

MEMORANDUM

TO: Area Finance Officers / Administrative Officers

FROM: Kelley Westhoff, Executive Director for Budget, Planning & Analysis

DATE: June 3, 2019

SUBJECT: Budget Office FY-2019 Year-End Closing and FY-2020 Start-Up Information

Please review the following information and deadlines related to Budget Office FY-2019 year-end closing and FY-2020 start-up activities. For your convenience, a chronological listing of pertinent dates is included.

Please distribute this information to others in your area impacted by these processes and/or projects.

FINANCIAL RECOVERY:

Run Rate Tracking Reports – FY-2019: Budget Office will generate final FY-2019 run rate reports in July, after the end of 13th month and will notify areas via email when the reports are available.

Prior to the final reports, areas may monitor activity through June and 13th month using the business objects run rate report query provided by Budget Office.

ANNUAL ELECTIONS:

Carryforward: Areas are able to carry forward ending balances from this fiscal year to the next. Negative balances also carry forward and must be eliminated in future fiscal years.

The carry forward policy is as follows:

1. Fund balances for all funds in WSU programs 01-10 will be carried forward at 100% of the cash balance (allocations less expenditures) with the following conditions:
 - a. Fund balances for Fund 001 General Fund State, Fund 143 Federal, Fund 148-02 Domestic F&A, Fund 148-03 International F&A, and Fund 148-05 Administrative Fees & Interest, carryforward automatically.
 - b. All carry forward allocations are coded to object 19, Prior Year Carry Forward.
 - c. Balances for Fund 148-01 Self-sustaining accounts are automatically carried forward to object 19.

2. Remaining balances in accounts used to track legislative provisos do not carry forward. Unspent allocations in these accounts will revert to the state.
3. The default option is for balances to carry forward at the account (budget/project) level, allocated to object 19. This option requires no action.

Area administrators may elect to carry forward balances at the area subprogram level, in object 19 using a reserve account (budget 94xx). To make this election, submit the carry forward response form at the end of this document to Emily Green by June 27, 2019.

ERP Fee: The ERP fee will increase to 1% effective July 1, 2019. Annually, areas may elect to have the fee charged to one account at the area level, or to each individual account where payroll effort is charged.

If you elect to use one account, it must be one that allows objects 00 & 01, and the account must be associated with only one fund. (The fund cannot be any of those that are exempt from the fee, e.g. 145, 143, or 840).

If you wish to make changes to how the ERP fee is charged in your area, please complete the ERP change response form at the end of this document and submit it to Emily Green by June 27, 2019. If you are responsible for multiple areas, please complete one form for each area. No action is required if your area does not want to change how the fee is currently being assessed.

FY-2019 YEAR-END:

Accruals: Request return of position accruals for FY-2019 (through May) by emailing Anne-Lise Brooks by June 18, 2019. This is a firm deadline; be sure to make your requests by this date.

Request return of accruals generated during June prior to 5pm on July 10, 2019.

Enrollment Funding: Please provide state account (001) budget coding for enrollment funding allocations to Maggie McFadden by June 14, 2019.

MSI Reconciliation: Please complete review of your reconciliation files by June 14, 2019 so any allocation / PBL adjustments can occur in FY-2019.

FY-2019 Allocation JVs: Submit allocation JVs for FY-2019 by June 21, 2019, to ensure processing in time for the June initial budget statements.

Allocation JV's received between June 22nd and July 9th will be processed during the 13th month and reflected on final FY-2019 budget statements.

F & A 4th Quarter Distributions: Enter changes to F&A distributions effective for 4th quarter in BPS by June 28, 2019. The 4th quarter F & A calculations and journal vouchers making 4th quarter allocations will be done during the FY-2019 13th month.

The Budget Office will distribute detail 4th quarter F & A calculation files for area review after the close of FY-2019. Processing of 4th quarter corrections identified in the area review will occur in FY-2020.

2019 June PBL Processing: The PBL update for position actions processed in HEPPS during June will be posted in BPS and the data warehouse by July 9, 2019.

Areas may submit 2019 PBL adjustments (for example redistribution of operations PBL or clean up of negative balances in reserve or operating accounts in preparation for FY-2020 initials) in BPS until July 19. A final June 2019 PBL update will occur the week of July 22, 2018.

FY-2020 PREPARATIONS:

Faculty Promotion: Complete your review of July and August 2019 faculty promotion salary increases by 5pm on June 10, 2019. Salary changes are input into HEPPS using this information.

July MSI: A 3% mass salary increase for classified staff effective July 1 will be processed July 4th. FAQ's will be posted on the [Budget Office website](#).

BPS FY-2020 Start-up: The FY-2020 BPS production site will be available by August 5, 2019. Pete Beeson will send an email to users when the new site is open for use. Please do not enter any FY-2020 journal vouchers into BPS until you receive that notification.

Initial FY-2020 PBL distribution tables will processed the week of August 12, 2019. PBL salary allocation reconciliations will begin after the upload of area PBL tables. Other FY-2020 PBL funding adjustments will occur along with current year allocation and PBL journal vouchers after considerations have been issued in the fall.

Attachments (3)

cc: Budget Office staff
Manali Bettendorf
Jay Maylor

Budget Office Year End Deadlines/Dates to Note

<u>DATE</u>	<u>ACTION</u>
June 10	Complete review of July and August 2019 faculty promotion salary increases.
June 14	Enrollment funding budget coding due to Maggie McFadden .
June 14	January MSI reconciling adjustments to Chris Jones or Anne-Lise Brooks
June 18	Position accrual requests due to Anne-Lise Brooks .
June 21	FY-2019 allocation journal vouchers submission deadline to appear on June budget statements.
June 27	Carryforward forms for areas selecting option B due to Emily Green ERP Fee Collection changes due to Emily Green
June 28	Final day to make changes to F&A distribution tables in BPS
July 4	Classified MSI processed
July 9	PBL update for June position actions processed in HEPPS posted to BPS and data warehouse.
July 9	Last day to submit FY-2019 allocation journal vouchers in BPS.
July 10	Last day to request return of accruals generated during the month of June
After FY-2019	4 th Quarter F&A calculations files prepared for area review.
July 19	Final deadline for FY 2019 PBL adjustments in BPS.
July 22 (week of)	Final FY-2019 PBL update.
August 5	FY-2020 BPS production site created. Pete Beeson will send an email to users when the site is ready for use.
August 12 (week of)	Initial FY-2020 PBL distribution tables will be processed.

Area _____

CARRYFORWARD OPTION REQUESTED
FY-2020

Return to the Budget Office (attn: Emily Green) by June 27, 2019, to select carry forward option B.

_____ Option B
Carry forward all balances at the area-subprogram level. All balances will be combined and allocated to object 19 in area reserves by subprogram (budget 94XX). This option affects funds 001-xx, 143-xx, 148-02, 148-03, 148-05, and 148-06.

Signature of Dean or Area Administrator

Date

Area _____

ERP CHARGE OPTION
FY-2020

Return to the Budget Office (attn: Emily Green) by June 27, 2019, to change how ERP Fee is charged

_____ Account Level
_____ One Account Area Level:
Account Number (budget-project)* _____

Signature of Dean or Area Administrator

Date

**The account number must be one that allows objects 00 & 01, and the account must use only one fund. (The fund cannot be 145, 143, or 840)*