

Wayne State University

Fiscal Operations

Selected Key Dates and Deadlines Fiscal Year-End 2018

- July 23**
(Monday) Fiscal Year 2019, accounting period 1 (October) is open in Banner. WayneBuy requisitions and standing IRBs (excluding office supplies) can be committed for FY 2019. **When committing transactions for FY 2019 (this only applies to goods that will be received or services performed during FY19), until October 1, you must manually change the WayneBuy "accounting date" to October 1, 2018 or later.**
- September 7**
(Friday) 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 7**
(Friday) Last day to submit retroactive Change in Labor Distribution and Redistribution (CLDR) forms for changes to be made to FY 2018. 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 10**
(Monday) Deadline date for processing fully approved purchase requisitions using WayneBuy on-line approvals for FY 2018 General Fund transactions. As an exception, Requisitions against enabled vendors which do not require Procurement's approval can be processed up to **September 26, 2018** and will still be encumbered in FY 2018.
- September 17**
(Monday) Last day to data enter Accounts Receivable (A/R) invoices to Banner for FY 2018.
Deadline date for processing fully approved change order requests for FY 2018 General Fund transactions
- September 20**
(Thursday) Documents received in Disbursements by this date for FY 2018 activity are reasonably assured to be processed and expensed in FY 2018. 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 2018 activity by this date are reasonably assured to be processed and expensed in FY 2018. DPRs submitted for FY 2018 activity after this date should continue to use FY 2018 accounting dates up until October 6th (the day prior to the encumbrance roll-forward to FY 2019). While Disbursement's will continue to process all documents up until October 6th, there is no assurance that they will be expensed in FY 2018 if received/ submitted after September 20, 2018.
- September 25**
(Tuesday) **Suggested** last day to make ProCard purchases expected to be included in FY 2018. There is no assurance that purchases made after September 25th will be included in FY 2018 as this is determined based on the merchant "post date". (Refer to July 27, 2018 memorandum for additional details)

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- September 30**
(Sunday) 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 2018.**
- FY 2018 Travel Expense Reports processed in Concur (TravelWayne) must be approved by September 30th, 2018 in the Concur system.
- October 1**
(Monday) On or after this date, when using Banner on-line query forms to obtain **FY 2018** financial information, **you must manually enter "18"** in the Fiscal Year field of these forms.
- FY 2019 General and Auxiliary approved budgets will be loaded in Banner.
- October 4**
(Thursday) Last day to submit FY 2018 cash receipts (deposits physically received on WSU campus prior to 10/1/2018) to the Cashier's Office (or Development for gift deposits) for posting in FY 2018. Pursuant to University policy (APPM 1.7.1 Cash Receipts Regulations), cash receipts should be deposited within two business days. Please Note: **Cash receipts physically received on WSU campus 10/1/18 and after should be included in FY 2019.**
- FY 2018 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 2019). For more information, please refer to the Year-End Payroll Accrual memo which can be accessed on the Fiscal Operations website at:
<https://fisops.wayne.edu/files/fy2018-year-end-payroll-accruals.pdf>
- October 7**
(Sunday) Preliminary fiscal 2018 close and roll forward of encumbrances (open commitments), related budgets and general ledger balances from FY 2018 to FY 2019.
- October 8**
(Monday) Final deadline to submit journal voucher requests for adjustments and transfers to General Accounting or Sponsored Program Administration for FY 2018 transactions. Encumbrances, related budgets and general ledger balances that rolled forward will be reflected in Banner for FY 2019. These general ledger balances **are subject to change** until all FY 2018 transactions are complete and the financial statements are finalized (approximately mid-December).
- Important:** From this date forward, when using COGNOS reports to obtain FY 2018 financial information, you must enter period "14" on all reports that require you to specify the accounting period.

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- October 22** (Monday) Final fiscal 2018 closing - financial statement preparation begins.
- Mid-December** (Approximate) Roll forward of budget balances for non General Fund accounts from FY 2018 to FY 2019.