

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2021 Fiscal Year-End Information



**University
of Idaho**

Banner Finance Help

General Accounting
Admin Building 217
885-2130
gnrlacctg@uidaho.edu

Important Notes

- The comprehensive “Year End Calendar” is available online from General Accounting’s web page at: <https://www.uidaho.edu/finance/controller/general-accounting>
- The first day to enter FY22 purchasing requisitions is **June 1, 2021**.
- Review incomplete documents. Our goal is to process or delete all old incomplete JV’s by **July 7, 2021**. To determine if you have any run FGRIDOC for your user ID.
- Labor redistributions (payroll cost transfers) need to be entered into the system by June 18, 2021.
- Please review your accounts by **JUNE 30, 2021**. Submit corrections so adjustments can be made prior to the fiscal year end. All requests for corrections to departmental charges and revenues must be entered in Banner by July 7, 2021.
- Please monitor your approval queues closely during June and early July to keep invoices and adjustments flowing smoothly through our system. July 7, 2021 is the last day for departments to enter non payroll cost transfers and journal entries adjustments. You may want to check your queue 3-4 times per day.

Most Frequently Asked Questions

- **What determines which year is charged for a transaction?** Revenues are recorded when earned and expenses when an obligation is incurred, as required by the accrual basis of accounting. If delivery/receipt of goods and services is on or before June 30, the revenues/expenses is applied to the current year (FY21). If the transaction occurred after June 30, recognition occurs in the new year.
- **What will happen to the encumbrances at year-end?** All open encumbrances will be rolled at year-end. Accounts Payable will close blanket PO’s in June with May invoices. Encumbrances under \$50 and blanket PO’s will be closed on or before July 9th.
- **Where do I go for help?** Please refer to this brochure for a listing of contact people. If you cannot find the information you need, please call General Accounting at 885-2130 or e-mail gnrlacctg@uidaho.edu

Chronological Departmental Deadlines for FY21

- 6/01/21:** First day to enter FY22 RQ's and PO's.
- 6/04/21:** Last day to enter FY21 PO's for items that will be received by June 30.
- 6/07/21:** Run Argos Outstanding Encumbrances Report and notify Accounts Payable of encumbrances that are no longer needed.
- 6/18/2:** Last day for FY21 Labor Redistributions to be entered into system.
- 6/30/21:** All Chrome River expense documents to be completed.
 All FY21 gifts on "Give to UI" site, Gift Administration Office.
 All Accounts Receivable charges are due to the cashiers by 10 a.m.
 All FY21 petty cash is due to cashiers at the Pitman by 12 pm
 All FY21 cash to be deposited is due to cashiers at the Pitman by 12 pm
 All FY21 cash or check gifts to be received by Gift Administration by 1pm
 All FY21 in-kind gifts reported to Gift Administration by 1pm
 All FY21 cashier sessions closed by 12 pm
- 7/01/21:** Departments to complete or delete all incomplete JV's.
- 7/05/21: National Holiday Observed**
- 7/07/21:** Last day to submit FY20 invoices to Accounts Payable.
- 7/07/21:** All FY21 IDG journals to be entered and through approvals.
 All departmental requests for non-payroll cost transfers and journal voucher adjustments are due to General Accounting.
 Last day for departments to enter adjustments to Banner.
 Departmental charges for Telephone and Campus Mail to feed to finance.
 Inventory values are due to General Accounting.
- 7/09/21:** Approval queues need to be cleared by 3:00pm.
 Period 12 for 6/30/21 is CLOSED –
 Preliminary month end reports can be run.
- 7/21/21:** CLOSE of FY21 Period 14.
- 7/22/21:** Final month end reports can be run.

Year-End Contact List

<i>Budget Adjustments and Corrections</i>	Budget Office	5-4387
<i>Encumbrance Adjustments & Corrections</i>	Accounts Payable	5-5379
<i>Check Status/Cancellations</i>	Accounts Payable	5-5390
<i>Grants & Contracts</i>	Sponsored Programs	5-6651
<i>Journal Entry</i>	General Accounting	5-2130
<i>Gift Budgeting</i>	UI Foundation	5-6841
<i>Capitalized Assets & Capital Leases</i>	General Accounting	5-4070

General Accounting:

Ron Town	5-2141
Vicki Mowrer	5-2130
Brittni McNeill	5-6105
Joe Groves	5-4070

Payroll Services:

Cretia Bunney	5-0284
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Accounts Payable/P-card/

Travel Management:

Christina Albrigo, Mgr	5-5379
Alice Reyes	5-5390
Cheryl Hatley	5-5399

Office of Sponsored Programs:

Wendy Kerr	5-2147
Heather Nelson	5-6680
Heather Clark	5-8994

Foundation Accounting:

Deb Bell	5-6841
Joseph Charles	5-4601

Student Accounts/Cashiers:

Accounts Receivables	5-7447
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Gift Processing

Purchasing:	Lindsay Lee	5-1091
Julia McIlroy, Dir	5-6116	
Cynthia Adams	5-6116	
Cody Williams	5-6115	