

2023 Fiscal Year-End Information



University of Idaho

Banner Finance Help

General Accounting
Admin Building 217
208-885-5840
gnrlacctg@uidaho.edu

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	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	

www.a-printable-calendar.com

July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	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	1	2	3	4	5

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August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	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	1	2

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Important Notes

- The comprehensive “Year End Calendar” is available online from General Accounting’s web page at: <https://www.uidaho.edu/finance/controller/general-accounting>
- The first day to enter FY23 purchasing requisitions is **June 1, 2023**.
- Review incomplete documents. Our goal is to process or delete all old incomplete JV’s by **July 10, 2023**. To determine if you have any run FGRIDOC for your user ID.
- Labor redistributions (payroll cost transfers) need to be entered into the system by **June 26, 2023**.
- Please review your accounts by **June 30, 2023**. 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 10, 2023**.
- Please monitor your approval queues closely during June and early July to keep invoices and adjustments flowing smoothly through our system. **July 10, 2023** is the last day for departments to enter non payroll cost transfers and journal entries 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, 2023, the revenues/expenses is applied to the current year (FY23). If the transaction occurred after June 30, 2023, recognition occurs in the new year.
- **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. Encumbrances under \$50 and blanket PO’s will be closed on or before **July 13th, 2023**.
- **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 208-885-5840 or email gnrlacctg@uidaho.edu

Chronological Departmental Deadlines for FY23

- 6/01/23:** First day to enter FY24 RQ's and PO's.
- 6/02/23:** Last day to enter FY23 PO's for items that will be received by June 30, 2022.
- 6/06/23:** Run Argos Outstanding Encumbrances Report and notify Accounts Payable of encumbrances that are no longer needed.
- 6/26/23:** Last day for FY23 Labor Redistributions to be entered into system.
All FY23 gifts on "Give to UI" site, Gift Administration Office.
All FY23 cash or check gifts to be received by Gift Administration by 1 p.m.
All FY23 in-kind gifts reported to Gift Administration by 1 p.m.
- 6/30/23:** All Chrome River expense documents to be completed.
All Accounts Receivable charges are due to the cashiers by 10 a.m.
All FY23 petty cash is due to cashiers at the Pitman by noon
All FY23 cash to be deposited is due to cashiers at the Pitman by noon
All FY23 cashier sessions closed by noon
- 7/04/23: National Holiday Observed**
- 7/10/23:** Departments to complete or delete all incomplete JV's.
- 7/10/23:** Last day to submit FY23 invoices to Accounts Payable.
All FY22 IDG journals to be entered and through approvals.
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.
Departmental charges for Telephone and Campus Mail to feed to finance.
Inventory values are due to General Accounting.
- 7/10/23:** Approval queues need to be cleared by 3 p.m.
- 7/13/23:** Period 12 for June 30, 2023 is CLOSED –
Preliminary month end reports can be run.
- 7/24/23:** CLOSE of FY23 Period 14.

Year-End Contact List

<i>Budget Adjustments and Corrections</i>	Budget Office	208-885-4387
<i>Encumbrance Adjustments & Corrections</i>	Accounts Payable	208-885-5379
<i>Check Status/Cancellations</i>	Accounts Payable	208-885-5389
<i>Grants & Contracts</i>	Sponsored Programs	208-885-6651
<i>Journal Entry</i>	General Accounting	208-885-5840
<i>Gift Budgeting</i>	UI Foundation	208-885-6841
<i>Capitalized Assets & Capital Leases</i>	General Accounting	208-885-4070

General Accounting:

Jessica Sprute, Mgr.	208-885-0141
Matthew Rueger	208-885-1251
Kaity Bass	208-885-5840
Ali Pearce	208-885-1344
Joe Groves	208-885-4070

Payroll Services:

Cretia Bunney	208-885-0284
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Accounts Payable/P-card/

Travel Management:

Daniele Bodden, Mgr	208-885-5379
Tyler Thompson	208-885-5389
Donna Howard	208-885-5399

Foundation Accounting:

Deb Bell	208-885-6841
Frank Clarke	208-885-6842

Student Accounts/Cashiers:

Accounts Receivables	208-885-7447
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Purchasing:

Julia McIlroy, Dir	208-885-6116
Cody Williams	208-885-6115

Gift Processing

Jake Weaver	208-885-4000
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