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 FY25 purchasing requisitions is **June 3, 2024**.

• Review incomplete documents. Our goal is to process or delete all old incomplete JV’s by **July 10, 2024**. 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 28, 2024**.

• Please review your accounts by **June 28, 2024**. 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, 2024**.

• Please monitor your approval queues closely during June and early July to keep invoices and adjustments flowing smoothly through our system. **July 10, 2024** 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.

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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, 2024, the revenues/expenses is applied to the current year (FY24). If the transaction occurred after June 30, 2024, 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 10th, 2024**.

• **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 FY24

**6/03/24:** First day to enter FY25 RQ’s and PO’s.

**6/07/24:** Last day to enter FY24 PO’s for items that will be received by June 30, 2024.
  - Run Argos Outstanding Encumbrances Report and notify Accounts Payable of encumbrances that are no longer needed.

**6/26/24**
  - All FY24 gifts on “Give to UI” site, Gift Administration Office.
  - All FY24 cash or check gifts to be received by Gift Administration by 1 pm.
  - All FY24 in-kind gifts reported to Gift Administration by 1 pm.

**6/28/24:**
  - Last day for FY24 Labor Redistributions to be entered into system.
  - All Chrome River expense documents to be completed.
  - All Accounts Receivable charges are due to the cashiers by 10 a.m.
  - All FY24 petty cash is due to cashiers at the Pitman by noon.
  - All FY24 cash to be deposited is due to cashiers at the Pitman by noon.
  - All FY24 cashier sessions closed by noon.

**7/04/24:** National Holiday Observed

**7/10/24:**
  - Departments to complete or delete all incomplete JV’s.
  - Last day to submit FY24 invoices to Accounts Payable.
  - All FY24 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.
  - Approval queues need to be cleared by 3 p.m.

**7/15/24:** Period 12 for June 30, 2024 is CLOSED – Preliminary month end reports can be run.

**7/29/24:** CLOSE of FY24 Period 14.

### Year-End Contact List

**Budget Adjustments and Corrections**
- Budget Office 208-885-4387

**Encumbrance Adjustments & Corrections**
- Accounts Payable 208-885-5379

**Check Status/Cancellations**
- Accounts Payable 208-885-5389

**Grants & Contracts**
- Sponsored Programs 208-885-6651

**Journal Entry**
- General Accounting 208-885-5840

**Gift Budgeting**
- UI Foundation 208-885-6841

**Capitalized Assets & Capital Leases**
- Asset Accounting 208-885-4070

**General Accounting:**
- Payroll Services:
  - Ali Pearce, Mgr. 208-885-1344
  - Kaity Bass 208-885-5840
  - Iman Kabsha 208-885-5840

**Office of Sponsored Programs:**
- NEW: Accounts Payable/P-card/Travel Management:
  - Daniele Bodden, Mgr. 208-885-5379
  - Wendy Kerr 208-885-2147
  - Tyler Thompson 208-885-5389
  - Heather Clark 208-885-8994
  - Donna Howard 208-885-5399

**Asset Accounting:**
- Foundation Accounting:
  - Matthew Rueger 208-885-4070
  - Frank Clarke 208-885-6842

**Student Accounts/Cashiers:**
- Gift Processing:
  - Accounts Receivables 208-885-7447
  - Jake Weaver 208-885-4000

**Purchasing:**
- Julia McIlroy, Dir 208-885-6116
  - Cody Williams 208-885-6115