

Date: April 29th, 2016
To: Banner Finance Users with Fiscal Responsibilities
From: Ryan Jones
EWU Office of Controller
RE: Banner Finance -- fiscal yearend closing information (FY 2016)

The purpose of this memo is to provide information to the campus community regarding Banner Finance fiscal yearend closing activities, particularly for those personnel who have budgetary responsibilities.ⁱ

After June month end (fiscal period 12) is closed as outlined below, Banner provides a special accounting period (fiscal period 14) for yearend adjustments and accruals. Instructions for printing reports that include fiscal period 14 transactions are provided on the General Accounting site (a special parameter is needed).

The timeline below lets you know when any adjusting entries are to be submitted before FY 2016 is closed, and when you can generate budget status reports that include yearend adjusting and accrual transactions.

Important dates related to FY 2016 yearend closing in Banner Finance:

- July 12th June month end (fiscal period 12) closes. Wait for email announcement from the Banner Finance Users listservⁱⁱ before preparing monthly budget status reports for June. Yearend adjustments and accruals are not yet posted.
- July 22nd Last day for FY 2016 cash JV's between funds; submit JV's to General Accounting by 5 PM 7/20/16.
- July 27th Fiscal period 14 *preliminary* reports may be printed per special instructions; includes adjustments affecting department operating budgets. Wait for email announcement from the Banner Finance Users listserv before preparing preliminary budget status reports at the end of this "soft close" period.
- August 10th General Accounting and other units with fiscal responsibilities complete yearend accruals by 5 PM; these entries affect the general ledger only, not departmental operating budgets.
- August 11th FY 2016 final budget status reports may be printed; see special parameter instructions as noted above. Wait for email announcement from the Banner Finance Users listserv before preparing final budget status reports for June which includes all FP14 transactions (adjustments and yearend accruals).

Special note from EWU Office of Grants & Research Development:

Project Directors are to forward any expense adjustments between departmental funds and grants affecting FY 2016 to the EWU Grants Office by 12 noon on July 6, 2016. This includes copier costs. All expenses must be properly included in the June grant billings that are to be prepared by the Grants Office prior to July 15, 2016. For questions regarding grants, please call 509-359-6567.

If you need assistance with preparing budget status reports in Banner Finance contact General Accounting at 509-359-2467.

ⁱ As a reminder, Banner users with budget authority are required to review their month end budget status reports (FGRBDSC and FGRODTA) for accuracy and completeness. If adjustments are needed, contact EWU General Accounting for assistance with completing the journal voucher form. If you prepare month end budget status reports, please review the special yearend instructions referenced herein.

ⁱⁱ As a Banner Finance user, you should be subscribed to the Banner_Finance_Users listserv. If not, contact Antoinette Burkley in the EWU Controller's Office at 509-359-6816 or via email: aburkley@ewu.edu.