



**IMPORTANT FISCAL YEAR END INFORMATION  
FY 23-24  
Due Dates**

**JUNE 2024**

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

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

**JULY 2024**

**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.
- Fri 7 Remaining payroll balances in future support indexes will be charged back to primary departmental indexes.
- Fri 14 **Last day** - To submit Payroll Assignment Forms or other salary authorizations to pay employees on June 30 and charge the current fiscal year.
- Tues 18 **Last day** - To submit electronic approvals to Payroll for the pay period June 2 through June 15 (pay date June 28).
- Thurs 20 **Last day** - To submit FY 23-24 billing information to the Bursar's Office.
- Fri 21 **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 22 **Last day** - To charge the current fiscal year with Bookstore department charge cards.
- Sun 23 **Last day** - To make FY 23-24 OneCard purchases to allow time for them to post by June 30.
- Wed 26 Payroll charges for the June month-end payroll appear in Banner.
- Thurs 27 **Last day** - **12 PM** - To submit advance settlements to the Bursar's Office to clear advances and charge the current fiscal year.
- Fri 28 **Last day** - **11 AM** - To submit deposits for the current fiscal year to the Bursar's Office.  
**Last day** - June OneCard cycle.  
Payroll charges for the final fiscal year wage payroll appear in Banner.  
Employee benefits charges for all June payrolls 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 / Payroll Dashboards.**



**IMPORTANT FISCAL YEAR END INFORMATION  
FY 23-24  
Due Dates**

JUNE 2024							JULY 2024						
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
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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													

**JULY**

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

- Mon 1                    OneCard Cardholder Review Period begins.
- Wed 3                    Fiscal year 24-25 Budgets appear in Banner.  
Fiscal year 24-25 Payroll encumbrances appear in Banner.
- Fri 5                    OneCard Cardholder Review Period ends.  
**Last day -** To submit requests for reallocations of payroll labor charges to Payroll for FY 23-24.  
**Last day -** To approve June TimeClock hours for the monthly pay.
- Sat 6                    OneCard Approval Period begins.
- Mon 8                    **Last day -** For Data Collect users to enter FY 23-24 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 23-24.  
Final reallocations of payroll labor charges appear in Banner.
- Wed 10                    OneCard Approval Period ends.  
Employee benefit charges for final payroll reallocations appear in Banner.
- Thurs 11                    June OneCard transactions appear in Banner.
- Fri 12                    **Last day -** To submit non-payroll online reallocations and funding transfers to the Controller's Office for processing against FY 23-24.
- Tues 16                    Final indirect costs for June will appear in Banner.  
**Fiscal Year 23-24 closed**
- Wed 17                    General ledger FY 24-25 beginning balances appear in Banner.  
FY 24-25 purchase order encumbrances appear in Banner.  
Data collect batches for FY 24-25 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 / Payroll Dashboards.**

## IMPORTANT FISCAL YEAR END INFORMATION

FY 23-24

### 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 23-24.

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

**Bursar** - The last day to submit FY 23-24 billing information to the Bursar's Office is **Thursday, June 20**. Please contact Jessica Kanhoye (email jem418@lehigh.edu) if you are aware of any unrecorded receivables existing at fiscal year end.

All advance settlement forms must be submitted to the Bursar's Office to clear advances and charge FY 23-24 by **12:00 PM Thursday, June 27**.

All deposits for FY 23-24 must be at the Bursar's Office on or before **11:00 AM Friday, June 28**.

**OneCard** – Please make every effort to make FY 23-24 OneCard purchases by **Sunday, June 23** 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 23-24. Purchases made June 24 through June 30 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 23-24 must be received in the Payroll Office by **Friday, June 14**. Electronic approvals for the hourly wage pay period June 2 through June 15 are due in Payroll by **Tuesday, June 18** to be paid June 28. June TimeClock staff electronic approvals must be completed by **Wednesday, July 5**.

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 **Friday, 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 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 June 30 will appear in Banner on **Wednesday, June 26**. Related employee benefit charges will appear in Banner on **Friday, June 28**.

Final reallocations of payroll labor charges are due **Friday, July 5** and will appear in Banner on **Monday, July 8**.

Related employee benefit charges will appear in Banner on **Wednesday, July 10**.

**Purchasing** – All purchase requisitions must be received by the Purchasing Office no later than **Friday, June 21** to be encumbered against FY 23-24. **WB Mason** billing cutoff for charges to be incurred against FY 23-24 is **Friday, June 21**.

**Shared Services** - Non-payroll online reallocations and funding transfers must be submitted to the Controller's Office by **Friday, July 12** to be processed against FY 23-24.

Data collect batches for FY 23-24 must be completed by **Monday, July 8**. Please **do not** process any data collect batches to FY 23-24 after that date. Data collect batches for FY 24-25 may be processed starting **Wednesday, 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 28**. Final indirect costs for June will be calculated and recorded during the day on **Tuesday, July 16**.

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 / Payroll Dashboards**.

**IMPORTANT FISCAL YEAR END INFORMATION**  
**FY 23-24**  
**FAQs**

**Banner 9 and Self-Service Queries**

Balance and activity information for FY02 through FY24 will still be available after the fiscal close when the fiscal year is specified in Banner. To access FY 24-25, enter fiscal year 25 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 Finance Self-Service section of Connect Lehigh (Ellucian Experience) will display the most current information daily. The Desktop Finance database and the Argos Finance / Payroll Dashboard 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 12**.

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

June 30, 2024 is the key date. If an activity occurred or an item is received on or before June 30, 2024, the charge is applied to the current year (FY 23-24). If the activity will occur or an item is received on or after July 1, 2024, the charge is applied to the new fiscal year (FY 24-25).

**Deferring Accounts Payable Expenses to FY 24-25**

Any invoices processed by Accounts Payable prior to July 1, 2024, that include charges over \$2,000 relating to FY 24-25 will be deferred and charged in FY 24-25.

**Contacts**

<b>Department</b>	<b>Responsibility</b>	<b>Primary Contact</b>	<b>Secondary Contact</b>
Accounts Payable	Payments to Vendors	Michele Bennyhoff (mlbb 83143)	Debi Burkholder (deb310 86894)
Capital Asset Accounting	Plant Funds, Fixed Assets	Jennifer Bruchok (jsb206 8xxxx)	Todd Murray (tom218 83177)
Financial Systems	Desktop Finance or Argos Finance/ Payroll Dashboards	Cindy Hickman (cmh3 83204)	
Investment Accounting	Endowment, Gift Annuity and Life Income Funds	Matthew Guglielmello (msg522 86896)	Theresa Lincoln (tgr216 85618)
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)