



IMPORTANT FISCAL YEAR END INFORMATION
FY 08-09
June - July 2009

JUNE 2009

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 2009

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

- Wed 3 **Last day** - To submit reallocations to clear future support indexes (2399XX indexes) to Payroll
- Fri 5 **Last day** - Purchasing must receive requisitions for items that require competitive bidding
- Thur 11 **Last day** - Remaining payroll balances in future support indexes will be charged back to primary departmental indexes
- Fri 12 **Last day** - Purchasing must receive all purchase requisitions to be encumbered against current fiscal year indexes
Last day - To place orders with Office Depot for charges against current fiscal year
- Sat 13 **Last day** - To charge to FY 08-09 with the Bookstore department charge card
- Fri 19 **Last day** - To submit assignment/appointment forms or other salary authorizations to pay employees on June 30
Last day - To charge to FY 08-09 with the purchasing VISA card
- Tues 23 **Last day** - To submit hourly time sheets and web time entry approvals to Payroll for the pay period June 7 through June 20 (pay date July 2)
- Thur 25 **Last day** - Payroll charges for the June month-end payroll appear in Banner
- Mon 29 **Last day** - To submit charges to the Bursar's Office to be billed with the revenue recorded in FY 08-09
Last day - To incur Lab Stores charges to be charged to current year indexes
- Tues 30 **Last day** - Deposits for current fiscal year must be received in Bursar's Office by 12:00 PM
Last day - Expense settlements must be received in the Bursar's Office by 12:00 PM to clear advances and charge current year indexes
Last day - Payroll charges for the final fiscal year wage payroll appear in Banner
Last day - Employee benefits charges for June payrolls appear in Banner
Last day - Preliminary indirect costs for June will appear in Banner
Last day - Lab Stores closed for inventory

JULY

Please note: distribution of Assignment/Appointment Forms and FY 10 Payroll Management Reports will be on a modified schedule as a result of the revised merit increase process. Additional information will be distributed in a separate communication.

- Wed 1 Employee benefit charges for the final wage payroll appear in Banner
- Thur 2 **Last day** - To submit requests for reallocations of payroll labor charges to Payroll for FY 08-09
Last day - To submit June departmental time reports
Last day - Fiscal year 09-10 payroll encumbrances appear in Banner
- Tues 7 **Last day** - Invoices and payment requests for items received on or before June 30 must be received in Accounts Payable to be processed against current year indexes
Last day - To submit travel/non-travel reimbursements to the bank for processing against current year indexes
Last day - Data Collect batches must be completed by end of the day
Last day - Non-payroll reallocations must be received in Controller's Office to be processed against current year Banner Indexes
- Wed 8 Final reallocations of payroll labor charges appear in Banner
- Thur 9 Employee benefit charges for final reallocations appear in Banner
- Mon 13 Final indirect costs for June will appear in Banner
Fiscal Year 08-09 closed
- Tues 14 General ledger FY 09-10 beginning balances appear in Banner
FY 09-10 purchase order encumbrances appear in Banner

DEADLINES FOR CURRENT FISCAL YEAR (08-09) PROCESSING:

ACCOUNTS PAYABLE - Invoices/payment requests for items received on or before June 30 must be received in the Accounts Payable Office by **Tuesday, July 7** to be charged against current fiscal year indexes.

BOOKSTORE - Last day to use departmental charge card for FY08-09 is **Saturday, June 13**.

BURSAR - All deposits for the current fiscal year must be at the Bursar's Office on or before **12:00 PM Tuesday, June 30**. Please contact Bruce Charles (8-3160) if you are aware of any unrecorded receivables existing at fiscal year end. All expense settlement forms must be submitted to the Bursar's Office to clear advances and charge current year indexes by **12:00 PM Tuesday, June 30**. The last day to submit charges to the Bursar's Office to be billed with the revenue recorded in FY 08-09 is **Monday, June 29**.

GENERAL ACCOUNTING - Non-payroll reallocations must be received in the Controller's Office by **Tuesday, July 7** to be processed against current fiscal year indexes.

Data collect batches for FY08-09 must be completed by **Tuesday, July 7**. Please **do not** process any data collect batches to FY08-09 after that date. Data collect batches for FY 09-10 may be processed starting **July 10, 2009**.

LAB STORES - 6/29/09 - Last day to incur Lab Stores charges for FY08-09.

6/30/09 - Lab Stores closed for inventory.

PAYROLL - Assignment appointment forms or other salary authorizations to produce a check on June 30 and charge current fiscal year indexes must be received in the Payroll Office by **Friday, June 19**. Hourly time sheets and web time entry approvals for the pay period June 7 through June 20 are due in Payroll by **Tuesday, June 23** to be paid July 2. June departmental time reports must be received in Payroll by **Thursday, July 2**. *Please complete Departmental Time Reports before leaving for July 4th vacations.* Non-exempt staff overtime earnings (for the period June 16 through June 30) will be charged to the new fiscal year.

