

Year-End Training

FISCAL

YEAR

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ODU Office of Finance



OLD DOMINION
UNIVERSITY



Summary of Key Dates



Review the FYE Calendar Specifics [HERE](#).

- **June 13, 2025:**
 - Vendor Payments/Receiving
 - Travel
 - Purchasing Card (PCard)
 - Financial Forms (IDTs/Journal Vouchers)
- **June 17, 2025:**
 - Budget Adjustments
- **June 20, 2025:**
 - ASRs

Year-End Process Overview

• Banner Closeout

- Cash Closing
- Encumbrance
- Final Close/Operating Account Close

• Budget Responsibilities

- Review budget screens/reports
 - Banner, Insight, ePrint
 - *Trainings available [online!](#)*
 - *One-on-Ones available too!*
Contact [ME!](#)
- Ensure actions by applicable cutoff dates
 - [Check the FYE Closing Calendar!](#)





ODU Fiscal Year July 1 – June 30



Fiscal Year-End Deadlines

Fiscal Closing Calendar

The Office of Finance is responsible for coordinating and preparing procedures for fiscal year-end closing. The procedures include deadlines for purchasing activities, receipt of goods and services, processing budget adjustments, departmental deposits, payroll deadlines, and additional information for the fiscal year-end closing. The FY25 Year-End Closing Calendar contains complete financial deadlines for the fiscal year.

Year-end closing requires the coordination of all purchasing activities, budget, and financial planning. Units are responsible for submitting required documents to Procurement Services, Office of Financial Planning, Human Resources and the Office of Finance by all published deadlines. Each Budget Unit is responsible for assisting budget units by processing the **approved and compliant** requested items in a timely manner.

Your assistance with this process is critical.

Please pay special attention to the deadlines for receipt of goods and/or services to be paid from FY25. No exceptions will be made to posted deadlines for each department/area. **If items are not received by the posted deadlines, they will post to the new Fiscal Year.**

Please allow sufficient time for delivery of goods and/or services when ordering.

Each Budget Unit Director should review the deadlines and procedures to ensure that published deadlines are

- Budget Units must submit to Financial Services Departments by posted deadlines to ensure proper FYE Closing!
- Available January/February each year
- Found online at:
<https://www.odu.edu/finance/controllers-office/year-end-deadlines>
 - *Outlook Calendar also available with weekly reminders built-in!*
 - ★ *May be downloaded directly to your computer (like our Holiday calendars are each year!)*
 - *See Webpage above or visit FIG Team to add!*
 - *May also be found on our website for download on the page referenced above.*

