



IMPORTANT FISCAL YEAR END INFORMATION

FY 24-25

Due Dates

JUNE 2025

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					

JULY 2025

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		

JUNE

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

Mon	2	Last day -	To submit reallocations to clear future support indexes (2399XX indexes) to Payroll.
Fri	6		Remaining payroll balances in future support indexes will be charged back to primary departmental indexes.
Tues	17	Last day -	To submit Payroll Assignment Forms or other salary authorizations to pay employees on June 30 and charge the current fiscal year.
		Last day -	To submit electronic approvals to Payroll for the pay period June 1 through June 14 (pay date June 27).
Thurs	19	Last day -	To submit FY 24-25 billing information to the Bursar's Office.
Fri	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.
		Last day -	To make FY 24-25 OneCard purchases to allow time for them to post by June 26.
Sat	21	Last day -	To charge the current fiscal year with Bookstore department charge cards.
Thurs	26	Last day -	June OneCard cycle. Payroll charges for the June month-end payroll appear in Banner.
Fri	27	Last day -	12 PM - To submit advance settlements to the Bursar's Office to clear advances and charge the current fiscal year. June OneCard Cardholder Review Period begins.
Mon	30	Last day -	11 AM - To submit deposits for the current fiscal year to the Bursar's Office. 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 24-25** **Due Dates**

JUNE 2025						
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JULY 2025						
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JULY

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

Mon	1		Fiscal year 25-26 Budgets appear in Banner. Fiscal year 25-26 Payroll encumbrances appear in Banner.
Tues	2		OneCard Cardholder Review Period ends.
Thurs	3	Last day -	To submit requests for reallocations of payroll labor charges to Payroll for FY 24-25.
		Last day -	To approve June TimeClock hours for the monthly pay. OneCard Approval Period begins.
Mon	7	Last day -	For Data Collect users to enter FY 24-25 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 24-25. Final reallocations of payroll labor charges appear in Banner.
Tues	8		OneCard Approval Period ends.
Wed	9		Employee benefit charges for final payroll reallocations appear in Banner. Wells Fargo processes OneCard transactions.
Thurs	10		June OneCard transactions appear in Banner.
Fri	11	Last day -	To submit non-payroll online reallocations and funding transfers to the Controller's Office for processing against FY 24-25.
Tues	15		Final indirect costs for June will appear in Banner. <u>Fiscal Year 24-25 closed</u>
Wed	16		General ledger FY 25-26 beginning balances appear in Banner. FY 25-26 purchase order encumbrances appear in Banner. Data collect batches for FY 25-26 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 24-25

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 7** to be charged against FY 24-25.

Bookstore - Last day to use departmental charge card for FY 24-25 is **Saturday, June 21**.

Bursar - The last day to submit FY 24-25 billing information to the Bursar's Office is **Thursday, June 19**. 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 24-25 by **12:00 PM Friday, June 27**.

All deposits for FY 24-25 must be at the Bursar's Office on or before **11:00 AM Monday, June 30**.

OneCard – Please make every effort to make FY 24-25 OneCard purchases by **Friday, June 20** to allow time for them to post by June 26 to Wells Fargo. If, during the review period, you find that a purchase did not post by June 26, please contact Vanessa Palumbo (email vap213@lehigh.edu) to assist you with a reallocation to post the expense to FY 24-25. Purchases made June 21 through June 26 may also post by June 26, depending on the supplier.

Payroll – Payroll Assignment Forms or other salary authorizations to produce a check on June 30 and charge FY 24-25 must be received in the Payroll Office by **Tuesday, June 17**. Electronic approvals for the hourly wage pay period June 1 through June 14 are due in Payroll by **Tuesday, June 17** to be paid June 27. June TimeClock staff electronic approvals must be completed by **Thursday, July 3**.

Reallocations to clear future support indexes (2399XX indexes) must be submitted to the Payroll Office by **Monday, June 2**. No June charges will be processed against future support indexes. On **Friday, June 6**, 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 **Thursday, June 26**.

Related employee benefit charges will appear in Banner on **Monday, June 30**.

Charges for the final fiscal year wage payroll for hourly employees to be paid June 30 will appear in Banner on **Thursday, June 26**. Related employee benefit charges will appear in Banner on **Monday, June 30**.

Final reallocations of payroll labor charges are due **Thursday, July 3** and will appear in Banner on **Monday, July 7**.

Related employee benefit charges will appear in Banner on **Wednesday, July 9**.

Purchasing – All purchase requisitions must be received by the Purchasing Office no later than **Friday, June 20** to be encumbered against FY 24-25. **WB Mason** billing cutoff for charges to be incurred against FY 24-25 is **Friday, June 20**.

Shared Services - Non-payroll online reallocations and funding transfers must be submitted to the Controller's Office by **Friday, July 11** to be processed against FY 24-25.

Data collect batches for FY 24-25 must be completed by **Monday, July 7**. Please **do not** process any data collect batches to FY 24-25 after that date. Data collect batches for FY 25-26 may be processed starting **Wednesday, July 16**.

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

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 24-25

FAQs

Banner 9 and Self-Service Queries

Balance and activity information for FY02 through FY25 will still be available after the fiscal close when the fiscal year is specified in Banner. To access FY 25-26, enter fiscal year 26 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 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 3** and any non-Payroll reallocations or transfers **by July 11**.

Which year will be Charged and/or Credited For A Transaction?

June 30, 2025 is the key date. If an activity occurred or an item is received on or before June 30, 2025, the charge is applied to the current year (FY 24-25). If the activity will occur or an item is received on or after July 1, 2025, the charge is applied to the new fiscal year (FY 25-26).

Deferring Accounts Payable Expenses to FY 25-26

Any invoices processed by Accounts Payable prior to July 1, 2025, that include charges over \$2,000 relating to FY 25-26 will be deferred and charged in FY 25-26.

Contacts

Department	Responsibility	Primary Contact	Secondary Contact
Accounts Payable	Payments to Vendors	Liliana Acosta (lia424 85595) Emily Spangler (ems623 83148)	Debi Burkholder (deb310 86894)
Capital Asset Accounting	Plant Funds, Fixed Assets	Jennifer Bruchok (jsb206 85675)	Theresa Lincoln (tgr216 85618)
Financial Systems	Banner Finance, 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	Isis Sanchez (ils223 83147)	Janice Paukovits (jap409 84549)