Reallocations to clear future support indexes (2399XX indexes) must be submitted to the Payroll Office by **Wednesday, June 3**. No June charges will be processed against future support indexes. On **Thursday, June 11**, 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 wage payroll for the hourly employees paid July 2 will appear in Banner on **Tuesday, June 30**.

Related employee benefit charges will appear in Banner on **Wednesday, July 1**.

Final reallocations of payroll labor charges are due **Thursday, July 2** and will appear in Banner on **Wednesday, July 8**.

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

PURCHASING - Requisitions for items that require competitive bidding must be received by the Purchasing Office no later than **Friday, June 5**.

6/12/09 - All purchase requisitions must be received by the Purchasing Office no later than **Friday, June 12** to be encumbered against current fiscal year indexes.

6/12/09 - Last day to place orders with Office Depot for charges to be incurred against the current fiscal year.

PURCHASING VISA CARD - All purchases made with the VISA card within the statement closing date of 6/19 will be charged to the current fiscal year. All purchases made after **June 19** will be charged to FY09-10.

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 **Monday, July 13**.

TRAVEL/NON-TRAVEL REIMBURSEMENTS - Travel/Non-travel Reimbursements for expenses incurred prior to July 1 should be submitted to the bank for processing by **Tuesday, July 7**. Please submit reimbursements for June travel as early as possible after the trip is completed.

BANNER QUERIES

Balance and activity information for FY02 through 09 will still be available after the fiscal close, but you need to supply the fiscal year as part of your Banner query. To access FY 09-10, you need to supply fiscal year 10 as part of your Banner query.

CONTROLLER'S OFFICE WEB PAGE

Please read the Controller's Office Web page for updates on important year end information at:

<http://www.lehigh.edu/~inctr/>

YEAR END REVIEW AND JUNE REPORTS

Please make a special effort to review your indexes throughout the month of June and **before July 7**. The on-line Banner System will display the most current information daily. If you are scheduled to receive paper reports, a preliminary June paper report will be distributed during the week of July 1 to assist in your review. Let us know of any errors or omissions you discover in this process, so that we can make any necessary corrections or adjustments by July 7. A final June paper report will be distributed after the final close date of July 13.

If you would like to be set up for real time reports (Desktop Finance), please contact Bob Siegfried (83142 or rs08).

WHICH YEAR WILL BE CHARGED AND/OR CREDITED FOR A TRANSACTION?

June 30 is the key date. If an activity occurred or an item is received on or before June 30, 2009, the charge is applied to the current year (FY 08-09). If the activity will occur or an item is received on or after July 1, the charge is applied to the new fiscal year (FY 09-10).

DEFERRING A/P CHARGES TO FY 09-10

Any invoices processed in Accounts Payable prior to July 1st which include charges relating to FY 09-10 exceeding \$2,000 will be deferred and charged in FY 09-10.

FY 09-10 GENERAL LEDGER AND ENCUMBRANCE DATA

Payroll encumbrances for FY 09-10 will appear in Banner for viewing during the first week of July.

General ledger beginning balances appear in Banner FY 10 on **Tuesday, July 14**.

Purchase order encumbrances still open at the end of FY 09 will appear in Banner FY 10 on **Tuesday, July 14**.

CONTROLLER'S OFFICE FORMS AND INFORMATION

For additional information about the Controller's Office, our departments and forms, please visit our web page at:

<http://www.lehigh.edu/~inctr/>

Or for FORMS contact: **Marlene Peltz (mmp207 / 8-3140)** or **Debbie Schreffler (das7 / 8-5675)**

Who should I contact if I have any questions about year end activities or deadlines?

These are the individuals you should contact:

Department	Responsibility	Primary Contact	Secondary Contact
Accounts Payable	Payments to Vendors	Rich Ringhoffer (rmr5 84404)	Michele Bennyhoff (mlbb 83143)
Endowment Accounting	Endowment, Gift Annuity and Life Income Funds	Cynthia Autenrieth (cja207 84776)	Brooke Apple (bla209 83177)
General Accounting	Banner Index and non-payroll reallocation questions	Cindy Hickman (cmh3 83204)	Susan Szilagyi (smsc 83141)
	General questions	Susan Szilagyi (smsc 83141)	Cindy Hickman (cmh3 83204)
Payroll	Payroll questions	Robbyn Seier (rls209 85525)	Darlene Barndt (dab9 83149)
Property Management	Plant Funds, Fixed Assets	Julie Tostevin (jat306 84550)	Brooke Apple (bla209 83177)
Research Accounting	Sponsored Programs and related issues	Bruce Brownell (rbb1 84212)	Jennifer Pastor (jlg3 83144)