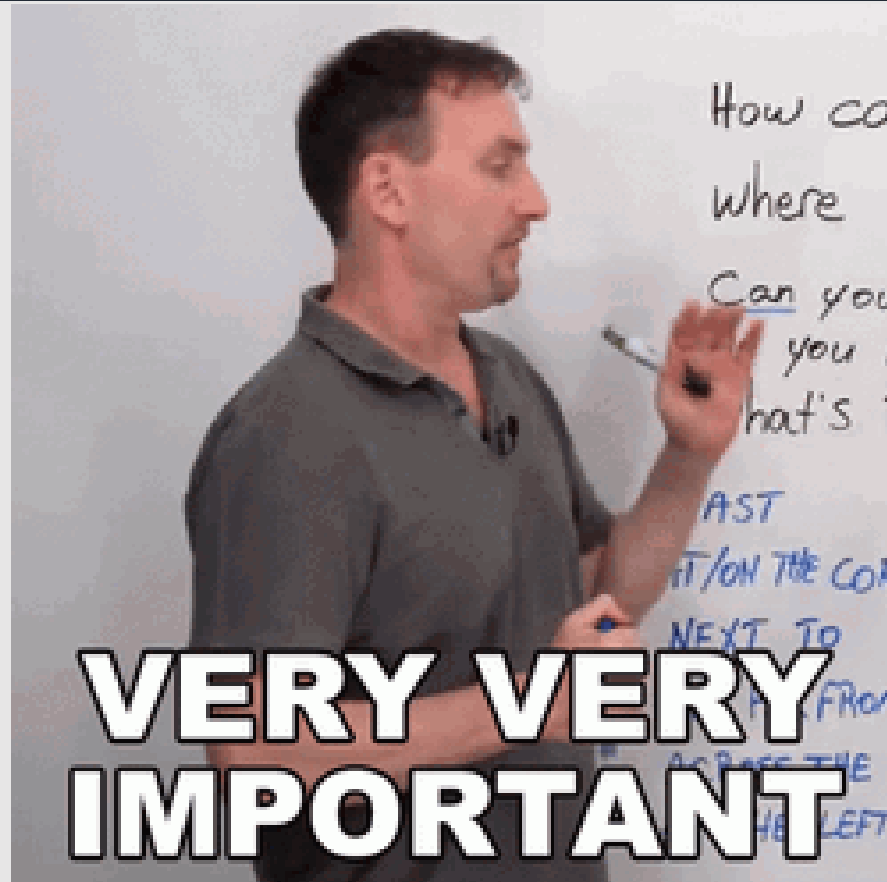
 [2003 Rollins Hall](#)
[Norfolk, VA 23529](#)

 [757-683-3030](tel:757-683-3030) (Office)
 [757-683-4100](tel:757-683-4100) (Fax)



THESE DATES ARE SACROSANCT!

If submissions do not meet posted deadlines this year, charges will post to the new Fiscal Year. **NO EXCEPTIONS!!**



**VERY VERY
IMPORTANT**

PLEASE PAY SPECIAL ATTENTION TO DUE DATES!





System Tools for Budget Monitoring

Banner

- Centralized Administrative System, Internet-based, live minute-by-minute
- Main tool used for Budget Monitoring
 - *Training Resources Found Here: <https://ww1.odu.edu/facultystaff/training-development/banner-training>*

Insight Reports

- Another tool – pulled from Banner and refreshed daily (24-hour lag)
- Customizable reports, requires appropriate Banner access for use for budget management
 - *Contact budget@odu.edu or (757) 683-3127 with questions*



FGIBDST



Banner Finance
Training Page



Organization Budget Status FGIBDST 9.3.6 (PPRD2_DB)

Chart: U Old Dominion University Fiscal Year: 18 Index: Query Specific Account: ☐ Include Revenue Accounts: ☒ Commit Type: Both [Start Over](#)

Organization: **BLOCKED FOR CONFIDENTIALITY** Fund: 011001 C/W E&G CUR Program: 162 FISCAL OPERATIONS Account:

Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
3892	R	INVESTMENT INCOME-INT	0.00	16.46	0.00	
4001	L	ADMINISTRATIVE SALARIES	BLOCKED FOR CONFIDENTIALITY			
4002	L	CLASSIFIED SALARIES				
4004	L	SALARIES - OVERTIME				
4007	L	SALARIES-ANNUAL LEAVE ...				
4008	L	SALARIES-SICK LEAVE BAL				
4009	L	SALARIES-COMP LEAVE BAL				
4012	L	CLASS SURPLUS SALARY-H...				
4021	L	WAGES - GENERAL				
4024	L	WAGES - OVERTIME				
4025	L	STUDENT WAGES - W/O FICA				
4036	L	BONUSES & INCENTIVES				
4901	L	EMPLOYER RETIRE CONT-V...				
4902	L	FOAI SALARIED STATE EMP	0.00	159,230.84	0.00	
4903	L	FOAI WAGE STATE EMPLOY...	0.00	1,292.45	0.00	
4904	L	GROUP LIFE INSURANCE	0.00	28,038.05	0.00	
4905	L	HOSPITALIZATION INSURANCE	0.00	488,883.50	0.00	
4908	L	VSRS HEALTH CARE	0.00	25,255.42	0.00	
4920	L	L/T DISABILITY INSURANCE	0.00	11,111.37	0.00	
4923	L	DISABILITY BENEFITS	0.00	6,423.89	0.00	
Net Total			-4,598,886.00	-3,574,778.60	58,640.08	

Record 1 of 60

HELPFUL TIPS & TRICKS:
Pay special attention to the number of pages in each form you are reviewing so you are sure to see the full information.

