



IMPORTANT FISCAL YEAR END INFORMATION FY 21-22 Due Dates

JUNE 2022							JULY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

JUNE

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

- Wed 1 **Last day** - To submit reallocations to clear future support indexes (2399XX indexes) to Payroll.
- Tues 7 Remaining payroll balances in future support indexes will be charged back to primary departmental indexes.
- Wed 15 **Last day** - To make FY 21-22 OneCard purchases to allow time for them to post by the June 17 cutoff.
Last day - To make FY 21-22 Lab Stores purchases to allow time for them to post by the June 17 cutoff.
- Fri 17 **Last day** - To submit Payroll Assignment Forms or other salary authorizations to pay employees on June 30 and charge the current fiscal year.
- Sat 18 OneCard June Review Period begins.
Begin using "Review Open Statements" tab for entering Out Of Pocket expenses (*this includes any reimbursements to students, adjuncts, and visiting employees*).
- Mon 20 **Last day** - To submit all purchase requisitions to be encumbered against the current fiscal year to Purchasing.
Last day - To incur WB Mason charges against the current fiscal year.
- Tues 21 **Last day** - To submit hourly time sheets and electronic approvals to Payroll for the pay period June 5 through June 18 (pay date July 1).
- Thurs 23 **Last day** - To submit FY 21-22 billing information to the Bursar's Office.
- Fri 24 **Last day** - OneCard June Review Period.
- Sat 25 **Last day** - To charge the current fiscal year with Bookstore department charge cards.
OneCard June Approval Period begins.
- Tues 28 Payroll charges for the June month-end payroll appear in Banner.
- Wed 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.
- Thurs 30 **Last day** - **11 AM** - To submit deposits for the current fiscal year to the Bursar's Office.
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 21-22
Due Dates**

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

JULY

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

- Fri 1 Fiscal year 22-23 Budgets appear in Banner.
Fiscal year 22-23 Payroll encumbrances appear in Banner.

- Sat 2 **Last day** - OneCard June Approval Period.

- Tues 5 **Last day** - To submit requests for reallocations of payroll labor charges to Payroll for FY 21-22.
Last day - To approve June TimeClock hours for the semi-monthly and monthly pays.

- Thurs 7 Final reallocations of payroll labor charges appear in Banner.

- Fri 8 **Last day** - For Data Collect users to enter FY 21-22 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 21-22.
Last day - To submit non-payroll online reallocations and funding transfers to the Controller's Office for processing against FY 21-22.
June OneCard transactions appear in Banner.

- Mon 11 Employee benefit charges for final wage payroll and reallocations appear in Banner.

- Fri 15 Final indirect costs for June will appear in Banner.
Fiscal Year 21-22 closed

- Mon 18 General ledger FY 22-23 beginning balances appear in Banner.
FY 22-23 purchase order encumbrances appear in Banner.
Data collect batches for FY 22-23 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 21-22**

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 8** to be charged against FY 21-22.

Bookstore - Last day to use departmental charge card for FY 21-22 is **Saturday, June 25**.

Bursar - The last day to submit FY 21-22 billing information to the Bursar's Office is **Thursday, June 23**. Please contact Jessica Kanhoye (email jem418@lehigh.edu) if you are aware of any unrecorded receivables existing at fiscal year end.

All deposits for FY 21-22 must be at the Bursar's Office on or before **11:00 AM Thursday, June 30**.

All advance settlement forms must be submitted to the Bursar's Office to clear advances and charge FY 21-22 by **12:00 PM Wednesday, June 29**.

Lab Stores - FY 21-22 Lab Stores purchases should be made by **Wednesday, June 15** to allow time for them to post by the June 17 cutoff. Lab Stores is closed for inventory on **Wednesday, June 29**.

OneCard – Please make every effort to make FY 21-22 OneCard purchases by **Wednesday, June 15** to allow time for them to post by the June 17 cutoff. If, during the review period, you find that a purchase did not post by June 17, please contact Vanessa Palumbo (email vap213@lehigh.edu) to assist you with a reallocation to post the expense to FY 21-22. Purchases made June 16 or June 17 may also post by June 17, depending on the supplier.

Payroll – Payroll Assignment Forms or other salary authorizations to produce a check on June 30 and charge FY 21-22 must be received in the Payroll Office by **Friday, June 17**. Hourly time sheets and electronic approvals for the hourly wage pay period June 5 through June 18 are due in Payroll by **Tuesday, June 21** to be paid July 1. June TimeClock staff electronic approvals must be completed by **Tuesday, July 5**. Non-exempt staff overtime earnings (for the period June 16 through June 30) will be charged to FY 22-23.

Reallocations to clear future support indexes (2399XX indexes) must be submitted to the Payroll Office by **Wednesday, June 1**. No June charges will be processed against future support indexes. On **Tuesday, June 7**, 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 **Tuesday, June 28**.
Related employee benefit charges will appear in Banner on **Thursday, June 30**.

Charges for the final fiscal year wage payroll for hourly employees to be paid July 1 will appear in Banner on **Thursday, June 30**.
Related employee benefit charges will appear in Banner on **Monday, July 11**.

Final reallocations of payroll labor charges are due **Tuesday, July 5** and will appear in Banner on **Thursday, July 7**.
Related employee benefit charges will appear in Banner on **Monday, July 11**.

Purchasing – All purchase requisitions must be received by the Purchasing Office no later than **Monday, June 20** to be encumbered against FY 21-22. **WB Mason** billing cutoff for charges to be incurred against FY 21-22 is **Monday, June 20**.

Shared Services - Non-payroll online reallocations and funding transfers must be submitted to the Controller's Office by **Friday, July 8** to be processed against FY 21-22.

Data collect batches for FY 21-22 must be completed by **Friday, July 8**. Please **do not** process any data collect batches to FY 21-22 after that date. Data collect batches for FY 22-23 may be processed starting **Monday, July 18**.

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

Travel/Non-Travel Reimbursements – Students, adjuncts and visiting employees should submit reimbursement requests through "Review Open Statements" tab for entering Out Of Pocket expenses via OneCard – starting **Saturday, June 18**.

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 21-22
FAQs

Banner 9 and Self-Service Queries

Balance and activity information for FY02 through FY22 will still be available after the fiscal close when the fiscal year is specified in Banner. To access FY 22-23, enter fiscal year 23 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 5**. 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 5** and any non-Payroll reallocations or transfers **by July 8**.

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

June 30, 2022 is the key date. If an activity occurred or an item is received on or before June 30, 2022, the charge is applied to the current year (FY 21-22). If the activity will occur or an item is received on or after July 1, 2022, the charge is applied to the new fiscal year (FY 22-23).

Deferring Accounts Payable Expenses to FY 22-23

Any invoices processed by Accounts Payable prior to July 1, 2022, that include charges over \$2,000 relating to FY 22-23 will be deferred and charged in FY 22-23.

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)	
Investment Accounting	Endowment, Gift Annuity and Life Income Funds	Kristen Winter (krw220 84776)	
OneCard	OneCard Banner transactions	Vanessa Palumbo (vap213 83141)	Brenda Bachman (bkb204 83266)
Payroll	Payroll questions (including reallocations)	Amy Temos (ajt207 83203)	
Research Accounting	Sponsored Programs and related issues	Dominic Wallitsch (djw3 84212)	Jennifer Kershner (jlg3 83144)
Shared Services	Banner Index questions	Janice Paukovits (jap409 84549)	
	Online Reallocation / Funding Transfer questions	Wendy Strohl (wys218 83147)	Janice Paukovits (jap409 84549)