IMPORTANT FISCAL YEAR END INFORMATION
FY 19-20
Due Dates

Mondays

Mon 1 Last day - To submit reallocations to clear future support indexes (2399XX indexes) to Payroll.

Mon 8 Remaining payroll balances in future support indexes will be charged back to primary departmental indexes.

Fridays

Fri 12 Last day - To submit all purchase requisitions to be encumbered against the current fiscal year to Purchasing.

Wednesdays

Wed 17 Last day - To make FY 19-20 OneCard purchases to allow time for them to post by the June 19 cutoff.

Weds 17 Last day - To make FY 19-20 Lab Stores purchases to allow time for them to post by the June 19 cutoff.

Thursdays

Thurs 18 Last day - To submit Payroll Assignment Forms or other salary authorizations to pay employees on June 30 and charge the current fiscal year.

Saturdays


Sundays

Sun 28 OneCard June Approval Period begins.

Mo 29 Last day - 12 PM - To submit advance settlements to the Bursar's Office to clear advances and charge the current fiscal year.

Lab Stores closed for inventory.

Tuesdays

Tues 30 Last day - 11 AM - To submit deposits for the current fiscal year to the Bursar's Office.

To incur WB Mason charges against the current fiscal year.

Employee benefits charges for all June payrolls appear in Banner.

Payroll charges for the final fiscal year wage payroll appear in Banner.

Preliminary Indirect costs for June appear in Banner.

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 19-20
Due Dates

JUNE 2020

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JULY 2020

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JULY

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

Wed 1 Fiscal year 20-21 Budgets appear in Banner.

Thurs 2 Fiscal year 20-21 Payroll encumbrances appear in Banner.

Sun 5 Last day - OneCard June Approval Period.

Mon 6 Last day - To submit requests for reallocations of payroll labor charges to Payroll for FY 19-20.
Last day - To approve June TimeClock hours for the semi-monthly and monthly pays.

Wed 8 Last day - For students, adjuncts and visiting employees to submit travel/non-travel reimbursements to the bank for processing against FY 19-20.
Final reallocations of payroll labor charges appear in Banner.

Thurs 9 Last day - For Data Collect users to enter FY 19-20 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 19-20.
Last day - To submit non-payroll online reallocations and funding transfers to the Controller's Office for processing against FY 19-20.
June OneCard transactions appear in Banner.

Fri 10 Employee benefit charges for final wage payroll and reallocations appear in Banner.

Wed 15 Final indirect costs for June will appear in Banner.
Fiscal Year 19-20 closed

Thurs 16 General ledger FY 20-21 beginning balances appear in Banner.
FY 20-21 purchase order encumbrances appear in Banner.
Data collect batches for FY 20-21 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 19-20
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 Thursday, July 9 to be charged against FY 19-20.

Bookstore - Last day to use departmental charge card for FY 19-20 is Saturday, June 27.

Bursar - The last day to submit FY 19-20 billing information to the Bursar’s Office is Thursday, June 25. Please contact Bruce Charles (email bdc5@lehigh.edu) if you are aware of any unrecorded receivables existing at fiscal year end.
All deposits for FY 19-20 must be at the Bursar's Office on or before 11:00 AM Tuesday, June 30.
All advance settlement forms must be submitted to the Bursar’s Office to clear advances and charge FY 19-20 by 12:00 PM Monday, June 29.

Lab Stores - FY 19-20 Lab Stores purchases should be made by Wednesday, June 17 to allow time for them to post by the June 19 cutoff. Lab Stores is closed for inventory on Monday, June 29.

OneCard – Please make every effort to make FY 19-20 OneCard purchases by Wednesday, June 17 to allow time for them to post by the June 19 cutoff. If, during the review period, you find that a purchase did not post by June 19, please contact Vanessa Palumbo (email vap213@lehigh.edu) to assist you with a reallocation to post the expense to FY 19-20. Purchases made June 18 or June 19 may also post by June 19, depending on the supplier.

Payroll – Payroll Assignment Forms or other salary authorizations to produce a check on June 30 and charge FY 19-20 must be received in the Payroll Office by Thursday, June 18. Hourly time sheets and electronic approvals for the hourly wage pay period June 7 through June 20 are due in Payroll by Monday, June 22 to be paid July 2. June TimeClock staff electronic approvals must be completed by Monday, July 6. Non-exempt staff overtime earnings (for the period June 16 through June 30) will be charged to FY 20-21.

Reallocations to clear future support indexes (2399XX indexes) must be submitted to the Payroll Office by Monday, June 1. No June charges will be processed against future support indexes. On Monday, 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 Friday, June 26. Related employee benefit charges will appear in Banner on Tuesday, June 30.

Charges for the final fiscal year wage payroll for hourly employees to be paid July 2 will appear in Banner on Tuesday, June 30. Related employee benefit charges will appear in Banner on Friday, July 10.

Final reallocations of payroll labor charges are due Monday, July 6 and will appear in Banner on Wednesday, July 8. Related employee benefit charges will appear in Banner on Friday, July 10.

Purchasing – All purchase requisitions must be received by the Purchasing Office no later than Friday, June 12 to be encumbered against FY 19-20. WB Mason billing cutoff for charges to be incurred against FY 19-20 is Tuesday, June 30.

Shared Services - Non-payroll online reallocations and funding transfers must be submitted to the Controller’s Office by Thursday, July 9 to be processed against FY 19-20.

Research Accounting – Preliminary indirect costs for June will be calculated and recorded in Banner by the end of the day on Tuesday, June 30. Final indirect costs for June will be calculated and recorded during the day on Wednesday, July 15.

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 8. 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 19-20
FAQs

Banner 9 and Self-Service Queries

Balance and activity information for FY02 through FY20 will still be available after the fiscal close when the fiscal year is specified in Banner. To access FY 20-21, enter fiscal year 21 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 6. 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 6 and any non-Payroll reallocations or transfers by July 9.

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

June 30, 2020 is the key date. If an activity occurred or an item is received on or before June 30, 2020, the charge is applied to the current year (FY 19-20). If the activity will occur or an item is received on or after July 1, 2020, the charge is applied to the new fiscal year (FY 20-21).

Deferring Accounts Payable Expenses to FY 20-21

Any invoices processed by Accounts Payable prior to July 1, 2020, that include charges over $2,000 relating to FY 20-21 will be deferred and charged in FY 20-21.

Contacts

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<tr>
<th>Department</th>
<th>Responsibility</th>
<th>Primary Contact</th>
<th>Secondary Contact</th>
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<td>Accounts Payable</td>
<td>Payments to Vendors</td>
<td>Michele Bennyhoff</td>
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<td>Capital Asset Accounting</td>
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<td>Julie Tostevin</td>
<td>Todd Murray</td>
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<td>Walt Conway</td>
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<td>Kristen Winter</td>
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<td>OneCard</td>
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<td>Vanessa Palumbo</td>
<td>Brenda Bachman</td>
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<td>(bkb204 83266)</td>
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<td>Payroll</td>
<td>Payroll questions (including reallocations)</td>
<td>Robbyn Seier</td>
<td>Amy Temos</td>
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<td>(ajt207 83203)</td>
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<td>Dominic Wallitsch</td>
<td>Jennifer Pastor</td>
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<td>Janice Paukovits</td>
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<td>Online Reallocation / Funding Transfer questions</td>
<td>Wendy Strohl</td>
<td>Janice Paukovits</td>
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