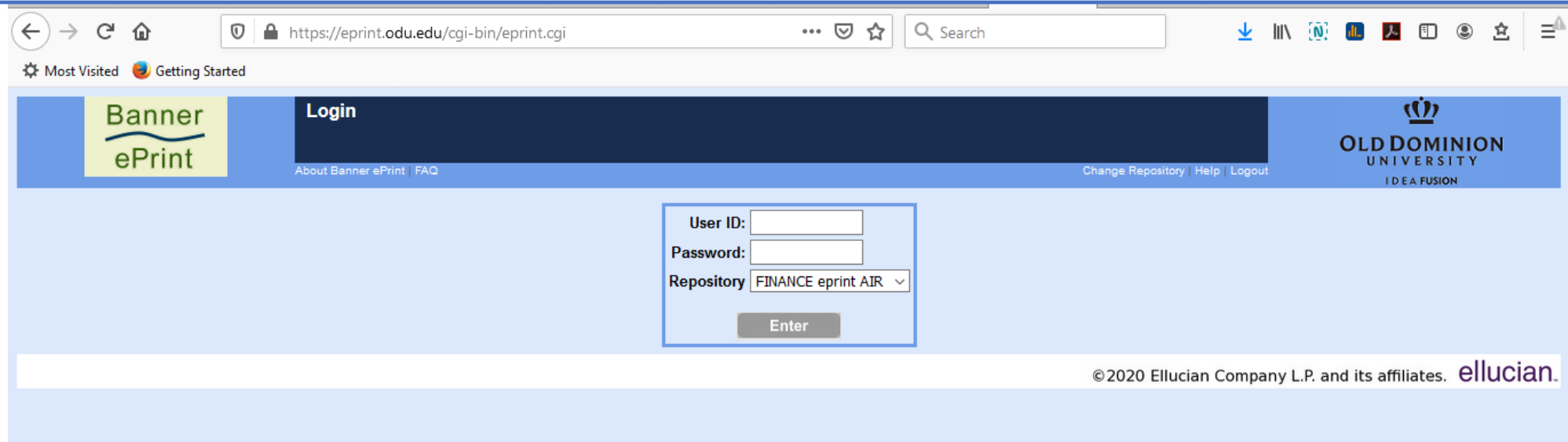
EDIT Record: 1/60 FTVACCT_BLOCK.FTVACCT_ACCT_CODE [1] [CANCEL](#) [SELECT](#) ellucian



Monthly Budget Reconciliation Tools

ePrint Software

- Training Videos and Materials available anytime online!
- <https://www.odu.edu/facultystaff/university-business/information-management/data-control/eprint>
- **Questions?** bannerhotline@odu.edu or Data Control at 683-3257



The screenshot shows a web browser window with the URL <https://eprint.odu.edu/cgi-bin/eprint.cgi>. The page features a blue header with the "Banner ePrint" logo on the left, a "Login" section in the center, and the "OLD DOMINION UNIVERSITY" logo on the right. Below the header, there is a login form with fields for "User ID:", "Password:", and "Repository" (set to "FINANCE eprint AIR"). An "Enter" button is located below the form. The footer includes the copyright notice "© 2020 Ellucian Company L.P. and its affiliates." and the "ellucian." logo.

