

MAY 15, 2020

ACCOUNTING SERVICES

Business Manager Update

Special Points of Interest:

- *Important Year-end Dates*
- *Payroll Accrual Information*
- *Endowment Highlights*

IMPORTANT YEAR-END DATES

Closing Schedule

Please review the closing schedule and year-end checklist available in GLOW under the "Scheds/Docs/Forms" button on the main menu. All interfaces and entries must be received no later than the dates provided for fiscal year 2020 transactions. All transactions, billings, invoices, etc., pertaining to the year ending June 30, 2020, should be recorded as June transactions.

Journal Entries

Journal entries (JES) and budget entries (BES) for June 30, 2020, will be accepted through Wednesday, July 8. If entering a JES or BES in July, you must click "Post to Prior Period" to be processed as June activity. If you do not click "Post to Prior Period", your entries will be processed as July activity. All JES and BES submitted after July 8, 2020 will be processed as July

activity. BES one-time adjustments should not be processed for fiscal year 2021 until after the budget is booked.

Deposits

Cash receipts must be received in Cashiering by June 30, 2020 at 1 p.m. to be included in fiscal year 2020. Any cash received by a department, but not received in Cashiering by June 30 at 1 p.m. should be recorded with a reversing JES for fiscal year 2020. (See the JES Users' Guide for instructions on how to record reversing entries.)

All checks dated July 1 and after will be processed as fiscal year 2021 transactions.

Billing

Invoices for revenue earned

but not received before June 30 must be posted to Banner by June 30. Any revenue earned in fiscal year 2020 but not billed must be recorded with a JES. Please make sure this entry is a reversing entry if the invoice will be posted to Banner after June 30. Summer II session tuition and fees will be processed as 2021 revenue.

Vouchers

Generic and travel vouchers for June 30, 2020 must be received by Payroll & Disbursements no later than Monday, July 6, 2020 at 5 p.m.

Grants

Grants billings after June 30, for expenditures through June 30, will be recorded with a JES.



WESTERN MICHIGAN UNIVERSITY

Accounting Services

1080 Seibert Administration Building
 (269) 387-4232
 (269) 387-4297 (Fax)
<http://www.wmich.edu/accounting-services/acnt-contactus@wmich.edu>

Cashiering

1083 Seibert Administration Building
 (269) 387-2952
 (269) 387-2950 (Fax)
<http://wmich.edu/accounting-services/cashiering>

Payroll and Disbursements

4000 Seibert Administration Building
 Payroll (269) 387-2935
 Accounts Payable (269) 387-4253
<http://www.wmich.edu/payroll/accounts-payable>
Payroll-dept@wmich.edu
Acctspay-dept@wmich.edu

Accounts Receivable

1060 Seibert Administration Building
 (269) 387-4141
 (269) 387-4227 (Fax)
[http://www.wmich.edu/accounts-receivable/](http://www.wmich.edu/accounts-receivable)
WMU-billing@wmich.edu

YEAR-END PROCUREMENT CARD

In order for procurement card purchases to be included in fiscal year 2020 transactions, we recommend that purchases be completed by June 19, 2020. The purchase must be posted to the procurement card account by the last business day of June in order for the expense to be included in fiscal year 2020. Vendor processing times vary.

Reminder that procurement cards cannot be used to purchase items that are required to be partially or fully deferred into the next fiscal year. These purchases must be submitted to accounts payable by generic voucher. For additional information, please email Ashley Nugteren-Wallace at ashley.l.nugteren@wmich.edu.

ACCOUNTING SERVICES

PAYROLL ACCRUAL INFORMATION

Payroll allocations for the year ended June 30, 2020:

<u>Pay Period Covered</u>	<u>Pay Period</u>	<u>Pay Date</u>	<u>2019/20</u>	<u>2020/21</u>
June 15 — June 28	BW2014	7/07/20	100%	0%
June 29 — July 12	BW2015	7/21/20	20%	80%

Payroll charges for personnel who have earned their fiscal year 2020 salaries by June 30, 2020, but have chosen to be paid on a 24 pay period basis are coded to 3111, 3145, and 3451. An accrual journal entry will be posted by department for salaries and applicable retirement and fringes to be accrued in fiscal year 2020. These accruals will be included in the year-end closing and should include 100% of pay periods #SM2013, #SM2014, #SM2015 and #SM2016. Payments made during July and August for accrued payrolls will be included in the regular payroll in the new fiscal year. A reversing journal will be posted in July.

100% of pay period #SM2013 will be charged to fiscal year 2020 for Summer I additional faculty appointments, object code 3152.

