

GVSU Business and Finance  
Fiscal Year-End  
Important Dates and Deadlines

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May 2018						
S	M	T	W	TH	F	S
		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		

June 2018						
S	M	T	W	TH	F	S
					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

FISCAL YEAR 2017 – 2018: May & June

May 8	Monday	April E-print reports available
<b>May 11</b>	<b>Friday</b>	<b>LAST DAY</b> to submit Travel & Expense forms for travel completed <i>before</i> May 2018
May 14	Monday	Updated May E-print reports available
May 21	Monday	Updated May E-print reports available
May 28	Monday	Memorial Day holiday
May 29	Tuesday	Updated May E-print reports available
June 7	Thursday	May month end close
June 8	Friday	May E-print reports available
<b>June 11</b>	<b>Monday</b>	<b>LAST DAY</b> to submit Travel & Expense forms for travel completed <i>before</i> June 2018 <b>LAST DAY</b> to submit transfer requests for transactions completed before June 2018 Updated June E-print reports available
<b>June 15</b>	<b>Friday</b>	<b>LAST DAY</b> to submit requisitions in Banner for 2017 – 2018. <b>LAST DAY</b> to submit requests to IT for computers and peripherals. <b>Please submit IT requests by 12:00 p.m.</b>
June 18	Monday	Updated June E-print reports available
June 22	Friday	<b>LAST DAY</b> to approve requisitions for inclusion in 2017-2018. All backup documentation to be received in Procurement Services Office. <b>LAST DAY</b> to request new TEMP position numbers for 2017-2018 fiscal year
June 25	Monday	Updated June E-print reports available
<b>June 29</b>	<b>Friday</b>	<b>LAST DAY</b> to submit a check request via OnBase – <b>MUST INCLUDE</b> proper approval and supporting tax documentation (I-9).

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June 2018						
S	M	T	W	TH	F	S
					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 2018						
S	M	T	W	TH	F	S
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					

FISCAL YEAR 2017 – 2018: July

- July 2    Monday    Updated June E-print reports available
- July 4    Wednesday    Holiday break
- July 5    Thursday    LAST DAY to process Pcard re-allocations for the June 2018 billing period  
LAST DAY to submit 2017 – 2018 labor re-distributions**
- July 6    Friday    LAST DAY to submit Travel & Expense forms for travel completed during June 2018  
LAST DAY to submit transfer requests for transactions completed during June 2018  
LAST DAY to approve any remaining 2017 – 2018 invoices in OnBase**
- July 9    Monday    Updated June E-print reports available
- July 13    Friday    **FIRST CLOSE (Period 12 in Banner Self Service)**  
*a) all salary/wage expenses complete and posted in Banner*  
*b) all purchasing card expenses complete and posted in Banner*
- July 16    Monday    FIRST CLOSE E-print REPORTS AVAILABLE
- July 17    Tuesday    LAST DAY to submit corrective and clean-up entries to Accounting or Budget Office**
- July 18    Wednesday    **SECOND CLOSE (Period 12 in Banner Self Service)**  
*a) all indirect costs for grant activity complete and posted in Banner*
- July 19    Thursday    SECOND CLOSE E-print REPORTS AVAILABLE

**P-card transactions posted in Smart Data by June 30 will be included in 2017 – 2018 fiscal year activity.**

FISCAL YEAR 2018 - 2019

**All new purchases made after June 30 will be included in the 2018 – 2019 fiscal year (includes Office Depot and P-card purchases).**

**NOTE: If you are paying a 2018-19 expense prior to June 30 that is greater than \$5000, it will be charged to the 2018-19 budget and will appear on the July E-print report.**

- Week of July 16    Fiscal Year 2018 - 2019 budgets will be loaded in Banner.
- by July month-end close (early August)    Ending balances from FY 2018 will be loaded in Banner (non-general fund)

## TRANSFER REQUEST PROCESSING SCHEDULE FY18

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### DEADLINES FOR FY17-18 REQUESTS:

- **Friday, July 6<sup>th</sup>** – Last day to submit Transfer Requests to Accounting (Requests have to be submitted to accounting from the AP-Approval folder by this date).
- **Monday, July 16<sup>th</sup>** – Last day to submit corrective and clean-up entries if the Initiating and Finalizing departments are the same.

