

UNIVERSITY of
NORTHERN COLORADO



Financial Services

M E M O R A N D U M

TO: EIO Users
FROM: Lacey Snyder
DATE: April 3, 2018
RE: EIO Year-end Processing Deadlines

Hello everyone,

Please make note of the following time frames for processing EIO transactions for FY18 year-end:

<u>Date</u>	<u>Description</u>
June 29, 2018	EIO's for FY18 transactions must be submitted to Banner by the close of business on Friday, June 29, 2018
July 1, 2018	EIO's submitted to Banner on or after July 1, 2018 are FY19 transactions regardless of the dates the EIO's were created
July 5, 2018	EIO's submitted to Banner in June must be approved in Banner by noon on July 05, 2018 in order to post in FY18
July 05, 2018	All EIO's submitted to Banner in June and NOT approved in Banner by noon on July 05, 2018 roll to FY19 transactions

Any FY18 EIO's that could not be processed within these time frames but must be recorded in FY18 can be voided and processed using a journal entry. However, the deadline for this type of journal entry is noon on July 05, 2018.

Please contact Noelle Sanchez in General Accounting at 351-1827 if you will need to void an EIO and process it as a journal entry and for any other assistance with year-end EIO processing.