There is no Summer II impact on fiscal year 2020 for additional faculty appointments, object code 3151.

Expenses related to part-time instructors and graduate assistants contracted for Summer I will be charged in full to fiscal year 2020. Pay period #SM2013 is the last pay period of Summer I for part-time instructors coded to 3161 and those charges will be accrued to fiscal year 2020. Pay period #BW2013 is the last pay period of Summer I for graduate assistants coded to 3192 which will post in fiscal year 2020. Part-time

instructors and graduate assistants contracted for Summer II will be charged in full to fiscal year 2021.

Pay Period #BW2013 will be used to record an estimated payroll accrual for hourly payroll charges paid on a fiscal year basis for pay period #BW2014 and #BW2015 using the percentage payroll allocations referenced on the left. Hourly payroll charges paid on a fiscal year basis are coded to: 3311, 3321, 3325, 3331, 3341, 3511, 3611, 3631, 3632, 3635, and 3713.

Payroll will not be accrued for grant funds hourly payroll.

There will not be a payroll split charged directly to each department for the 2020 fiscal year for 24 pay period salaried employees for all funds. Those salaried employee payroll costs will have 100% of 24 pay periods posted for fiscal year 2020.

YEAR END PURCHASING PROCEDURES

Fiscal year end purchasing procedures that could impact your department al budget process.

All purchase requisitions received in the University Purchasing Office by Friday, June 12, 2020 will be processed for the current budget year.

Purchase requisitions for the 2020-21 fiscal year may be forwarded to the Purchasing Department at any time, but should be clearly noted for next year's budget process.

All shipments, vendor printing and mailing requirements documentation (PS Form 3602), received by the University must be processed and booked in the current fiscal year. The University's

Central Receiving Office and Mailing Services will process all shipments and mailings/ mailing forms received through Tuesday, June 30, 2020.

Any goods or services received directly by a department involving a University purchase order, prior to July 1, must be reported immediately to the University Central Receiving Office.

Questions or concerns may be directed to the Purchasing Office at WMU-purchasing@wmich.edu.

Reminder and Additional Info:

Year-end commitments to Fund 11 will be reflected in the carry-forward budgets as memo items against the fiscal year operating budget and include the Physical Plant, Purchasing, Library Acquisitions and other miscellaneous year-end commitments.

Also, due to the COVID-19 situation on campus, some divisions and/or vice presidential areas are requesting an additional approval step for all purchase requests. Your supervisor can advise or you may contact Purchasing for any questions. Use the main Purchasing email for all questions and correspondence: WMU-purchasing@wmich.edu.

ACCOUNTING SERVICES

ENDOWMENT HIGHLIGHTS

The Endowment Management System (EMS) website is your resource to view the department's endowment financial information and to request endowment distributions. Persons assigned to monitor a department's endowments can access the EMS by completing an Endowment Contact/Administrator Form. http://wmich.edu/sites/default/files/attachments/u867/2016/contacts_letter_blank.pdf

Review EMS User Assignments

Now is a good time to review your department's EMS user assignments to assure that they are current. Review the primary and secondary contact information displayed on the EMS Fund Summary page. Review the list of persons who have EMS web access. To view the list, select the "Web Users" link found on the EMS Fund Summary page. Use the Endowment Contact/Administrator Form to

update administrative assignments (contacts and web users). If you need assistance, contact Nick Griffith or Ruth Halcomb in the Investments and Endowment Management office.

New Endowment?

Has your department received a new endowment? If so, be sure that the EMS Endowment Contact/Administrator form has been completed and submitted to Investments and Endowment Management and that a distribution account has been set up.

Endowment Distributions for 2020

To guarantee your endowment distribution is posted prior to fiscal year-end, submit the distribution request via the Endowment Management System (EMS) by **May 29, 2020**.

Submit Endowment Distributions via EMS

Endowment distributions must be submitted via the EMS. Do not transfer funds from an endowment (fund 54 or 56) via a JES as it violates the corpus by posting the transfer against the principal rather than against the spendable dollars.

A Distribution Account must be linked to the respective endowment prior to submitting a distribution request via the EMS.

In order to submit a distribution, the endowment must have a linked distribution account. To obtain a distribution account, complete a Department Number Set Up form and forward it to the Accounting Services department. <http://wmich.edu/accounting-services/accounting/accounting-forms>

Under "Revenue Source", provide the respective endowment's title and department number (i.e. 54 number) and check the box titled "Notify Investments and Endowment Management". This will prompt Accounting Services to notify Investments and Endowment Management of the newly created department number so they may link the distribution department number to the respective endowment.

