**FOR INTERNAL ACCOUNTANTS ONLY**

### FYE 2017 BANNER – SABHRS ACCOUNTING TIMELINES

#### BANNER

- **6/23**  
  Last day for FY17 Warrant Cancellations 3PM Deadline

- **6/22**  
  Last day to submit Warrant Cancellations to UM Bus Services Accounts Payable.

- **7/11**  
  Last day for FY17 IU transactions with DPHHS.

- **7/7**  
  12:00 Noon Target last day for BusSrvcs (Internal) & Affiliated Campuses to enter FY17 Invoices.

- **7/8**  
  Last day to correct Cash Receipt Deposits using FGADSCR 7/1 – 7/7

- **7/13**  
  Last day for FY17 AR transactions

- **7/17**  
  Last day for FY17 AP transactions and suggested last day to initiate IU Journals.

- **7/18**  
  Last day to respond to IU Journals from other agencies using the IU Pool Accounts.

- **7/19**  
  General Ledger and Encumbrance Roll completed and FP14 (accrual period) opens.

- **7/20**  
  Deadline for accountants to clear IU Pool Accounts in Banner.

- **7/24**  
  Last day to enter GL Adjusting and Correcting Entries IN SABHRS

- **7/25**  
  FY17 closing processes begin in SABHRS.

#### SABHRS

- **6/23**  
  Banner FP12 closes. (FP12 June 1 - July 7)

- **7/5**  
  Only Banner FP14 open as of 7/10.

- **7/10**  
  Banner FP14 July 10 – August 8 (Authorized Users Only.)

- **7/21**  
  NO Banner initiated journals entered for FY17 – all entries must be SABHRS first. (If special circumstances require Banner first entries, contact Systems prior to 10:00 a.m. – a special FNASTATE interface would need to be run.)

- **7/25**  
  Enter final Backdoor SABHRS activity in Banner. (Dependent upon completion of SABHRS final close.)

- **7/26**  

- **8/8**  
  Banner and SABHRS reconciled. Accrual Period Closes. FY17 is officially closed.

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