

Date: April 24, 2025

To: Banner Finance Users with Fiscal Responsibilities

From: Ryan Jones
EWU Office of Controller

RE: Banner Finance -- fiscal yearend closing information (FY 2025)

The purpose of this memo is to provide information to the campus community regarding Banner Finance fiscal yearend closing activities, particularly for those personnel who have budgetary responsibilities.ⁱ

After June month end (fiscal period 12) is closed as outlined below, Banner provides a special accounting period (fiscal period 14) for yearend adjustments and accruals.

The timeline below outlines when adjusting entries are to be submitted before FY 2025 is closed, and when reports can be generated to include yearend adjusting and accrual transactions.

Please note that Payroll Action Forms (PAFs) relating to FY25 activity must be submitted to Human Resources by June 20th in order to be processed in FY25.

Important dates related to FY 2025 yearend closing in Banner Finance (each date is subject to change):

- July 10 June month end (fiscal period 12) closes. Wait for email announcement from the Banner Finance Users email ⁱⁱ before preparing monthly budget status reports for June. Yearend adjustments and accruals are not yet posted.
- July 18 Last day to submit fiscal year 2025 journal vouchers; use the online journal voucher form to enter a JV and have the budget authority approve so that General Accounting will receive it by end of day 7/18/25.
- August TBD General Accounting and other units with fiscal responsibilities complete yearend accruals; these entries mostly affect the general ledger only, not departmental operating budgets.
- FY 2025 final budget status reports may be printed after the email announcement from the Banner Finance Users email group confirming that all FP14 transactions (adjustments and yearend accruals) have been completed.

Special note from EWU Office of Grants & Research Development:

Project Directors are to forward any expense adjustments between departmental funds and grants affecting FY 2025 to the EWU Grants Office no later than 4 pm on Wednesday, July 3, 2025. Project Directors should reach out to all campus departments that they've recently received chargeable services from to determine the amount of any unbilled charges and request the department complete documents to invoice the proper index in FY25 immediately. This includes copier costs, MarCom charges, Event Planning invoices, etc. Vendor invoices must also be obtained for any expenses incurred on or prior to June 30, 2025.

For EWU required yearend accounting, ALL FY25 expenses must be included in the June grant billings that are to be prepared by the Grants Office by July 17, 2025. Please call Morgan Wagner, 509-359-6779 or Ty Baxter-Howard, 509-359-6559 with questions regarding externally funded grant /contract agreements and fiscal year-end accounting cut-off.

ⁱ As a reminder, Banner users with budget authority are required to review their month end budget status reports for accuracy and completeness. Please contact [EWU General Accounting](#) for assistance running finance reports or completing the online journal voucher form.

ⁱⁱ As a Banner Finance user, you should be subscribed to the Banner_Finance_Users email group. If not, contact the EWU Controller's Office at 509-359-6816.