



**IMPORTANT FISCAL YEAR END INFORMATION  
FY 25-26  
Due Dates**

JUNE 2026							JULY 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

**JUNE**

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

- Mon 1 **Last day** - To submit reallocations to clear future support indexes (2399XX indexes) to Payroll.
- Fri 5 Remaining payroll balances in future support indexes will be charged back to primary departmental indexes.
- Tues 16 **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 May 31 through June 13 (pay date June 26).
- Thurs 18 **Last day** - To submit FY 25-26 billing information to the Bursar's Office.
- Fri 19 **Last day** - To make FY 25-26 OneCard purchases to allow time for them to post by June 25.
- Sat 20 **Last day** - To charge the current fiscal year with Bookstore department charge cards.
- Tues 23 Payroll charges for the final fiscal year wage payroll appear in Banner.
- Thurs 25 **Last day** - June OneCard cycle.  
Payroll charges for the June month-end payroll appear in Banner.
- Fri 26 **Last day** - **12 PM** - To submit advance settlements to the Bursar's Office to clear advances and charge the current fiscal year.  
**Last day** - To submit all purchase requisitions to be encumbered against the current fiscal year through UniMarket.  
June OneCard Cardholder Review Period begins.
- Tues 30 **Last day** - **11 AM** - To submit deposits for the current fiscal year to the Bursar's Office.  
**Last day** - To submit WB Mason orders against the current fiscal year.  
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 25-26  
Due Dates**

**JUNE 2026**

S	M	T	W	T	F	S
	1	2	3	4	5	6
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**JULY 2026**

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**

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

- Wed 1                      Fiscal year 26-27 Budgets appear in Banner.  
Fiscal year 26-27 Payroll encumbrances appear in Banner.
  
- Thurs 2                    OneCard Cardholder Review Period ends.  
**Last day -** To submit requests for reallocations of payroll labor charges to Payroll for FY 25-26.  
**Last day -** To approve June TimeClock hours for the monthly pay.
  
- Fri 3                        OneCard Approval Period begins.
  
- Mon 6                    **Last day -** For Data Collect users to enter FY 25-26 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 25-26.
  
- Tues 7                    Final reallocations of payroll labor charges appear in Banner.  
OneCard Approval Period ends.
  
- Wed 8                    Wells Fargo processes OneCard transactions.
  
- Thurs 9                   Employee benefit charges for final payroll reallocations appear in Banner.  
June OneCard transactions appear in Banner.
  
- Fri 10                    **Last day -** To submit non-payroll online reallocations and funding transfers to the Controller's Office for processing against FY 25-26.
  
- Tues 14                   Final indirect costs for June will appear in Banner.  
**Fiscal Year 25-26 closed – June ROE entries and GL & ENC rolls processed**
  
- Wed 15                    General ledger FY 26-27 beginning balances appear in Banner.  
FY 26-27 purchase order encumbrances appear in Banner.  
Data collect batches for FY 26-27 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 25-26**

**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 6** to be charged against FY 25-26.

**Bookstore** - Last day to use departmental charge card for FY 25-26 is **Saturday, June 20**.

**Bursar** - The last day to submit FY 25-26 billing information to the Bursar's Office is **Thursday, June 18**. 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 25-26 by **12:00 PM Friday, June 26**.

All deposits for FY 25-26 must be at the Bursar's Office on or before **11:00 AM Tuesday, June 30**.

**OneCard** – Please make every effort to make FY 25-26 OneCard purchases by **Friday, June 19** to allow time for them to post by June 25 to Wells Fargo. If, during the review period, you find that a purchase did not post by June 25, please contact Vanessa Palumbo (email vap213@lehigh.edu) to assist you with a reallocation to post the expense to FY 25-26. Purchases made June 20 through June 25 may also post by June 25, depending on the supplier. June transactions will appear in Banner on **Thursday, July 9**.

**Payroll** – Payroll Assignment Forms or other salary authorizations to produce a check on June 30 and charge FY 25- must be received in the Payroll Office by **Tuesday, June 16**. Electronic approvals for the hourly wage pay period May 31 through June 13 are due in Payroll by **Tuesday, June 16** to be paid June 26. June TimeClock staff electronic approvals must be completed by **Thursday, July 2**.

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 **Friday, June 5**, 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 25**.

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 June 26 will appear in Banner on **Tuesday, June 23**.

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

Final reallocations of payroll labor charges are due **Thursday, July 2** and will appear in Banner on **Tuesday, July 7**.

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

**Purchasing** – All purchase requisitions must be submitted through UniMarket no later than **Friday, June 26** to be encumbered against FY 25-26. **WB Mason** billing cutoff for charges to be incurred against FY 25-26 is **Tuesday, June 30**.

**Shared Services** - Non-payroll online reallocations and funding transfers must be submitted to the Controller's Office by **Friday, July 10** to be processed against FY 25-26.

Data collect batches for FY 25-26 must be completed by **Monday, July 6**. Please **do not** process any data collect batches to FY 25-26 after that date. Data collect batches for FY 26-27 **may not** be processed until **Wednesday, July 15**.

**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 **Tuesday, 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 / Payroll Dashboards.

**IMPORTANT FISCAL YEAR END INFORMATION**  
**FY 25-26**  
**FAQs**

**Banner 9 and Self-Service Queries**

Balance and activity information for FY02 through FY26 will still be available after the fiscal close when the fiscal year is specified in Banner. To access FY 26-27, enter fiscal year 27 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 2**. 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 2** and any non-Payroll reallocations or transfers **by July 10**.

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

June 30, 2026 is the key date. If an activity occurred or an item is received on or before June 30, 2026, the charge is applied to the current year (FY 25-26). If the activity will occur or an item is received on or after July 1, 2026, the charge is applied to the new fiscal year (FY 26-27).

**Deferring Accounts Payable Expenses to FY 26-27**

Any invoices processed by Accounts Payable prior to July 1, 2026, that include charges over \$2,000 relating to FY 26-27 will be deferred and charged in FY 26-27.

**Contacts**

<b>Department</b>	<b>Responsibility</b>	<b>Primary Contact</b>	<b>Secondary Contact</b>
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)