Browser address bar: <https://eprint.odu.edu/cgi-bin/eprint.cgi>

Page header: Banner ePrint, Login, OLD DOMINION UNIVERSITY, IDEA FUSION

Page content: User ID: , Password: , Repository: FINANCE eprint AIR, Enter

Page footer: © 2020 Ellucian Company L.P. and its affiliates. ellucian.



Resolving Discrepancies



IDTs – Interdepartmental Transfers:

- Used to move expenditure from one budget unit/Account to another – ***WHEN YOU KNOW!***

ASRs - Accounting Service Requests:

- Used to initiate research for unidentifiable charges that need resolution – ***WHEN YOU DON'T KNOW!***



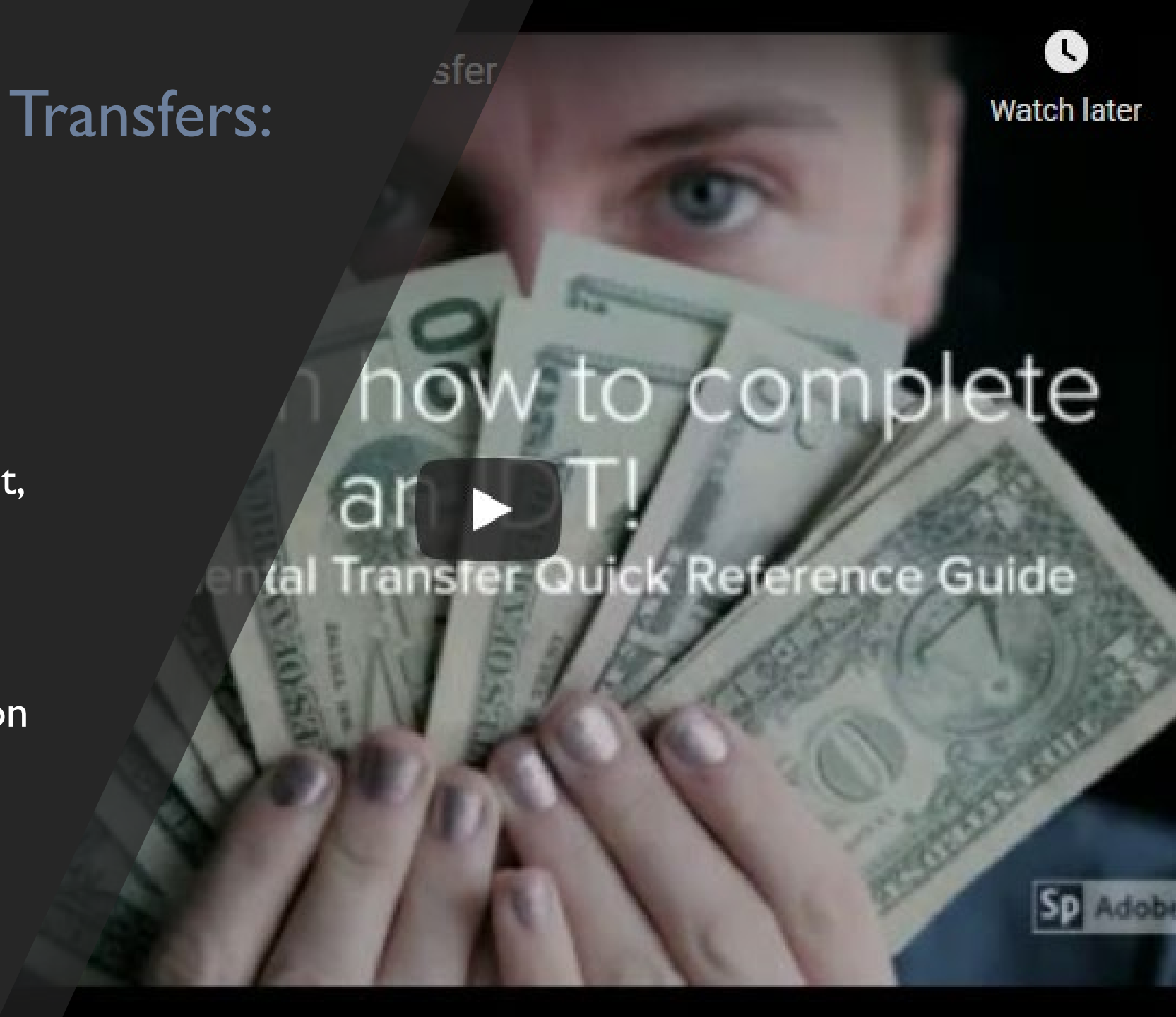


Watch later

Interdepartmental Transfers: IDTs

IDT Coding Requirements

- Complete budget, account, amount
- Banner support/unusual balance
- Signatures and Completion in entirety before submission!
- IDTs@odu.edu



Accounting Service Requests - ASRs

ASR Coding Requirements

- Initiating Research
- Signature not needed for ASRs, unlike with IDTs
- DataControlASR@odu.edu

...complete all sections - incomplete forms will be returned.
The ASR process is used for researching activity.
...must be submitted using an Interdepartmental Transfer (IDT) form.

Department	Telephone #/e-mail
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...the research requested.

Original Doc # in Banner	Dollar Amount	Notes to assist research

...Be specific and provide the appropriate back-up documentation. ASRs without back-up
...will be returned without action.

...information concerning your request that would assist us in error correction or researching/documentation.

- Submit the completed ASR form and required support documentation via e-mail to DataControlASR@odu.edu. Keep copies for your files.
- E-mail date is submission date. (E-mails received after 2:00pm will be considered received on the next work day.)
- Average processing time - 14 business days.
- Questions about the ASR process may be addressed to DataControlASR@odu.edu or 757-653-3257. Please reference the assigned ASR number.
- The ASR number is reflected in Banner when corrections posted in Banner.

