to use PCard for purchases and allow time for the transaction to be posted, reviewed and approved.
- June 27   ◇ Purchase orders under \$1,000
- June 28   ◇ Departmental Orders/Check Requests under \$1,000 (If delivery can be made by June 30)
- June 29   ◇ Last morning (before Noon) to request State Cash Reimbursements for June Deposits.
- June 29   ◇ Last date to submit orders to Central Stores for delivery by June 30.
- June 30   ◇ Goods and services must be received to be included in FY 2005.
- ◇ All cash received must be deposited to be included in FY 2005.
- ◇ Inventory counts must be completed.
- ◇ Petty cash and change funds to be reimbursed.
- ◇ Petty cash and change funds ready for audit.
- ◇ Last day to approve PCard transactions
- June 30 to July 1   ◇ Central Stores closed for inventory
- July 7     ◇ Distribution of June Accounting Reports.
- July 7     ◇ Last day to submit May & June Payroll Redistribution requests to Accounting Services.
- July 8     ◇ Travel Expense Reports due for travel completed prior to July 1.
- July 8     ◇ Last day to submit old year invoices/receiving reports/ approval letters to Accounts Payable.
- July 8     ◇ Last day to submit bills/invoices to General Accounts Receivable for 2004 FY amounts owed WWU by others.
- July 11    ◇ Year-end inventory counts due to Accounting Services.
- July 20    ◇ Last day to submit Closing Period adjustment Vouchers ("JVs") to Accounting Services. If you become aware you cannot meet this deadline, please call Diane Fuller at X/3675 to discuss possible options including a painful death ☹.

**For more exciting details, please see the Fiscal Year 2005 Closing Procedures on the Business Services homepage.**



“Thought for the day: Men are like fine wine. They start out as grapes, and it’s up to the women to stomp the heck out of them until they turn into something acceptable to have dinner with.”

— Dave Barry