JUNE						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
					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						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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				

AUGUST						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			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	

University of Idaho

2012 Fiscal Year-End Information

Banner Finance Help

General Accounting
Admin Building 213
885-5840 or 885-2130
gnrlacctg@uidaho.edu

Important Notes

- The comprehensive "Year End Processing Calendar" is available online from the Controller's homepage at: http://www.uidaho.edu/controller
- The first day to enter FY13 purchasing requisitions is **June 11, 2012.**
- Review incomplete documents. Our goal is to process or delete all old incomplete JV's by **July 5, 2012**. To determine if you have any run FGRIDOC for your user ID.
- Office of Sponsored Programs need to be aware of any labor distribution changes for grants ending **June 30, 2012**, so appropriate payroll cost transfers can be done. Please have them to Grants and Contracts by **June 15th**.
- Please review your accounts by **June 29, 2012.** Submit corrections so adjustments can be made prior to the fiscal year end. All requests for corrections to departmental charges and revenues must be entered in Banner by **July 5, 2012**.
- Please monitor your approval queues closely during June and early July to keep invoices and adjustments flowing smoothly through our system. **July 5, 2012** is the last day for departments to request non payroll cost transfers and journal entry adjustments. You may want to check your queue 3-4 times per day.

Most Frequently Asked Questions

- **What determines which year is charged for a transaction?** Revenues are recorded when earned and expenses when an obligation is incurred, as required by the accrual basis of accounting. If delivery/receipt of goods and services is on or before June 30, the revenues/expenses is applied to the current year (FY12). If the transaction occurred after June 30, recognition occurs in the new year (FY13).
- **What will happen to the encumbrances at year-end?** All open encumbrances will be rolled at year-end. Accounts Payable will close blanket PO's in June with May invoices, and will be entering June invoices as direct payments in July. Encumbrances under $20 and blanket PO's will be closed on July 5th.
- **Where do I go for help?** Please refer to this brochure for a listing of contact people. If you cannot find the information you need, please call General Accounting at 885-5840 or 885-2130 or e-mail gnrlacctg@uidaho.edu

Chronological Departmental Deadlines for FY12

6/11/12: First day to enter FY13 RQ's and PO's.

7/06/12: Run FWROERP and close encumbrances if no longer needed.

6/15/12: Last day to enter FY12 PO's for items that will be received by June 30.

6/22/12: Last day for Payroll Cost Transfer submittal.

6/27/12: Last day to submit FY12 travel/p-card claims to Accounts Payable/Travel.

6/30/12: All FY12 credit card gifts on "Give to UI" site, Gift Admin Office by 10:00 a.m.

6/29/12: All Accounts Receivable charges are due to the cashiers by 10: 00 a.m.

All FY12 petty cash is due to the cashiers window by 12:00 pm

All FY12 cash to be deposited is due to the cashiers window by 12:00 pm

All FY12 in-kind gifts reported to Gift Administration by 1:00 pm

All FY12 cash or check gifts received by Gift Administration by 1:00 pm

All FY12 cashier sessions closed by 12:00 pm

7/04/12: **State Holiday**

7/05/12: Departments to complete or delete all incomplete JV's.

Last day to submit FY12 invoices to Accounts Payable.

All FY12 Site Drafts are due from the Branch Stations to General Accounting.

All departmental requests for non-payroll cost transfers and journal voucher adjustments are due to General Accounting.

Last day for departments to enter adjustments to Banner.

7/05/12: Inventory values are due to General Accounting.

Departmental charges for Telephone and Campus Mail to feed to finance.

7/06/12: Approval queues need to be cleared by 3:00pm.

7/07/12: Period 12 for 6/30/12 is CLOSED –

7/08/12: Preliminary DOAR reports can be run.

7/25/12: CLOSE of FY12 Period 14.

7/26/12: Final DOAR reports can be run.

Year-End Contact List

Budget Adjustments and Corrections	Budget Office	5-7045
Encumbrance Adjustments & Corrections	Accounts Payable	5-5379
Check Status/Cancellations	Accounts Payable	5-5390
Grants & Contracts	Sponsored Programs	5-6651
Journal Entry	General Accounting	5-5840
Gift Budgeting	Trust & Investments	5-6796
Capitalized Assets & Capital Leases	Asset Accounting	5-2824

General Accounting Services:

John Keatts	5-2134
Kimberly Salisbury	5-5840
Vicki Cooper	5-2130
Heather Taff	5-6105

Office of Sponsored Programs:

Wendy Kerr	5-2147
Heather Nelson	5-6680

Gift Administration:

Josh Tomlin	5-2081

Student Accounts/Cashiers:

Accounts Receivable	5– 7447

Payroll Services:

Cretia Bunney	5-0284

Accounts Payable/P-card/ Travel Management:

Linda Keeney, Mgr	5-5379
Alice Reyes	5-5390
Lacey Devlin	5-6413
Erica Frazier	5-5389

Asset Management:

Brenda Marsh, Mgr	5-2824

Purchasing:

Chris Johnson, Dir	5-6126
Julia McIlroy	5-6123
Doug Vandenboom	5-6115