



Financial Affairs
Old Main · Dept. 3314 · 1000 E. University Ave. · Laramie, WY 82071-2000

University of Wyoming Fiscal Year 2019: Year-End Memo

Date: April 15, 2019

June 30, 2019 marks the conclusion of UW’s fiscal year 2019. To aid in closing fiscal year 2019, the following memo outlines important deadlines to ensure all transactions occurring in fiscal year 2019 are recorded in WyoCloud in the correct period. Deadlines become critical to properly process fiscal transactions at this time of year. This memo is to be used in conjunction with the [fiscal year 2019 year end calendars](#) also posted on the [Financial Affairs website](#).

Information contained in this memo is subject to change. Users will be notified of any changes to the year-end calendars or year-end memo via an email from Financial Affairs. Please refer to the [year-end memo and calendars](#) posted on the Financial Affairs website under the header “Resources,” section “Year-End Information” for the most accurate deadlines and information regarding year end.

Each section of this memo is color coordinated with the year-end calendars using the following color key:

- Accounting = **Purple**
- Accounts Receivable & Cashier’s Office = **Gray**
- Budget & Planning = **Brown**
- Payment Services = **Green**
- Procurement Deadlines = **Red**
- Payroll Deadlines = **Orange**

Please [contact the respective departments](#) with questions on each section listed below.

I. [ACCOUNTS PAYABLE PROJECT](#)

Accounts Payable are for goods and services which have been received from external vendors before June 30, 2019, but were not paid until July 1, 2019 or later. Some examples of an account payable are as follows:

- a) Travel reimbursements for trips prior to June 30, but not paid until July 1 or later
- b) Purchases from outside vendors of equipment/supplies where the goods were received by June 30, but not paid until July 1 or later
- c) Phone/utility charges from outside vendors for all or part of June, but not paid until July 1 or later
- d) Subcontracts on grants/contracts where the services were rendered in fiscal year 2019, but not paid until July 1 or later.

To assist with determining the University's accounts payable liability at June 30, 2019 for goods/services received but not yet paid for, business managers will be receiving a Year-End Accounts Payable report for every fund source/organization in their area along with instructions on completing the report, on August 16, 2019. The report will include payments made between July 1, 2019 and August 15, 2019. Completed Year-End Accounts Payable reports are **due in Accounting by the end of business on August 26, 2019**. There will be no extensions, as this file is critical to the completion of the audit in timely manner.

A second Year-End Accounts Payable report will be sent on September 3, 2019. This file will be for the period August 16 – August 31, 2019 and will only include payments greater than \$50,000. Because of the dollar value of the transactions, this report should be very limited in scope. This report is **due in Accounting by the end of business on September 6, 2019**.

Payments greater than \$100,000 in the month of September will be reviewed by the Accounting office on a case by case basis and personnel will be contacted directly to determine the appropriate accounting treatment for FY19. Please respond to any inquires you receive as soon possible.

The invoices that are determined to be for goods or services that were received prior to July 1, 2019 will have an accrual journal entry processed that will record the expense in fiscal year 2019. This accrual journal entry will be reversed in fiscal year 2020 upon the conclusion of the fiscal year 2019 audit. This reversal in fiscal year 2020 will offset the expense associated with the actual invoice that was paid in fiscal year 2020.

II. ACCOUNTS RECEIVABLE PROJECT

Accounts Receivable are items your department bills for that have not been paid by your customer.

As part of the year-end process, UW needs to identify those goods or services that:

- 1) have been supplied to customers on or before June 30, 2019 **and**
- 2) your department did not receive payment for by June 30, 2019.

The Accounts Receivable office will send an email to departments that usually carry accounts receivable balances at year-end detailing instructions on how to report any outstanding accounts receivable balances as of June 30, 2019. If you do not receive a notification email, but have accounts receivable balances to report, or have general questions, please contact: acctrecv@uwyo.edu.

Your receivable totals are due to the Accounts Receivable Office no later than July 19, 2019.



III. NON-MANDATORY TRANSFERS

The deadline for non-mandatory transfers is Wednesday, June 19, 2019 at noon. The transfer allocation form and instructions are located on the Budget Office website at <https://www.uwyo.edu/administration/financial-affairs/budget/>.

At year-end, any open purchase order dated June 30, 2019 or prior whose associated invoice is not included in the year-end Accounts Payable Project accrual will be paid out of your fiscal year 2020 budget authorization.



IV. EXPENDITURE/RECEIPT CORRECTIONS

Due to the volume of transactions submitted at the end of the fiscal year, Accounting will process journals moving expenditures and receipts using the following deadlines:

- Corrections with origination dates prior to May 1, 2019 are **due May 24, 2019**
- Corrections originating in May 2019 are **due June 14, 2019**
- Corrections originating in June 2019 are **due June 21, 2019**

These corrections should be submitted using the [expenditure correction form](#) (requires a UW log-in). This form can be found on the Financial Affairs website under the header “Resources,” section “Forms.”

All corrections for transactions originating in fiscal year 2019 will need to be received by June 21, 2019. Further corrections on these transactions will not be allowed in fiscal year 2020.



V. EXPENSE REPORTS AND NON-PURCHASE ORDER (NON-PO) INVOICES

Expense reports and non-PO invoices approved and received in the Payment Services worklist by 4:30 p.m. on June 14, 2019 will be processed and paid by June 26, 2019 using fiscal year 2019 funds.

Expense reports and non-PO invoices approved and received in the Payment Services worklist after 4:30 p.m. on June 14, 2019 will be processed in the order they are received and may run the risk of being paid using fiscal year 2020 funds unless included in the Accounts Payable Project accrual.



