



**IMPORTANT FISCAL YEAR END INFORMATION  
FY 16-17  
Due Dates**

JUNE 2017							JULY 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

**JUNE**

Items must be **received** in the offices indicated by the **Last day** noted below

- Thurs 1    **Last day** - To submit reallocations to clear future support indexes (2399XX indexes) to Payroll.
- Thurs 8                      Remaining payroll balances in future support indexes will be charged back to primary departmental indexes.
- Fri 16    **Last day** - To submit all purchase requisitions to be encumbered against the current fiscal year to Purchasing.
- Tues 20    **Last day** - To submit Payroll Assignment Forms or other salary authorizations to pay employees on June 30 and charge the current fiscal year.
- Wed 21    **Last day** - To make FY 16-17 OneCard purchases to allow time for them to post by the June 23 cutoff.  
                  **Last day** - To make FY 16-17 Lab Stores purchases to allow time for them to post by the June 23 cutoff.
- Sat 24    **Last day** - To charge the current fiscal year with Bookstore department charge cards.  
                  OneCard June Review Period begins.  
                  Begin using "Review Open Statements" tab for entering Out Of Pocket expenses.
- Mon 26    **Last day** - To submit hourly time sheets and web time entry approvals to Payroll for the pay period June 11 through June 24 (pay date July 7).
- Tues 27    **Last day** - To submit FY 16-17 billing information to the Bursar's Office.
- Wed 28                      Payroll charges for the June month-end payroll appear in Banner.
- Thurs 29                      Lab Stores closed for inventory.
- Fri 30    **Last day** - 12 PM - To submit deposits for the current fiscal year to the Bursar's Office.  
                  **Last day** - 12 PM - To submit advance settlements to the Bursar's Office to clear advances and charge the current fiscal year.  
                  **Last day** - To incur WB Mason charges against the current fiscal year.  
                  Employee benefits charges for all June payrolls appear in Banner.  
                  Preliminary indirect costs for June appear in Banner.

Please visit the Controller's Office Web page for updates on important Fiscal Year End dates and other important information.



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25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

**JULY**

Items must be **received** in the offices indicated by the **Last day** noted below

- Sat 1 **Last day** - OneCard June Review Period.
- Sun 2 OneCard June Approval Period begins.
- Mon 3 Fiscal year 17-18 Budgets appear in Banner.  
Payroll charges for the final fiscal year wage payroll appear in Banner.  
Preliminary June Financial Reports emailed.
- Wed 5 **Last day** - To submit requests for reallocations of payroll labor charges to Payroll for FY 16-17.  
**Last day** - For students, adjuncts and visiting employees to submit travel/non-travel reimbursements to the bank for processing against FY 16-17.
- Thurs 6 **Last day** - To submit June departmental time reports.  
Fiscal year 17-18 Payroll encumbrances appear in Banner.
- Fri 7 **Last day** - For Data Collect users to enter FY 16-17 batches and complete them by the end of the day.  
**Last day** - To submit invoices and payment requests for expenses incurred on or before June 30 to Accounts Payable for processing against FY 16-17.
- Sun 9 **Last day** - OneCard June Approval Period.
- Mon 10 **Last day** - To submit non-payroll reallocations and funding transfers to the Controller's Office for processing against FY 16-17.  
Final reallocations of payroll labor charges appear in Banner.  
June OneCard transactions appear in Banner.
- Tues 11 Employee benefit charges for final wage payroll and reallocations appear in Banner.
- Wed 12 Payroll Management Reports for June to be distributed.
- Fri 14 Final indirect costs for June will appear in Banner.  
**Fiscal Year 16-17 closed**
- Mon 17 General ledger FY 17-18 beginning balances appear in Banner.  
FY 17-18 purchase order encumbrances appear in Banner.  
Final June Financial Reports emailed.  
Data collect batches for FY 17-18 may be processed.

Please visit the Controller's Office Web page for updates on important Fiscal Year End dates and other important information.

## IMPORTANT FISCAL YEAR END INFORMATION

FY 16-17

### Due Dates by Department / Program

**Accounts Payable** - Invoices/payment requests for items received on or before June 30 must be received in the Accounts Payable Office by **Friday, July 7** to be charged against FY 16-17.

**Bookstore** - Last day to use departmental charge card for FY 16-17 is **Saturday, June 24**.

**Bursar** - The last day to submit FY 16-17 billing information to the Bursar's Office is **Tuesday, June 27**. Please contact Bruce Charles (8-3160) if you are aware of any unrecorded receivables existing at fiscal year end. All deposits for FY 16-17 must be at the Bursar's Office on or before **12:00 PM Friday, June 30**.

All advance settlement forms must be submitted to the Bursar's Office to clear advances and charge FY 16-17 by **12:00 PM Friday, June 30**.

**General Accounting** - Non-payroll reallocations and funding transfers must be received in the Controller's Office by **Monday, July 10** to be processed against FY 16-17.

Data collect batches for FY 16-17 must be completed by **Friday, July 7**. Please **do not** process any data collect batches to FY 16-17 after that date. Data collect batches for FY 17-18 may be processed starting **Monday, July 17**.

