WMU Accounting Services Year-End Communication #3
Accrued Payroll, Summer II Revenue & Aid, and JES/BES

ACCRUED PAYROLL:
Accounting and Budget will be making journal entries this week to accrue payroll charges (salaries, wages, and related benefits) for personnel who will have earned their fiscal year 2020 pay by June 30, 2020 but will not be paid by June 30, 2020. This will increase expense in fiscal year 2020 and reverse on July 1, 2020.

Below is an example from fiscal year 2019. As you can see, I000417039 increases expense in FY2019 and decreases expense in FY2020. However, the first payroll of FY2020 (Z52) relates to FY2019 and nets to zero against the July 1 reversal of I000417039. This effectively puts the payroll expense that relates to FY2019 in FY2019 rather than FY2020. The same will be true for the current year-end.

06/25/2019	PAYROLL	Z50 X BUS OPER-ACCOUN	1,385.28	
06/25/2019	PAYROLL	Z50 X BUS OPER-ACCOUN	153.92	
06/26/2019	I000417039	Hourly Payroll Accrual FY19	1,539.20	FY2019
07/01/2019	I000417039	Hourly Payroll Accrual FY19	-1,539.20	FY2020
07/09/2019	PAYROLL	Z52 X BUS OPER-ACCOUN	1,539.20	

ACTION REQUIRED
Please do not process your own JES to move these accruals. You can find specific details about what payroll is accrued on page 2 of the year-end newsletter located here:
https://wmich.edu/sites/default/files/attachments/u327/2020/Newsletter%202020.pdf

SUMMER II REVENUE AND AID:
If your department receives revenue such as class fees for Summer II or disburses aid for Summer II, Accounting will make a journal entry as early as possible in July (marked as of June 30, 2020) to back that revenue or expense out of June and put it in July. This is because Summer II revenue and expense relates to FY2021 rather than FY2020.

Below is a class fee revenue example from fiscal year 2019. As you can see, I000417611 decreases revenue in FY2019 and increases revenue in FY2020.

06/30/2019	I000417611	SUM II FEES BACM	6,008.00	FY2019
06/30/2019	I000417611	SUM II FEES BASC	15,508.80	FY2019
07/01/2019	000000	OFFSET OFFSETTING ENTRY 03	1,433.40	
07/01/2019	I000417611	SUM II FEES BACM	-6,008.00	FY2020
07/01/2019	I000417611	SUM II FEES BASC	-15,508.80	FY2020

Below is a scholarship disbursement example from fiscal year 2019. As you can see, I000417778 decreases expense in FY2019 and increases expense in FY2020.

06/18/2019	5805441	204260125HAISER EAAB	750.00	
06/18/2019	5806011	660964262SCHILLACIAAB	750.00	
06/30/2019	I000417778	SUMII SCH AAB	-1,500.00	FY2019
07/01/2019	I000417778	SUMII SCH AAB	1,500.00	FY2020

ACTION REQUIRED
Please do not process your own JES to move these accruals. Please check your "Summary Balance" in GLOW after these journal entries have been made, and fund any deficits caused by removing Summer II revenue.

JES/BES:
Are you having trouble logging in to JES and/or BES?

<mark>Employee Self Service and JES/BES are not in the same location in GoWMU. Please keep reading for trouble-shooting tips.</mark>

There is an instruction manual here for JES:
https://wmich.edu/sites/default/files/attachments/u327/2020/JES%20PEOPLESOFT%20USER%20GUIDE_0.pdf
And a training video here for JES: https://wmich.edu/accounting-services/accounting/accounting-links

There is an instruction manual here for BES:
https://wmich.edu/sites/default/files/attachments/u335/2020/BES%20user%20guide.pdf

If you receive the following error message, you are trying to log-in to the old JES or the old BES system, and your access has been revoked.

## *Sorry, you are not authorized to enter journals.*

Please log-in to the new JES/BES system through **gowmu.wmich.edu**.

