

Year End Schedule 2008

The University is prohibited from having a cash deficit at the end of the year. Therefore, the year end expenditure process is managed to insure that all cash balances remain positive. To accomplish this and provide departments the opportunity to manage their budgets more effectively the following schedule is established. If you have any questions concerning the schedule please contact Jim Satterwhite 8-5470 jasatter@vcu.edu or Patricia Perkins 8-5474 prperkins@vcu.edu or Banner Finance Help Line 8-0388.

Dates are subject to change to accommodate deadlines established by the Department of Accounts of the Commonwealth of Virginia.

June 16	Close of business	Deadline to submit invoices to Accounts Payable to ensure processing in FY 08
June 18	Close of business	Decentralized service center billing deadline - No additional FY 08 charges after this date
June 23	Close of business	GE MasterCard transactions for May 16-June 16 will be posted no later than June 23.
June 24	Close of business	Last day to process changes to purchase orders
June 24	Close of business	Last day to create purchase orders in eVA if the vendor is new
June 26	Close of business	Last day to create purchase orders in eVA for existing vendors
June 30	Noon	Cashier close for FY 08. All deposits after noon will be recorded in FY 09. Deadline for departments to enter PHAREDS adjustments.
June 30	4:00 p.m.	System will come down at 4:00 pm When keying journal entries, please keep in mind that approvals must be completed for the entries to post.
July 1		Banner Finance system will not be available so that year-end processing can be completed.
July 2-3		VP offices should forward significant current budget reallocation entries to the Controller's Office at finsecurity@vcu.edu .
July 7-8		VP offices should forward any additional requests for current budget reallocations to the Budget Office for approval.
July 11		E~print reports will be available.