

FY07-08 Year End Process Reminders

please refer to OYNY document for detailed instructions; and watch for HR email reminder notices and on the Banner HR website

Date	FINANCE	HR
NOW	<p>Clear up any open documents, Complete or remove any open JV/INV/REQ/ENC/PO. Close any PO or standing order that you don't want carried forward into the new year.</p> <p>Review Deficit Fund Balances</p>	<p>Enter any known FY07 EPAFs and ensure they are updated prior to June 15th. Remember, many EPAF adjustments when rolled in NZAWBUD may effect the current budget and a balancing adjustment may be needed.</p> <p>Review and process any labor distribution (PHAREDS) needed for FY07 including undistributed salaries.</p> <p>Be sure labor distributions are correct and any changes done in NZAWBUD are properly reflected in the JOBS record (time-sheet orgs/foapals)</p> <p>Review labor distributions for College Work Study to ensure that the 7/1 JOBS record distribution is the correct FY08 fund - 184FW8; complete a labor distribution change EPAF if needed.</p> <p>Enter requests for NWACOMP transactions for outstanding introductory increases, reclassifications, equity increases, etc.</p>
13-Jun Wed	Last day to enter Internal Purchase Orders (PBORs/PBADs)	
15-Jun Friday	<p>Requisitions- last day for entry of non-grant/plant fund (PO's must be approved by Purchasing by 6/29)</p> <p style="text-align: right;">~4:30</p> <p>Finance will Shut Down to all processing</p>	<p>7/1 JOBS records will be created. NOPEAMA will be shut down for ~1 hour (a reminder will be sent when this occurs).</p> <p>PREP Position BASE values will no longer refresh in NZAWBUD. Any adjustments to position budgets will need to be done in the new year via NWAPBAD.</p> <p>HR will Shut Down to all processing</p>
15-21 Jun Friday-Thursday		<p>⚠ <u>Any EPAF entered for FY07 changes</u>; the 7/1 JOBS record will need to be removed by HR before the EPAF can be updated. Other EPAF's may need HR assistance to process.</p>
20-Jun Wed	Last day to enter Internal Invoices (IVRV/IVEXs) (these must be approved by June 22nd by 4:00pm)	
22-Jun Friday	<p>Last day to enter Change Orders (must be approved by June 29 to be properly managed in the carryforward process)</p> <p>Last day for central offices to approve Internal Invoices (IVRV/IVEXs)</p> <p style="text-align: right;">12:00</p> <p style="text-align: right;">1:30</p> <p style="text-align: right;">4:00</p> <p>Finance will Shut Down to all processing</p>	<p>HR Roll Process for FY08 will BEGIN !</p> <p>7/1 JOBS records and 7/1 Labor Distribution lines will be created. NOPEAMA will be shut down for ~1 hour (a reminder will be sent when this occurs)</p> <p>Contract dates are rolled to the new year dates.</p> <p>⚠ At Noon: EPAF processing for Payroll (B1-13) and any other EPAFs for FY07 will close to users. No changes to B1 employees will be able to occur until after July 1st.</p> <p>At 1:30: Any EPAF that is "<u>approved</u>" status will be processed. Any EPAF that is "<u>pending</u>" will be returned to the user and need to be processed at a later date. Any EPAF that is "<u>waiting</u>" will be deleted.</p> <p>HR will Shut Down to all processing</p>
23-Jun Saturday	FY08 is Open.	
	<p>FY08 Finance Budgets posted to Banner.</p> <p>July open- Requisitions and POs for FY08 can be processed.</p>	<p>FY08 HR budgets will be posted to Finance.</p> <p>⚠ Any changes to a person's JOBS record with an effective date in JUNE (FY07)- please contact HR directly on how to process.</p> <p>Sat-Thurs: B1-13 payroll will process. (pay date of 6/29/07)</p>
June 25-29 Monday-Friday	Internal POs will be closed.	

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Date		FINANCE	HR
25-Jun	Monday	Final FY07 AP Check run	
26-Jun	Tues	Last day for IV feeds to finance for FY07	
29-Jun	Friday	<p>Pcard cut off for FY07 charges</p> <p>12:00 Grant/Plant Req's must be approved. All other OY Req's in approvals or incomplete will be disapproved.</p> <p>2:30</p> <p>3:00 Document approval deadline for central offices- check NSF documents- includes Plant/Grant fund documents. Any document remaining in approvals or incomplete will be disapproved.</p> <p>4:00 Finance will Shut Down to all processing</p>	<p>⚠ Early deadline for B2-13 payroll for holiday timeline. EPAF and PDAEDN deadlines at 8:00am; PHATIME deadline at 4:00pm</p> <p>Last chance to process PHAREDS and have adjustments post to FY07 finance. PHAREDS will close and be shut down until July 16th. Any critical adjustments needed during this time should be forwarded to Payroll.</p> <p>HR will Shut Down to all processing</p>
2-Jul	Monday	FY08 is HERE	
		<p>Any necessary document disapproved on June 30th for FY07 will need to be reposted or removed</p> <p>INVOICE Documents for FY07 should be coded using the FY07 document number and the current date (defaults in). The <u>vendor invoice date entered should be June</u> to be considered an Old Year invoice. An overnight process will reverse these approved documents into the FY07 financial data.</p> <p>JV Documents for FY07 should be coded using the FY07 document number and <u>June 30th</u> transaction date.</p> <p>eVents system activity processed through June 30 will feed to finance.</p>	HR encumbrances for FY07 will remain open until B2-13 payroll has been successfully posted.
3-Jul	Tues	<p>Telecom FY08 internal purchases (PBOR's) seeded to finance.</p> <p>Last Student AR feed for FY07 to Finance for activity through June 30.</p>	
5-Jul	Thurs		B2-13 Payroll is posted to finance. This is the last B2 payroll for FY07 (not a split year payroll- entirely FY07)
6-Jul	Fri	Last FY07 feed from the Alumni Subsystems (UNH/UNHF Datatel system) for activity through June 30	All FY07 HR encumbrances are closed
11-Jul	Wed	⚠ Final day to enter any FY07 documents *invoices and JV's* (also applies to Grant/Plant funds)	
13-Jul	Friday	<p>Grant/Plant budget roll into FY08 at close of business today.</p> <p>Mail Services FY08 internal purchases (PBOR's) seeded to finance</p> <p>⚠ Final day to approve FY07 documents by central offices (including NSF's).</p> <p>13th month closes</p>	
16-Jul	Monday		PHAREDS will re-open to users. Any adjustment needed to FY07 HR data will reflect in FY08 Finance.