VI. PURCHASE ORDER (PO) INVOICES

PO invoices submitted via e-mail to accounts-payable@uwyo.edu by 4:30 p.m. on June 14, 2019 will be processed and paid by June 26, 2019 using fiscal year 2019 funds. **NOTE:** In order to prevent delays, requesters should make sure any change orders are completed and receipts are processed before submitting PO invoices.

PO invoices received after 4:30 p.m. on June 14, 2019 will be processed in the order they are received and may run the risk of being paid using fiscal year 2020 funds unless included in the Accounts Payable Project accrual.

VII. INTER-DEPARTMENTAL TRANSFERS (IDTs)

There will be various deadlines in order to have all IDTs processed during fiscal year 2019. IDTs initiated by revenue (service) departments need to be emailed (by the expense department) to IDT-Accounting@uwyo.edu using the following deadlines:

- 05/24/19: IDTs initiated by revenue dept. through April 2019
- 06/17/19: IDTs initiated by revenue dept. through May 2019
- 06/24/19: FINAL deadline for IDT's initiated by revenue dept. to be included in fiscal year 2019 books.

IDTs must have receipts attached, both revenue and expenditure department information completed (top of IDT form) and General Ledger Accounts string and POET string (if necessary) completed. Please make sure the IDT is balanced, and the invoice attached agrees to the amount being paid.

VIII. PROCUREMENT CARD TRANSACTIONS

Procurement Card (P-card) transactions will continue to be loaded into WyoCloud throughout the month of June. All transactions with a posted date of June 1, 2019 and prior must be reconciled and the Expense Report approved and received in the Payment Services worklist by 4:30 pm on June 14, 2019. Transactions loaded to the system after June 1 should continue to be reconciled.

Those Expense Reports received by 4:30 pm on June 14, 2019 will be processed using fiscal year 2019 funds. Expense Reports submitted after this date will be processed in the order they are received. However, all P-cards that are loaded and reconciled in the system by July 31 will be reviewed in the Accounts Payable Project.

If there are charges between June 1, 2019 to July 31, 2019 that were for expenses incurred in fiscal year 2019 but not reconciled until after July 1, 2019 (fiscal year 2020), the Accounts Payable Project will move these charges via a journal entry to fiscal year 2019. You will still see the charge appear in your Account Analysis Report for fiscal year 2020, but you will also see a corresponding journal entry that credits the account for a net zero impact.

Those transactions not processed as outlined will have the associated P-card put on hold until all transactions in question are reconciled, and the Expense Report submitted and received by Payment Services.

Cardholders should continue to reconcile all transactions loaded into WyoCloud throughout the month of June.

IX. PAYROLL EXPENDITURE CORRECTIONS

Payroll expenditure corrections for transactions originating between July 2018 and April 2019 are due to the Payroll Office by May 31, 2019.

Payroll expenditure corrections for transactions originating in May 2019 are due to the Payroll Office by June 14, 2019.

Payroll expenditure corrections for transactions originating in June 2019 are due to the Payroll Office by July 5, 2019.

Deadlines for Payroll Transactions for hourly and salaried employees can be found on [Payroll's website](#) (this includes time entry and approval dates).

X. REQUISITIONS/PURCHASE ORDERS

Departments are being contacted about outstanding Purchase Orders (POs) that need to be cleared up prior to fiscal year (FY) end. Possible issues to look for in the listings include:

- 1) Paid POs still showing as open
- 2) Incorrect charge account coding
- 3) Closed for Receiving - Departments have received the good(s) and the invoice is needed to pay the supplier. Please contact the supplier to obtain the invoice and send to Payment Services to initiate payment. If no additional payments will be made the department may need to adjust the receipt to match the payment and create a change order to reduce the encumbrance. ***It is highly encouraged that departments do not receive goods prior to reviewing the invoice. Needed change orders must be processed prior to receiving and initiating payment.***
- 4) Closed for Invoicing - The invoice has been entered by Payment Services and needs to be received by the department.

Departments need to initiate change orders in WyoCloud to correct any outstanding issues on POs. Please review outstanding POs to the most current report before creating change orders.

Departments are encouraged to review their own outstanding POs continuously and not wait until they are contacted.

Requisitions

Requisitions must be received in the Buyers Worklist in WyoCloud no later than end of business Friday, June 21, 2019. Requisitions not received by this deadline are subject to processing in fiscal year 2020. All requisitions must have proper attachments, justifications and follow all required policies and procedures or they could be subject to rejection and not recorded in fiscal year 2019. Early planning by departments is essential to ensure ample time for Procurement Services to process Requisitions.

Change Orders

PO change orders for all funding sources must be received in the Buyers Worklist in WyoCloud no later than end of business day Friday, June 21, 2019. Those received after this date will be subject to cancellation. This will be the last of the change orders recorded during fiscal year 2019.

*****Department requesters must be available to answer questions related to Requisitions, POs and change orders until 4:30 pm, June 28, 2019 or they may be subject to cancellation.***



XI. DEPARTMENTAL DEPOSIT

Deposits with X codes: The Cashier's Office will accept departmental deposits using an X code through June 28, 2019 to be included in fiscal year 2019.

Deposits without X codes: Departmental deposits that do not use an X code will need to be deposited by 2:00 pm on Wednesday, June 26, 2019 to ensure being included in fiscal year 2019.



XII. CAPITAL EQUIPMENT INVENTORY

All capital equipment inventories are due back to the Asset Management office by May 3, 2019.

Web resources

Fiscal Year 2019 Year-End Memo and Calendars:

<http://www.uwyo.edu/administration/financial-affairs/year-end-information.html>

Financial Affairs Departments - Contact Info: <http://www.uwyo.edu/administration/financial-affairs/contact-us.html>

Financial Affairs Website: <http://www.uwyo.edu/administration/financial-affairs/>