

Date: April 26, 2024

To: Banner Finance Users with Fiscal Responsibilities

From: Ryan Jones
EWU Office of Controller

RE: Banner Finance -- fiscal yearend closing information (FY 2024)

The purpose of this memo is to provide information to the campus community regarding Banner Finance fiscal yearend closing activities, particularly for those personnel who have budgetary responsibilities.ⁱ

After June month end (fiscal period 12) is closed as outlined below, Banner provides a special accounting period (fiscal period 14) for yearend adjustments and accruals. Instructions for printing reports that include fiscal period 14 transactions are provided on the General Accounting site (a special parameter is needed).

The timeline below lets you know when any adjusting entries are to be submitted before FY 2024 is closed, and when you can generate budget status reports that include yearend adjusting and accrual transactions.

Please note that Payroll Action Forms (PAFs) relating to FY24 activity must be submitted to Human Resources by June 15th in order to be processed. PAFs received after that date will be processed in FY25.

Important dates related to FY 2024 yearend closing in Banner Finance (each date is subject to change):

- July 12 June month end (fiscal period 12) closes. Wait for email announcement from the Banner Finance Users listservⁱⁱ before preparing monthly budget status reports for June. Yearend adjustments and accruals are not yet posted.
- July 19 Last day to submit fiscal year 2024 journal vouchers; use the online journal voucher form to enter a JV and have the budget authority approve so that General Accounting will receive it by 5 PM 7/19/24.
- August TBD General Accounting and other units with fiscal responsibilities complete yearend accruals; these entries mostly affect the general ledger only, not departmental operating budgets.
- FY 2024 final budget status reports may be printed after the email announcement from the Banner Finance Users listserv confirming that all FP14 transactions (adjustments and yearend accruals) have been completed.

Special note from EWU Office of Grants & Research Development:

Project Directors are to forward any expense adjustments between departmental funds and grants affecting FY 2024 to the EWU Grants Office no later than 4 pm on Wednesday, July 3, 2024. Project Directors should reach out to all campus departments that they've recently received chargeable services from to determine the amount of any unbilled charges and request the department complete documents to invoice the proper index in FY24 immediately. This includes copier costs, MarCom charges, Event Planning invoices, etc. Vendor invoices must also be obtained for any expenses incurred on or prior to June 30, 2024.

For EWU required yearend accounting, ALL FY24 expenses must be included in the June grant billings that are to be prepared by the Grants Office by July 17, 2024. Please call Morgan Wagner, 509-359-6779 or Kathy Hayes, 509-359-6595 with questions regarding externally funded grant /contract agreements and fiscal year-end accounting cut-off.

ⁱ As a reminder, Banner users with budget authority are required to review their month end budget status reports for accuracy and completeness. Please contact [EWU General Accounting](#) for assistance running finance reports or completing the online journal voucher form.

ⁱⁱ As a Banner Finance user, you should be subscribed to the Banner_Finance_Users listserv. If not, contact the EWU Controller's Office at 509-359-6816.