Endowment questions can be directed to:

Nick Griffith
Nicolas.griffith@wmich.edu

Ruth Halcomb
Ruth.halcomb@wmich.edu

Lynda Hunt
Lynda.hunt@wmich.edu

YEAR-END TECHNOLOGY PURCHASES

Friday, June 12, 2020 is suggested as the last day to complete departmental technology purchases to be included in fiscal year 2020.

Purchases through the WMU Technology Purchases' website (wmich.edu/techpurchases) were suspended effective Thursday, March 19, 2020. WMU LAN managers will take over purchase responsibilities and will work directly with vendors to receive custom quotes or to place departmental orders. LAN Managers are required to go through their normal financial approval process for these purchases. To increase the procurement card limit for purchases that exceed \$5,000, WMU LAN managers are required to forward the purchase request to their supervisor. Once the supervisor provides approval via email, that email should be forwarded to the Payroll and Disbursements procurement card inquiry email at acct-procard@wmich.edu. Requests will be processed within 48 to 72 hours.

GLOW and JES manuals are available on the Accounting Services Website.

<https://wmich.edu/accounting-services/accounting/accounting-forms>

ACCOUNTING SERVICES

FACILITIES MANAGEMENT INFORMATION

CARRYFORWARD PROJECTS:

As of June 30, Facilities Management Business Operations Office will provide a list to the Budget Office of those projects/work orders that meet ALL of these criteria to be encumbered for next fiscal year:

- 1) funded with fund 11 dollars only,
- 2) does not have a fund 63 attached to the project/work order,
- 3) not complete as of May 29

AND

- 4) have unused funding allocated to the project.

Departments need to ensure the year-end ending balance for that cost center has adequate funds to cover the unused portion. The encumbrance will not be seen on GLOW in the current fiscal year. The funding will be returned next fiscal year to the same cost center in account number 4353 in the budget column. This can be found in GLOW when the perm budgets are booked.

CUTOFF OF PROJECT REQUESTS FOR CURRENT YEAR ENCUMBRANCE: MAY 29, 2020

Those departments desiring to encumber project costs with current fiscal year dollars into the next fiscal year must submit the Bronco Project Request form via this website http://www.broncofixit.fm.wmich.edu/mcp_access_form.html **no later than May 29, 2020.**

CLOSING PROJECTS:

Projects will not be closed during the month of June. However, there will be projects closed throughout the month of May that may have funding returned during June. Please keep in close contact with your Project Manager to be aware of your project activities. The Facilities and Debt Planning Office will transfer funds in mid-June and FM Business Operations will be communicating with those departments affected to keep departments apprised of impending transfers.

Please use the billing detail website to help with tracking your project costs. <http://wmich.edu/facilities/administration/business> click on "Billing Detail" link.

Questions can be directed to:

Monica Orsolini
monica.orsolini@wmich.edu or

Sarah Larson
sarah.larson@wmich.edu

ADDITIONAL NOTE FROM THE FM CONSTRUCTION DIVISION:

As we approach the end of the fiscal year and enter the busiest part of the construction and renovation season, please be aware that the sooner projects are initiated, designed and funding is approved, the better the chance we have of completing your project by a desired deadline. Please work within your departments to initiate project requests as soon as possible and once assigned, your project manager will be able to guide you through the project process.

REPORTING ANNUAL LEAVE FOR BIWEEKLY AND SALARIED EMPLOYEES FOR FISCAL YEAR END 2020

Key reminders:

Because BW2014 is the last biweekly pay period of the fiscal year with a pay end date of June 28, 2020, annual leave for the dates of June 29 and 30, 2020 associated with BW2015 will have to be reported on BW2014. The pay period BW2014 represents the dates of June 15, 2020 through June 28, 2020. Please report annual leave the same as any regular pay period for BW2014 in addition to any annual leave used for June 29 and June 30, 2020. The annual leave associated with BW2014 will be charged to leave balances for the 2020 fiscal year.

On the pay period of BW2015, annual leave hours used for June 29 and June 30, 2020 should be reported as regular hours in Kronos.

Fiscal year ending leave hours for salaried employees should be reported on SM2013 which represents June 15, 2020 through June 30, 2020. Any leave reported on SM2014 will be charged to the employees' new leave balance for the 2021 fiscal year.

Salaried employees will see their updated leave balances reflected on SM2014 rather than SM2013 after the last biweekly pay period BW2014 has been processed.

The Human Resources policy regarding annual leave is available at:

<http://www.wmich.edu/hr/policies/handbook> or reference the bargaining unit contract.