

**Year End Schedule 2017**

The University is prohibited from having a cash deficit at the end of the year. Therefore, the year-end expenditure process is managed to ensure 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 files for FY 18 budget implementation. Permanent budget reallocations after this date will not be included in FY 18 budget implementation
June 16	4:30 PM	Invoices submitted to Accounts Payable after this time are at risk of not being processed in FY 17
June 22	Close of business	Last day to create new funds and orgs
June 22	Close of business	Final supplemental payroll, if needed, will be posted
June 23	Close of business	Decentralized service center billing deadline – No additional FY 17 charges after this date
June 23	Close of business	Last day for travel encumbrances to post.
June 23	Close of business	Deadline to process changes to purchase orders in Eva
June 23	Close of business	Deadline for departments to enter PHAREDS adjustments
June 26	Close of business	BOA Procurement Card transactions for May 16-June 15 will be posted.
June 26	5:00 PM	Deadline to create FY2017 purchase orders (PO's) in eVA <b>Note:</b> As time permits, PO's and invoices with 3-way match will process for payment through 1:00pm on June 30
June 30	12:00 PM	Cashier closes for FY 17
June 30	12:00 PM	Deadline to enter receiving transactions into Banner
June 30	12:00 PM	FY17 Check processing complete
June 30	3:00 PM	Transaction approval authority for Banner Finance users will be removed at 3:00 PM; inquiry access remains in place <b>Note:</b> Journal entries must be approved for the entries to post in FY 17
July 3		Banner Finance system will be available for inquiry only so that year-end processing can be completed
July 3		VP offices should forward significant current budget reallocation entries to the Controller's Office at <a href="mailto:finsecurity@vcu.edu">finsecurity@vcu.edu</a>
July 6-7		VP Offices should forward any additional request for current budget allocations to the Budget Office for approval

July 7

E-print reports will be available