**** Office of Finance Use Only Below This Line ****

Reference #	Date Processed	Assigned to:
Problem Type		



Updates

- Officially merged with EVMS as of July 1st, 2024!
- Larger Banner user population
- Banner Transition to Cloud as of October 2024
 - Visit our [ODU Finance Training Page](#) for more information
 - Visit ITS <https://www.odu.edu/technology-services/article/banner-migration-to-cloud> for more information on Cloud Migration updates.
- **New!** [Budget Create Form](#) is in the Pilot Stage





EST. 2024

FINANCIAL INTEGRITY GROUP

Financial Services



Who Ya Gonna Call?!



ODU Financial Services is comprised of the University the Office of Budget and Financial Planning, the Office of Finance, and Procurement Services.

- **MISSION:** to provide the financial framework, services, and leadership for the responsible and transparent management of ODU's resources to enhance the success of the University and its students.
- **VISION:** to continually develop as an innovative financial services resource that works collaboratively to support the University's mission.



BUDGET

Budget Prep, New Budget Codes, Capital Budget Questions, Budget Deficits, Permanent Budget Adjustments, Insight Budget Reporting Training, ETF

<https://ww1.odu.edu/budgetoffice/directory>



FINANCE

Resolving budget discrepancies, IDTs/ASRs, Departmental Billing, Student Account Information, Accepting funding on behalf of ODU, BUD/BUD Delegate Changes, Banner and CUFM Training, Banner system questions, FYE Deadlines, Merchant Account Details Payroll, Hiring Student Employees, WTE

<https://ww1.odu.edu/finance/directory>



PROCUREMENT

Accounts Payable/Vendor Payments, Travel, Vendor Concerns /Details, Purchasing, eVA, eReceiving, SWaM, VASCAAP, Contract Vendors, PCard & PCard Reconciliations, Surplus & Disposal

<https://ww1.odu.edu/procurement/directory>





Questions?



^ DATA CONTROL



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Thank you!



<https://www.odu.edu/facultystaff/university-business/information-management/data-control>

