

Year End Schedule 2012

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 the Banner Finance Help Line at 828-0388.

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

March 31 Close of business	Cut-off for creating the base file for FY 13 budget implementation. Permanent budget reallocations after this date will not be included in FY 13 budget implementation
June 12 Close of business	Deadline to submit invoices to Accounts Payable to ensure processing in FY 12
June 22 Close of business	Decentralized service center billing deadline – No additional FY 12 charges after this date
June 26 Close of business	Deadline to process changes to purchase orders in eVA
June 26 Close of business	BOA Visa transactions for May 16-June 15 will be posted no later than June 26
June 28 Close of business	Deadline to create FY2012 purchase orders (PO's) in eVA Note: As time permits, PO's and invoices with 3-way match will process through June 29
June 28 Close of business	Deadline for departments to enter PHAREDS adjustments
June 29 2:30 PM	Deadline to enter receiving transactions into Banner
June 29 5:00 PM	Banner Finance system will come down at 5:00 PM Note: Journal entries must be approved for the entries to post in FY 12
June 30	Banner Finance system will not be available for update so that year-end processing can be completed
June 29 Close of business	Cashier closes for FY 12
July 5-7	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 request for current budget allocations to the Budget Office for approval
July 12	E-print reports will be available