**Lab Stores** - Lab Stores is closed for inventory on **Thursday, June 29**.

**OneCard** – Please make every effort to make FY 16-17 OneCard purchases by **Wednesday, June 21** to allow time for them to post by the June 23 cutoff. If, during the review period, you find that a purchase did not post by June 23, please contact Eva Shiner, email EGS316 or phone extension 83141, to assist you with a reallocation to post the expense to FY 16-17. Purchases made June 22 or June 23 may also post by June 23, depending on the supplier.

**Payroll** – Payroll Assignment Forms or other salary authorizations to produce a check on June 30 and charge FY16-17 must be received in the Payroll Office by **Tuesday, June 20**. Hourly time sheets and web time entry approvals for the pay period June 11 through June 24 are due in Payroll by **Monday, June 26** to be paid July 7. June departmental time reports must be received in Payroll by **Thursday, July 6**. Non-exempt staff overtime earnings (for the period June 16 through June 30) will be charged to FY 17-18.

Reallocations to clear future support indexes (2399XX indexes) must be submitted to the Payroll Office by **Thursday, June 1**. No June charges will be processed against future support indexes. On **Thursday, June 8**, Payroll will charge back any remaining balance in future support indexes to the primary departmental index.

Charges for the June month-end payroll will appear in Banner on **Wednesday, June 28**. Related employee benefit charges will appear in Banner on **Friday, June 30**.

Charges for the final fiscal year wage payroll for hourly employees to be paid July 7 will appear in Banner on **Monday, July 3**. Related employee benefit charges will appear in Banner on **Tuesday, July 11**.

Final reallocations of payroll labor charges are due **Wednesday, July 5** and will appear in Banner on **Monday, July 10**. Related employee benefit charges will appear in Banner on **Tuesday, July 11**.

Payroll Management Reports for June will be distributed on **Wednesday, July 12**.

**Purchasing** – All purchase requisitions must be received by the Purchasing Office no later than **Friday, June 16** to be encumbered against FY 16-17. WB Mason billing cutoff for charges to be incurred against FY 16-17 is **Friday, June 30**.

**Research Accounting** – Preliminary indirect costs for June will be calculated and recorded in Banner by the end of the day on **Friday, June 30**. Final indirect costs for June will be calculated and recorded during the day on **Friday, July 14**.

**Travel/Non-Travel Reimbursements** – Students, adjuncts and visiting employees should submit reimbursement requests for expenses incurred on or before June 30 to the bank for processing by **Wednesday, July 5**. Please submit reimbursements for June travel as early as possible after the trip is completed.

**IMPORTANT FISCAL YEAR END INFORMATION**  
**FY 16-17**  
**FAQs**

**Banner Queries**

Balance and activity information for FY02 through FY17 will still be available after the fiscal close when the fiscal year is specified in the Banner query. To access FY 17-18, enter fiscal year 18 as part of your Banner query.

**Year End Review**

Please make a special effort to review your indexes throughout the months of June and July and **before July 7**. The Internet Banner System, along with the Banner - Finance section of the Lehigh Portal, will display the most current information daily. The Desktop Finance database and the Argos Dashboard will display information as of the end of the prior day. Based on your review, please submit any reallocations or transfer forms **by July 10**.

**If you are not signed up for viewing access & would like to view your financial information using Desktop Finance or the Argos Dashboard, please contact Bob Siegfried (83142 or rs08).**

**Which Year Will Be Charged And/Or Credited For A Transaction?**

June 30, 2017 is the key date. If an activity occurred or an item is received on or before June 30, 2017, the charge is applied to the current year (FY 16-17). If the activity will occur or an item is received on or after July 1, 2017, the charge is applied to the new fiscal year (FY 17-18).

**Deferring A/P Charges To FY 17-18**

Any invoices processed by Accounts Payable prior to July 1, 2017, that include charges over \$2,000 relating to FY 17-18 will be deferred and charged in FY 17-18.

**Contacts**

<b>Department</b>	<b>Responsibility</b>	<b>Primary Contact</b>	<b>Secondary Contact</b>
Accounts Payable	Payments to Vendors	Rich Ringhoffer (rnr5 84404)	Michele Bennyhoff (mlbb 83143)
Endowment Accounting	Endowment, Gift Annuity and Life Income Funds	Kelly Predmore (krp512 84776)	Tracey Burton (trb413 83177)
General Accounting	Banner Index questions	Cindy Hickman (cmh3 83204)	Janice Paukovits (jap409 84549)
	Reallocation / Funding Transfer questions	Cindy Hickman (cmh3 83204)	Janice Paukovits (jap409 84549)
	OneCard Banner transactions	Eva Shiner (egs316 83141)	Leslie Snow (las7 83139)
Payroll	Payroll questions (including reallocations)	Robbyn Seier (rls209 85525)	Tracey Burton (trb413 83177)
Property Management	Plant Funds, Fixed Assets	Julie Tostevin (jat306 84550)	Tracey Burton (trb413 83177)
Research Accounting	Sponsored Programs and related issues	Dominic Wallitsch (djw3 84212)	Jennifer Pastor (jlg3 83144)