



**IMPORTANT FISCAL YEAR END INFORMATION
FY 22-23
Due Dates**

JUNE 2023							JULY 2023						
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.
- Wed 7 Remaining payroll balances in future support indexes will be charged back to primary departmental indexes.
- Fri 16 **Last day** - To submit Payroll Assignment Forms or other salary authorizations to pay employees on June 30 and charge the current fiscal year.
- Tues 20 **Last day** - To submit electronic approvals to Payroll for the pay period June 4 through June 17 (pay date June 30).
- Thurs 22 **Last day** - To submit FY 22-23 billing information to the Bursar's Office.
- Fri 23 **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.
- Sat 24 **Last day** - To charge the current fiscal year with Bookstore department charge cards.
- Sun 25 **Last day** - To make FY 22-23 OneCard purchases to allow time for them to post by June 30.
- Wed 28 Payroll charges for the June month-end payroll appear in Banner.
- Thurs 29 **Last day** - **12 PM** - To submit advance settlements to the Bursar's Office to clear advances and charge the current fiscal year.
- Fri 30 **Last day** - **11 AM** - To submit deposits for the current fiscal year to the Bursar's Office.
- Last day** - June OneCard cycle.
- 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.



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							30	31					

JULY

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

- Sat 1 OneCard Cardholder Review Period begins.
- Mon 3 **Last Day** - OneCard Cardholder Review Period.
Fiscal year 23-24 Budgets appear in Banner.
Fiscal year 23-24 Payroll encumbrances appear in Banner.
- Tues 4 OneCard Approval Period begins.
- Wed 5 **Last day** - To submit requests for reallocations of payroll labor charges to Payroll for FY 22-23.
Last day - To approve June TimeClock hours for the monthly pay.
- Thurs 6 **Last Day** - OneCard Approval Period.
- Fri 7 **Last day** - For Data Collect users to enter FY 22-23 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 22-23.
Final reallocations of payroll labor charges appear in Banner.
- Mon 10 June OneCard transactions appear in Banner.
Employee benefit charges for final payroll reallocations appear in Banner.
- Tues 11 **Last day** - To submit non-payroll online reallocations and funding transfers to the Controller's Office for processing against FY 22-23.
- Fri 14 Final indirect costs for June will appear in Banner.
Fiscal Year 22-23 closed
- Mon 17 General ledger FY 23-24 beginning balances appear in Banner.
FY 23-24 purchase order encumbrances appear in Banner.
Data collect batches for FY 23-24 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 22-23

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 22-23.

Bookstore - Last day to use departmental charge card for FY 22-23 is **Saturday, June 24**.

Bursar - The last day to submit FY 22-23 billing information to the Bursar's Office is **Thursday, June 22**. 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 22-23 must be at the Bursar's Office on or before **11:00 AM Friday, June 30**.

All advance settlement forms must be submitted to the Bursar's Office to clear advances and charge FY 22-23 by **12:00 PM Thursday, June 29**.

OneCard – Please make every effort to make FY 22-23 OneCard purchases by **Sunday, June 25** to allow time for them to post by June 30. If, during the review period, you find that a purchase did not post by June 30, please contact Vanessa Palumbo (email vap213@lehigh.edu) to assist you with a reallocation to post the expense to FY 22-23. Purchases made June 26 or June 27 may also post by June 30, depending on the supplier.

Payroll – Payroll Assignment Forms or other salary authorizations to produce a check on June 30 and charge FY 22-23 must be received in the Payroll Office by **Friday, June 16**. Electronic approvals for the hourly wage pay period June 4 through June 17 are due in Payroll by **Tuesday, June 20** to be paid June 30. June TimeClock staff electronic approvals must be completed by **Wednesday, 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 **Thursday, June 1**. No June charges will be processed against future support indexes. On **Wednesday, 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 **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 June 30 will appear in Banner on **Wednesday, June 28**. Related employee benefit charges will appear in Banner on **Friday, June 30**.

Final reallocations of payroll labor charges are due **Wednesday, July 5** and will appear in Banner on **Friday, July 7**. Related employee benefit charges will appear in Banner on **Monday, July 10**.

Purchasing – All purchase requisitions must be received by the Purchasing Office no later than **Friday, June 23** to be encumbered against FY 22-23. **WB Mason** billing cutoff for charges to be incurred against FY 22-23 is **Friday, June 23**.

Shared Services - Non-payroll online reallocations and funding transfers must be submitted to the Controller's Office by **Tuesday, July 11** to be processed against FY 22-23.

Data collect batches for FY 22-23 must be completed by **Friday, July 7**. Please **do not** process any data collect batches to FY 22-23 after that date. Data collect batches for FY 23-24 may be processed starting **Monday, July 17**.

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**.

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 22-23
FAQs

Banner 9 and Self-Service Queries

Balance and activity information for FY02 through FY23 will still be available after the fiscal close when the fiscal year is specified in Banner. To access FY 23-24, enter fiscal year 24 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 7**.

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

June 30, 2023 is the key date. If an activity occurred or an item is received on or before June 30, 2023, the charge is applied to the current year (FY 22-23). If the activity will occur or an item is received on or after July 1, 2023, the charge is applied to the new fiscal year (FY 23-24).

Deferring Accounts Payable Expenses to FY 23-24

Any invoices processed by Accounts Payable prior to July 1, 2023, that include charges over \$2,000 relating to FY 23-24 will be deferred and charged in FY 23-24.

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)	Cindy Hickman (cmh3 83204)
Investment Accounting	Endowment, Gift Annuity and Life Income Funds	Kristen Winter (krw220 83179)	
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	Faye Kraft (fek218 84633)	Janice Paukovits (jap409 84549)