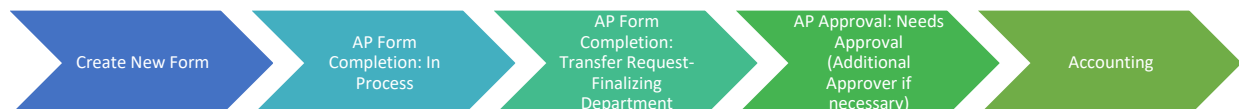
### YEAR-END PROCESSING TIPS:

- Log in to OnBase16 every day and check each of these folders:
  - **AP Form Completion – In Process:** Requests you have initiated and need to send on to the Finalizing department
  - **AP Form Completion – Transfer Request-Finalizing Department:** Requests you need to complete the Finalizing department information and submit for approval
  - **AP Approval – Needs Approval:** Requests you need to approve and submit to accounting, or send on for additional approval. The department who is being charged/giving up funds will have to do the final approval. Depending on which purpose was chosen, you may be the final approver even if you initiated the request. Requests must be finalized/submitted here to make it to Accounting for posting.
  - **AP Approval – Additional Approver:** Requests that have been sent to you for additional approval and need to be approved and submitted to Accounting
  - **AP Form Completion – Corrections:** Requests that have not passed the FOAPAL validation process or signature authority test and need to be corrected
- Specify if the entry is intended for the next fiscal year by typing FY18-19 in the explanation.
  - Transfer Requests received by Accounting on or before July 16, 2018 will be posted to FY17-18 by default unless it is clear it is for a FY18-19 transaction.

### RESOURCES FOR DETAILED INFORMATION ON PROCESSING YOUR REQUESTS (CLICK TO OPEN HYPERLINK):

- [General OnBase Resources](#)
- [Department Transfer Request Web User Guide](#)
- [AP Approval Web User Guide](#)
- [AP Form Completion Web User Guide](#)

### TRANSFER REQUEST LIFE CYCLE:



**GVSU Business and Finance  
Contact Directory**

<b>Area</b>	<b>Contact</b>	<b>Phone</b>
Accounting – Designated Funds	Brenda Lindberg	12201
Accounting – General Fund & Agency Funds	Terra Muckenthaler	18118
Accounting – Plant Funds	Andrea Westdorp	18030
Accounting – Endowment Funds	Audra Courtade	18124
Accounting – Auxiliary Funds	Andrea Westdorp	18030
Accounting – Restricted Funds (Grants)	Martha Moore	12204
Accounting – Restricted Funds (Grants )	Jennifer Kamradt	12205
Accounting – Restricted Funds (Other)	Jennifer Kamradt	12205
Banner Access and Approval Levels	Stacey Lefevre	12892
Budget Office – Base Budget	Terri Suess	12234
Budget Office – Working Budget	Davidpaul Lemmen	12396
Budget Office – Position #s (Base Hourly)	Davidpaul Lemmen	12396
Budget Office – Position #s (Base Faculty & EAP)	Terri Suess	12234
Budget Office – Position #s (Adjunct, Temp, Call-in, Student)	Kay Klosowski	12831
E-print Reports	Brenda Lindberg	12201
FOAPs (new and changes)	Stacey Lefevre	12892
Invoice Processing	Julie DeVecht	12202
Invoice Processing	Kathleen Loreth	18010
Invoice Processing	Cathie Richter	13021
Payroll	Payroll Office	12237
Procurement Services	Heather White	12280
Purchasing Cards	Kip Smalligan	13211
Reception Desk	Roxie Host	12252
Requisitions	Tonya Valencia	12257
Transfer Requests	Brenda Lindberg	12201
Transfer Requests	Terra Muckenthaler	18118
Travel and Expense Reimbursements	Kim Suber	12203