The purpose of this memo is to provide campus personnel who have budgetary/fiscal duties with information regarding Banner Finance fiscal yearend closing activities.1

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.

The timeline below lets you know when any adjusting entries are to be submitted before FY 2012 is closed, and when you can generate budget status reports that include yearend adjusting and accrual transactions.

**Important dates related to FY 2012 yearend closing in Banner Finance:**

- **July 10th** June month end (fiscal period 12) closes. Wait for email announcement to Banner Users listserv before preparing monthly budget status reports for June. Yearend adjustments and accruals are not yet posted.
- **July 27th** Last day for FY 2012 cash JV’s between funds; **submit JV’s to General Accounting by 5 PM 7/25/12**.
- **July 31st** Fiscal period 14 *preliminary* reports may be printed per special instructions; includes any adjustments. Wait for email announcement to Banner Users listserv before preparing preliminary budget status reports for June which includes FP14 transactions (adjustments).
- **August 9th** 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 10th** FY 2012 *final* budget status reports may be printed; see special parameter instructions as noted above. Wait for email announcement to Banner Users listserv before preparing final budget status reports for June which includes 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 2012 to the EWU Grants Office by 4 p.m. on July 5, 2012. 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 16, 2012. For questions regarding grants, please call 509-359-2479.

For questions regarding the fiscal yearend closing timeline or for more information about preparing related reports please contact General Accounting at 509-359-6928.

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1 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 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.