Do you see your payroll information when you log-in? You are in PeopleSoft HR (Employee Self Service) and need to be in PeopleSoft Financials. Even if you selected PeopleSoft Financials from GoWMU, if you recently viewed your paycheck, your internet browser will automatically take you back to PeopleSoft HR. Please (1) officially log-out of PeopleSoft HR by clicking on the three lines in the top right corner of the screen, (2) clear your browsing history, and/or (3) use a different internet browser to make journal entries than you do to view your paycheck (Chrome, Firefox, Internet Explorer, etc.).
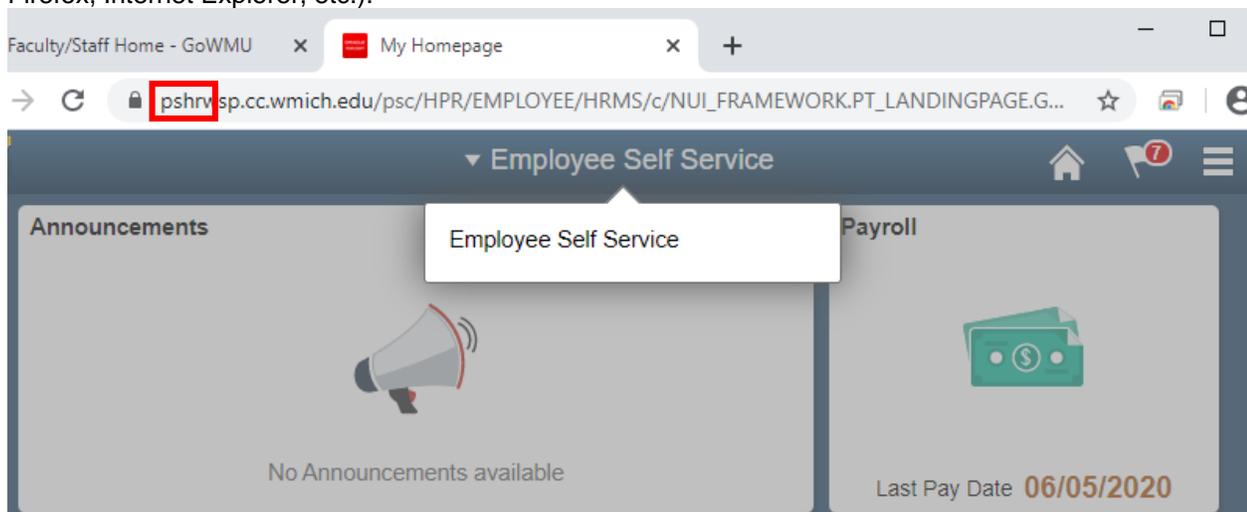
If you can't see "WMU Campus Community" (see below), you are most likely in PeopleSoft HR and need to be in PeopleSoft Financials. Please (1) officially log-out of PeopleSoft HR by clicking on the three lines in the top right corner of the screen, (2) clear your browsing history, and/or (3) use a different internet browser to make journal entries than you do to view your paycheck (Chrome, Firefox, Internet Explorer, etc.).
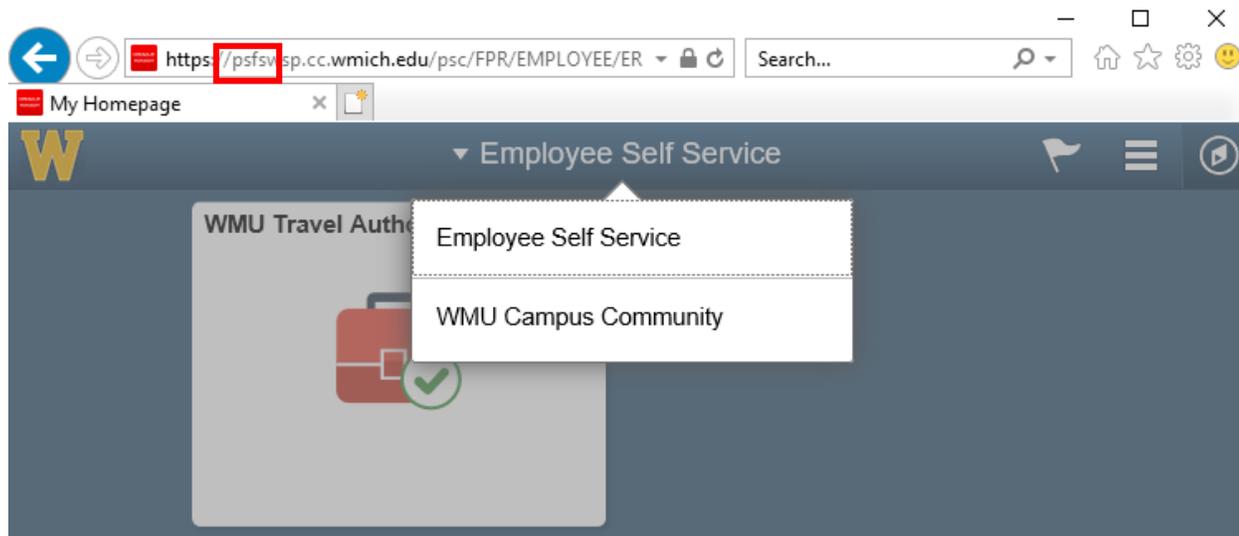
ACTION REQUIRED
Please make sure you are able to log-in to the new system.

For JES access, please send a request form to acnt-contactus@wmich.edu. You can find the request form here:
https://wmich.edu/sites/default/files/attachments/u327/2020/JES%20Form%20PS.pdf

For BES access, please send a request form to wmu-univbudgets@wmich.edu. You can find the request form here:
https://wmich.edu/sites/default/files/attachments/u224/2020/hr-form-information-access-authorization-02.19.20.pdf