

Wayne State University Fiscal Operations

Selected Key Dates and Deadlines Fiscal Year-End 2013

- Currently** Fiscal Year 2014, accounting period 1 (October) is open in Banner. WayneBuy requisitions and standing IRBs (excluding office supplies) can currently be committed for FY 2014. **When committing transactions for FY 2014 (this only applies to goods that will be received or services performed during FY14), until October 1, you must manually change the WayneBuy "accounting date" to October 1, 2013 or later.**
- September 6** (Friday) Deadline date for processing fully approved purchase requisitions using WayneBuy on-line approvals for FY 2013 General Fund transactions. As an exception, Requisitions against enabled vendors which do not require Procurement's approval can be processed up to **September 25, 2013** and will still be encumbered in FY 2013.
- 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 9** (Monday) Last day to submit retroactive Change in Labor Distribution and Redistribution (CLDR) forms for changes to be made to FY 2013. 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 16** (Monday) Disbursements Department document deadline for items expected to be expensed in FY 2013. This includes Petty Cash Reimbursements, Special Payment Authorizations (SPA), IRBs, Travel Expense Reports (TAER) Purchase Order related vendor invoices and Direct Payment Requests (DPR). FY 2013 travel expense reports processed in Concur (TravelWayne) must be approved by September 30, 2013 in the Concur system.
- September 20** (Friday) Last day to data enter Accounts Receivable (A/R) invoices to Banner for FY 2013.
- Deadline date for processing fully approved change order requests for FY 2013 General Fund transactions
- September 25** (Wednesday) **Suggested** last day to make ProCard purchases expected to be included in FY 2013. There is no assurance that purchases made after September 25th will be included in FY 2013 as this is determined based on the merchant "post date". (Refer to July 25, 2013 memorandum for additional details)
- September 30** (Monday) 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 2013.**

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- October 1**
(Tuesday) On or after this date, when using Banner on-line query forms to obtain **FY 2013** financial information, **you must manually enter "13"** in the Fiscal Year field of these forms.
- FY 2014 General and Auxiliary approved budgets will be loaded in Banner.
- October 4**
(Friday) Last day to submit FY 2013 cash receipts (deposits received prior to 10/1/2013) to the Cashier's Office (or Development for gift deposits) for posting in FY 2013. Pursuant to University policy (APPM 1.7.1 Cash Receipts Regulations), cash receipts should be deposited within two business days.
- October 7**
(Monday) FY 2013 Bi-weekly payroll accrual for pay period 21 and an additional day (10%) for pay period 22 will be posted in Banner. (Note: Pay period 21 for 9 Month Faculty salary expenses will post in FY 2014). For more information, please refer to the Fiscal Year-End Closing Payroll Accrual memo which can be accessed on the Fiscal Operations website at:
http://fisops.wayne.edu/documents/payroll_accrual_2013.pdf
- October 9**
(Wednesday) Final deadline to submit journal voucher requests for adjustments and transfers to General Accounting or Sponsored Program Administration for FY 2013 transactions.
- October 12**
(Saturday) Preliminary fiscal 2013 close and roll forward of encumbrances (open commitments), related budgets and general ledger balances from FY 2013 to FY 2014.
- October 14**
(Monday) Encumbrances, related budgets and general ledger balances that rolled forward will be reflected in Banner for FY 2014. These general ledger balances **are subject to change** until all FY 2013 transactions are complete and the financial statements are finalized (approximately mid-December).
- Important:** From this date forward, when using COGNOS reports to obtain FY 2013 financial information, you must enter period "14" on all reports that require you to specify the accounting period.
- October 18**
(Friday) Final fiscal 2013 closing - financial statement preparation begins.
- Mid-December**
(Approximate) Roll forward of budget balances for non General Fund accounts from FY 2013 to FY 2014.