

Year-End Processing Calendar

Below is an overview of the timeline for year-end processing.

Tuesday, June 1st

Labor Redistribution for Med Sch funds (all except Jun Monthly and BW11, BW12 or BW13) due to MC Fin by noon (for June Prel.)

Friday, June 4th

Labor Redistribution (all except June Monthly and BW11, BW12, or BW13) due to Payroll by 5:00 pm (to be recorded for June Prel.)

Thursday, June 10th

Labor Redistribution for BW11 for Med School funds due to MC Finance by Noon

Friday, June 11th

Labor Redistribution for BW11 due to Payroll by 5pm
Change fund audits due to Treasury

Monday, June 14th

No new blanket orders for FY21 (except 3xxxxx funds)
Begin processing FY22 Requisitions for Blanket Orders (Includes Supplier Contracts & Non-Catalog)

Monday, June 21st

All increases to FY21 Non-Catalog Blanket orders should be entered by this date; with approvals to be completed by commitment offices and Business Services by June 25th

Wednesday, June 30th

FY21 Budget Amendments entered by Business Manager in the Cost Center need to be completed by 5:00 p.m

Thursday, July 1st

Transaction Corrections for June Preliminary for Med School funds due to MC Finance by noon
Labor Redistributions for BW12/ June MO for SOM funds due to MCFin by noon
FY22 Non-Catalog Blanket Orders will be held by commitment offices and Business Services until this date
FY22 Purchase Requisitions can be initiated
Split-Run Coding begins for ISD's, TC's, Invoice Requests, Invoices, AHBT Departmental Deposits
Transaction Corr for June Preliminary due to Accounting by 5pm Friday, July 2nd

Friday, July 2nd

Final day for departments to submit FY21 INVREQs by 5:00 pm
Labor Redistributions for BW12 and June Monthly due to Payroll by 5:00 pm
Concur Expense Reports for FY21 due to Commitment Offices by 5:00 pm
ISD's to be completed by service providers

Tuesday, July 6th

P-Card transaction verification deadline by 5pm for all FY21 transactions

ISD's approved by Commitment Offices by 5:00 pm

Invoices due. FY21 retrofit orders and invoices submitted no later than 5:00 pm

AHBT's due for any deposits posting to bank on or before 6/30/21

Wednesday, July 7th

Final approvals completed by MCFIN & SponPro of all FY21 INVREQs by 5:00 pm

Labor Redistributions pay periods other than BW13 to be processed on a case by case basis

Thursday, July 8th

Contact CPC- Accounts Payable regarding any FY21 outstanding invoices (if invoice cannot be obtained CPC- include description here)

Web Deposits due to Treasury Services/MC Finance

Last day to submit FY21 web departmental deposits; must be in bank on or before this day

Retrofit Order Final Approval Date

Transaction Corr. for Med School funds due to Med Center Finance by noon

Split-Run Coding by Treasury Services and CPC ends at 5:00 pm

Friday, July 9th

Labor Redistributions for BW13 due to Payroll by noon

Wednesday, July 14th

Labor Redistribution for clearing alternate grants due Payroll by 5:00 pm

Friday, July 16th

POs roll to FY22; any open FY21 requisitions will be closed

Journal entries and transaction correction final approvals due by 5:00 pm

Journal entries due for deposits posting to bank in July that pertain to FY21

Friday, July 23rd

GL reconciliations are due to accounting