

FY06-07 YEAR-END CLOSING DEPARTMENTAL DEADLINES - ALL DEPARTMENTS

DATE	Area	Description	Contact	Ext	e-mail	location
Monday, June 11, 2007	Payroll	HRIS: New employment contracts, deduction changes, May and prior Timesheets, Labor Distributions, and Leave Rosters.	Pam Hutchins	5-5990	babbb@pdx.edu	302 USB
Monday, June 18, 2007	Payroll	HRIS: June hourly web timesheet approval and hourly employee paper timesheets.	Pam Hutchins	5-5990	babbb@pdx.edu	302 USB
Friday, June 22, 2007	Cashier's	A/R: Turn in documentation for legitimate Accounts Receivable (\$\$ owed to department) to Cashiers office	Debbie Brackeen	5-5453	bracked@pdx.edu	179 NH
Friday, June 29, 2007	Cashier's	CASH: Turn in all cash received in the department by NOON today	Lisa Whedon	5-3743	whedonl@pdx.edu	178 NH
Friday, June 29, 2007	Cashier's	Cash Paid Outs: All reimbursements handled as cash paid outs must be turned in by NOON today. Otherwise they must be handled through the formal Personal Reimbursement process.	Lisa Whedon	5-3743	whedonl@pdx.edu	178 NH
*****STARTING JULY 1st, ALL BANNER INPUT FOR FY07 MUST USE A 30-JUN-2007 TRANSACTION DATE *****						
Thursday, July 5, 2007	BO-DA	Interinstitutional Journal Vouchers (between OUS institutions), delivery to BAO - Departmental Accounting	Asli Berhane	5-4351	asli@pdx.edu	NH 12A
Friday, July 6, 2007	BO-SAS	NOON deadline: Personal Reimbursement forms, deliver to Specialized Accounting Services	Kathy Abernathy	5-4731	abernak@pdx.edu	NH 12A
Friday, July 6, 2007	BO-SAS	NOON deadline: Travel Reimbursement forms, deliver to Specialized Accounting Services	Jackie Tran Vo	5-3733	tranja@pdx.edu	NH 12A
Friday, July 6, 2007	BO-SAS	NOON deadline: Fixed Asset invoices (account codes 40101, other 4xxxx or A8xxx) to Specialized Accounting Services.	Lisa Guerrero	5-3109	sablan@pdx.edu	NH 12A
Monday, July 9, 2007	BO-SAS	NOON deadline: all other INVOICE input, departmental approval, and delivery to Specialized Accounting Services	Kathy Abernathy	5-4731	abernak@pdx.edu	NH 12A
Monday, July 9, 2007	FADM (Budget)	NOON deadline: budget adjustment JV's	Susan Dodd	5-5096	dodds@pdx.edu	XSB 219
Monday, July 9, 2007	BO-DO	NOON deadline: VISA and COSTCO redistribution JV's	Myron Roberts	5-5092	robertsm@pdx.edu	NH 167c
Monday, July 9, 2007	BO-DO	NOON deadline: interdepartmental billings	Myron Roberts	5-5092	robertsm@pdx.edu	NH 167c
Monday, July 9, 2007	BO-DO	NOON deadline: JV corrections	Myron Roberts	5-5092	robertsm@pdx.edu	NH 167c
Wednesday, July 11, 2007	BO-DO	5:00 PM deadline: departments locked out of Banner	Myron Roberts	5-5092	robertsm@pdx.edu	NH 167c
Wednesday, July 25, 2007	BO-DO	5:00 PM deadline: Period 14 final close. Departments must have someone available for questions regarding their departmental accounts throughout the month of July until period 14 is closed	Myron Roberts	5-5092	robertsm@pdx.edu	NH 167c