



**IMPORTANT FISCAL YEAR END INFORMATION
FY 18-19
Due Dates**

JUNE 2019							JULY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

JUNE

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

- Mon 3 **Last day** - To submit reallocations to clear future support indexes (2399XX indexes) to Payroll.
- Mon 10 Remaining payroll balances in future support indexes will be charged back to primary departmental indexes.
- Fri 14 **Last day** - To submit all purchase requisitions to be encumbered against the current fiscal year to Purchasing.
- Tues 18 **Last day** - To submit Payroll Assignment Forms or other salary authorizations to pay employees on June 30 and charge the current fiscal year.
- Wed 19 **Last day** - To make FY 18-19 OneCard purchases to allow time for them to post by the June 21 cutoff.
Last day - To make FY 18-19 Lab Stores purchases to allow time for them to post by the June 21 cutoff.
- Sat 22 **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 24 **Last day** - To submit hourly time sheets and electronic approvals to Payroll for the pay period June 9 through June 22 (pay date July 5).
- Tues 25 **Last day** - To submit FY 18-19 billing information to the Bursar's Office.
- Wed 26 Payroll charges for the June month-end payroll appear in Banner.
- Thurs 27 Lab Stores closed for inventory.
- Fri 28 **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.
- Sat 29 **Last day** - OneCard June Review Period.
- Sun 30 OneCard June Approval Period begins.

Please remember to view your finance and payroll information periodically throughout June and July using Banner 9, Banner Self-Service, Desktop Finance or the Argos Finance and Payroll Dashboards.



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30													

JULY

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

- Mon 1 Fiscal year 19-20 Budgets appear in Banner.
Payroll charges for the final fiscal year wage payroll appear in Banner.

- Wed 3 **Last day** - To submit requests for reallocations of payroll labor charges to Payroll for FY 18-19.

Fiscal year 19-20 Payroll encumbrances appear in Banner.

- Fri 5 **Last day** - For students, adjuncts and visiting employees to submit travel/non-travel reimbursements to the bank for processing against FY 18-19.
Last day - To submit June departmental time reports and approve June TimeClock hours.

- Sun 7 **Last day** - OneCard June Approval Period.

- Mon 8 **Last day** - For Data Collect users to enter FY 18-19 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 18-19.
Last day - To submit non-payroll reallocations and funding transfers to the Controller's Office for processing against FY 18-19.

Final reallocations of payroll labor charges appear in Banner.
June OneCard transactions appear in Banner.

- Tues 9 Employee benefit charges for final wage payroll and reallocations appear in Banner.

- Fri 12 Final indirect costs for June will appear in Banner.
Fiscal Year 18-19 closed

- Mon 15 General ledger FY 19-20 beginning balances appear in Banner.
FY 19-20 purchase order encumbrances appear in Banner.
Data collect batches for FY 19-20 may be processed.

Please remember to view your finance and payroll information periodically throughout June and July using Banner 9, Banner Self-Service, Desktop Finance or the Argos Finance and Payroll Dashboards.

IMPORTANT FISCAL YEAR END INFORMATION

FY 18-19

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 **Monday, July 8** to be charged against FY 18-19.

Bookstore - Last day to use departmental charge card for FY 18-19 is **Saturday, June 22**.

Bursar - The last day to submit FY 18-19 billing information to the Bursar's Office is **Tuesday, June 25**. Please contact Bruce Charles (8-3160) if you are aware of any unrecorded receivables existing at fiscal year end. All deposits for FY 18-19 must be at the Bursar's Office on or before **12:00 PM Friday, June 28**.

All advance settlement forms must be submitted to the Bursar's Office to clear advances and charge FY 18-19 by **12:00 PM Friday, June 28**.

General Accounting - Non-payroll reallocations and funding transfers must be received in the Controller's Office by **Monday, July 8** to be processed against FY 18-19.

Data collect batches for FY 18-19 must be completed by **Monday, July 8**. Please **do not** process any data collect batches to FY 18-19 after that date. Data collect batches for FY 19-20 may be processed starting **Monday, July 15**.

Lab Stores - Lab Stores is closed for inventory on **Thursday, June 27**.

