

Wayne State University

Fiscal Operations

Selected Key Dates and Deadlines Fiscal Year-End 2017

- July 25**
(Tuesday) Fiscal Year 2018, accounting period 1 (October) is open in Banner. WayneBuy requisitions and standing IRBs (excluding office supplies) can be committed for FY 2018. **When committing transactions for FY 2018 (this only applies to goods that will be received or services performed during FY18), until October 1, you must manually change the WayneBuy "accounting date" to October 1, 2017 or later.**
- September 7**
(Thursday) All journal voucher requests for adjustments or transfers relating to activity prior to September 1 must be submitted to General Accounting or Sponsored Program Administration for processing.
- September 8**
(Friday) Last day to submit retroactive Change in Labor Distribution and Redistribution (CLDR) forms for changes to be made to FY 2017. This includes forms which are to be sent to Sponsored Program Administration or the Payroll Office. If a 60 Day waiver is necessary, please allow appropriate time to meet this deadline.
- September 11**
(Monday) Deadline date for processing fully approved purchase requisitions using WayneBuy on-line approvals for FY 2017 General Fund transactions. As an exception, Requisitions against enabled vendors which do not require Procurement's approval can be processed up to **September 27, 2017** and will still be encumbered in FY 2017.
- September 18**
(Monday) Last day to data enter Accounts Receivable (A/R) invoices to Banner for FY 2017.

Deadline date for processing fully approved change order requests for FY 2017 General Fund transactions
- September 21**
(Thursday) Documents received in Disbursements by this date for FY 2017 activity are reasonably assured to be processed and expensed in FY 2017. This includes Petty Cash Reimbursements, Special Payment Authorizations (SPAs), IRB's, Travel Expense Reports (TAER), and Purchase Order related vendor invoices. Direct Payment Requests (DPRs) **submitted and approved** by the BAO in Waynebuy for FY 2017 activity by this date are reasonably assured to be processed and expensed in FY 2017. DPRs submitted for FY 2017 activity after this date should continue to use FY 2017 accounting dates up until October 7th (the day prior to the encumbrance roll-forward to FY 2018). While Disbursement's will continue to process all documents up until October 7th, there is no assurance that they will be expensed in FY 2017 if received/submitted after September 21, 2017.
- September 26**
(Tuesday) **Suggested** last day to make ProCard purchases expected to be included in FY 2017. There is no assurance that purchases made after September 26th will be included in FY 2017 as this is determined based on the merchant "post date". (Refer to July 13, 2017 memorandum for additional details)

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- September 30**
(Saturday) Last date for approving open on-line receivers for purchase order goods and services received on or before September 30th. **Please note: This is critical because it allows the related costs to be appropriately expensed in FY 2017.**
- FY 2017 Travel Expense Reports processed in Concur (TravelWayne) must be approved by September 29th, 2017 in the Concur system.
- October 1**
(Sunday) On or after this date, when using Banner on-line query forms to obtain **FY 2017** financial information, **you must manually enter "17"** in the Fiscal Year field of these forms.
- FY 2018 General and Auxiliary approved budgets will be loaded in Banner.
- October 4**
(Wednesday) Last day to submit FY 2017 cash receipts (deposits received prior to 10/1/2017) to the Cashier's Office (or Development for gift deposits) for posting in FY 2017. Pursuant to University policy (APPM 1.7.1 Cash Receipts Regulations), cash receipts should be deposited within two business days.
- FY 2017 Bi-weekly payroll accrual for pay period 20 and five additional days (50%) for pay period 21 will be posted in Banner. (Note: Pay period 20 for 9 Month Faculty salary expenses will post in FY 2018). For more information, please refer to the Year-End Payroll Accrual memo which can be accessed on the Fiscal Operations website at:
http://fisops.wayne.edu/accounting/documents/2017_year_end_payroll_accruals.pdf
- October 8**
(Sunday) Preliminary fiscal 2017 close and roll forward of encumbrances (open commitments), related budgets and general ledger balances from FY 2017 to FY 2018.
- October 9**
(Monday) Final deadline to submit journal voucher requests for adjustments and transfers to General Accounting or Sponsored Program Administration for FY 2017 transactions. Encumbrances, related budgets and general ledger balances that rolled forward will be reflected in Banner for FY 2018. These general ledger balances **are subject to change** until all FY 2017 transactions are complete and the financial statements are finalized (approximately mid-December).
- Important:** From this date forward, when using COGNOS reports to obtain FY 2017 financial information, you must enter period "14" on all reports that require you to specify the accounting period.

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October 20 Final fiscal 2017 closing - financial statement preparation begins.
(Friday)

Mid-December Roll forward of budget balances for non General Fund accounts from FY 2017
(Approximate) to FY 2018.