

Wayne State University Fiscal Operations

Selected Key Dates and Deadlines Fiscal Year-End 2011

- July 15**
(Friday) Fiscal Year 2012, accounting period 1 (October) will be open in Banner. Purchase requisitions and standing IRBs (excluding office supplies) can currently be committed for FY 2012. **When committing transactions for FY 2012, until October 1, you must manually change the Banner "transaction date" to October 1, 2011 or later.**
- August 26**
(Friday) Deadline date for processing fully approved purchase requisitions using Banner on-line approvals for FY 2011 General Fund transactions.
- September 12**
(Monday) Last day to submit retroactive Change in Labor Distribution and Redistribution (CLDR) forms for changes to be made to FY 2011. 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.
- All journal voucher requests for adjustments or transfers relating to activity prior to September 1 must be submitted to General Accounting for processing.
- September 19**
(Monday) Disbursements Department document deadline for items expected to be expensed in FY 2011. This includes Petty Cash Reimbursements, Special Payment Authorizations (SPA), IRBs, Travel Expense Reports (TAER) and Purchase Order related vendor invoices.
- September 22**
(Thursday) Last day to data enter Accounts Receivable (A/R) invoices to Banner for FY 2011.
- Deadline date for processing fully approved change order requests for FY 2011 General Fund transactions
- September 27**
(Tuesday) **Suggested** last day to make ProCard purchases expected to be included in FY 2011. There is no assurance that purchases made after September 27 will be included in FY 2011 based on the merchant "post date". (Refer to June 15, 2011 memorandum for additional details)
- September 30**
(Friday) 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 2011.**

Wayne State University Fiscal Operations

Selected Key Dates and Deadlines Fiscal Year-End 2011

- October 1**
(Saturday) On or after this date, when using Banner on-line query forms to obtain **FY 2011** financial information, **you must manually enter "11"** in the Fiscal Year field of these forms.
- FY 2012 General and Auxiliary approved budgets will be loaded in Banner.
- October 4**
(Tuesday) Last day to submit FY 2011 cash receipts (deposits received prior to 10/1/2011) to the Cashier's Office (or Development for gift deposits) for posting in FY 2011. Pursuant to University policy (APPM 1.7.1 Cash Receipts Regulations), cash receipts should be deposited within two business days.
- October 10**
(Monday) FY 2011 Bi-weekly payroll accrual for pay period 21 will be posted in Banner. (Note: Pay period 20 for 9 Month Faculty salary expenses will post in FY 2012). 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_2011.pdf
- October 12**
(Wednesday) Final deadline to submit journal voucher requests for adjustments and transfers to General Accounting for FY 2011 transactions.
- October 15**
(Saturday) Preliminary fiscal 2011 close and roll forward of encumbrances (open commitments), related budgets and general ledger balances from FY 2011 to FY 2012.
- October 17**
(Monday) Encumbrances, related budgets and general ledger balances that rolled forward will be reflected in Banner for FY 2012. These general ledger balances **are subject to change** until all FY 2011 transactions are complete and the financial statements are finalized (approximately mid-December).
- October 17**
(Monday) **Important:** From this date forward, when using COGNOS reports to obtain FY 2011 financial information, you must enter period "14" on all reports that require you to specify the accounting period.
- October 19**
(Wednesday) Final fiscal 2011 closing - financial statement preparation begins.
- Mid-December**
(Approximate) Roll forward of budget balances for non General Fund accounts from FY 2011 to FY 2012.