OneCard – Please make every effort to make FY 18-19 OneCard purchases by **Wednesday, June 19** to allow time for them to post by the June 21 cutoff. If, during the review period, you find that a purchase did not post by June 21, please contact Vanessa Palumbo, email VAP213 or phone extension 83141, to assist you with a reallocation to post the expense to FY 18-19. Purchases made June 20 or June 21 may also post by June 21, depending on the supplier.

Payroll – Payroll Assignment Forms or other salary authorizations to produce a check on June 30 and charge FY18-19 must be received in the Payroll Office by **Tuesday, June 18**. Hourly time sheets and electronic approvals for the hourly wage pay period June 9 through June 22 are due in Payroll by **Monday, June 24** to be paid July 5. June departmental time reports must be received in Payroll and TimeClock salaried staff electronic approvals must be completed by **Friday, July 5**. Non-exempt staff overtime earnings (for the period June 16 through June 30) will be charged to FY 19-20.

Reallocations to clear future support indexes (2399XX indexes) must be submitted to the Payroll Office by **Monday, June 3**. No June charges will be processed against future support indexes. On **Monday, June 10**, 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 26**.
Related employee benefit charges will appear in Banner on **Friday, June 28**.

Charges for the final fiscal year wage payroll for hourly employees to be paid July 5 will appear in Banner on **Monday, July 1**.
Related employee benefit charges will appear in Banner on **Tuesday, July 9**.

Final reallocations of payroll labor charges are due **Wednesday, July 3** and will appear in Banner on **Monday, July 8**.
Related employee benefit charges will appear in Banner on **Tuesday, July 9**.

Purchasing – All purchase requisitions must be received by the Purchasing Office no later than **Friday, June 14** to be encumbered against FY 18-19. WB Mason billing cutoff for charges to be incurred against FY 18-19 is **Friday, June 28**.

Research Accounting – Preliminary indirect costs for June will be calculated and recorded in Banner by the end of the day on **Friday, June 28**. Final indirect costs for June will be calculated and recorded during the day on **Friday, July 12**.

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 **Friday, July 5**. Please submit reimbursements for June travel as early as possible after the trip is completed.

Visit the [Controller's Office website](#) for Fiscal Year End information and other important updates.

Please remember to view your finance and payroll information periodically throughout June and July using **Banner 9, Banner Self-Service, Desktop Finance or the Argos Finance and Payroll Dashboards**.

IMPORTANT FISCAL YEAR END INFORMATION
FY 18-19
FAQs

Banner 9 and Self-Service Queries

Balance and activity information for FY02 through FY19 will still be available after the fiscal close when the fiscal year is specified in Banner. To access FY 19-20, enter fiscal year 20 as part of your query.

Year End Review

Please make a special effort to review your indexes throughout the months of June and July and **before July 3**. The Internet Banner 9 System, along with the Banner - Finance section of the Lehigh Portal (Self-Service), will display the most current information daily. The Desktop Finance database and the Argos Finance and Payroll Dashboards will display information as of the end of the prior day. Based on your review, please submit any Payroll reallocations **by July 3** and any non-Payroll reallocations or transfers **by July 8**.

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

June 30, 2019 is the key date. If an activity occurred or an item is received on or before June 30, 2019, the charge is applied to the current year (FY 18-19). If the activity will occur or an item is received on or after July 1, 2019, the charge is applied to the new fiscal year (FY 19-20).

Deferring Accounts Payable Expenses to FY 19-20

Any invoices processed by Accounts Payable prior to July 1, 2019, that include charges over \$2,000 relating to FY 19-20 will be deferred and charged in FY 19-20.

Contacts

Department	Responsibility	Primary Contact	Secondary Contact
Accounts Payable	Payments to Vendors	Michele Bennyhoff (mlbb 83143)	
Capital Asset Accounting	Plant Funds, Fixed Assets	Julie Tostevin (jat306 84550)	Todd Murray (tom218 83177)
Finance & Administration Systems	Desktop Finance or Argos Finance and Payroll Dashboards	Walt Conway (wac2 85013)	
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	Vanessa Palumbo (vap213 83141)	
Investment Accounting	Endowment, Gift Annuity and Life Income Funds	Kelly Predmore (krp512 84776)	
Payroll	Payroll questions (including reallocations)	Robbyn Seier (rls209 85525)	Amy Temos (ajt207 83203)
Research Accounting	Sponsored Programs and related issues	Dominic Wallitsch (djw3 84212)	Jennifer Pastor (jlg3 83144)