

# Wayne State University Fiscal Operations

## Selected Key Dates and Deadlines Fiscal Year-End 2012

- July 27**  
(Friday) Fiscal Year 2013, accounting period 1 (October) will be open in Banner. WayneBuy requisitions and standing IRBs (excluding office supplies) can currently be committed for FY 2013. **When committing transactions for FY 2013 (this only applies to goods that will be received or services performed during FY13), until October 1, you must manually change the WayneBuy "accounting date" to October 1, 2012 or later.**
- August 24**  
(Friday) Deadline date for processing fully approved purchase requisitions using WayneBuy on-line approvals for FY 2012 General Fund transactions.
- September 10**  
(Monday) Last day to submit retroactive Change in Labor Distribution and Redistribution (CLDR) forms for changes to be made to FY 2012. 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 17**  
(Monday) Disbursements Department document deadline for items expected to be expensed in FY 2012. This includes Petty Cash Reimbursements, Special Payment Authorizations (SPA), IRBs, Travel Expense Reports (TAER) and Purchase Order related vendor invoices. FY 2012 travel expense reports processed in Concur (TravelWayne) must be approved by September 28, 2012 in the Concur system.
- September 20**  
(Thursday) Last day to data enter Accounts Receivable (A/R) invoices to Banner for FY 2012.
- September 21**  
(Friday) Deadline date for processing fully approved change order requests for FY 2012 General Fund transactions
- September 25**  
(Tuesday) **Suggested** last day to make ProCard purchases expected to be included in FY 2012. There is no assurance that purchases made after September 25th will be included in FY 2012 as this is determined based on the merchant "post date". (Refer to July 30, 2012 memorandum for additional details)
- September 28**  
(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 2012.**

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- October 1**  
(Monday) On or after this date, when using Banner on-line query forms to obtain **FY 2012** financial information, **you must manually enter "12"** in the Fiscal Year field of these forms.
- FY 2013 General and Auxiliary approved budgets will be loaded in Banner.
- October 4**  
(Thursday) Last day to submit FY 2012 cash receipts (deposits received prior to 10/1/2012) to the Cashier's Office (or Development for gift deposits) for posting in FY 2012. Pursuant to University policy (APPM 1.7.1 Cash Receipts Regulations), cash receipts should be deposited within two business days.
- October 8**  
(Monday) FY 2012 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 2013). 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\\_2012.pdf](http://fisops.wayne.edu/documents/payroll_accrual_2012.pdf)
- October 10**  
(Wednesday) Final deadline to submit journal voucher requests for adjustments and transfers to General Accounting for FY 2012 transactions.
- October 13**  
(Saturday) Preliminary fiscal 2012 close and roll forward of encumbrances (open commitments), related budgets and general ledger balances from FY 2012 to FY 2013.
- October 15**  
(Monday) Encumbrances, related budgets and general ledger balances that rolled forward will be reflected in Banner for FY 2013. These general ledger balances **are subject to change** until all FY 2012 transactions are complete and the financial statements are finalized (approximately mid-December).
- Important:** From this date forward, when using COGNOS reports to obtain FY 2012 financial information, you must enter period "14" on all reports that require you to specify the accounting period.
- October 19**  
(Friday) Final fiscal 2012 closing - financial statement preparation begins.
- Mid-December**  
(Approximate) Roll forward of budget balances for non General Fund accounts from FY 2012 to FY 2013.