

FINANCIAL SERVICES

FY 2017/2018 Year-End Calendar

ALL DEADLINES ARE CLOSE OF BUSINESS (5:00pm), UNLESS OTHERWISE NOTED.

- Mar. 23 – Friday** Deadline to make funding strip changes for **March 2018**.
- Apr. 2 – Monday** **New eMOU module is open for FY 2018/19. All MOUs must be submitted electronically through the module by Friday, June 15, 2018.** Paper submissions will not be accepted.
- Validate open purchase order encumbrances. Review open and unpaid purchase orders through **Saturday, March 31, 2018** for past due delivery dates. Completion of services or delivery of goods for purchase orders using FY 2017/18 funds cannot extend past **November 16, 2018**. To close a purchase order, please send an email to [Purchasing & Contract Administration](#).
- Review open chargebacks that were submitted prior to **March 2018**. Open balances on blanket orders must be reviewed to ensure the encumbrances are accurate.
- Apr. 6 – Friday** Last day to submit requests for chargeback estimates to PPM for FY 2017/18.
- Apr. 20 – Friday** Last day to submit [Individual Reimbursed Time Request](#) for release time related to the spring semester. Requests sent after this date must be supported with documentation showing that the funding was approved after **Friday, April 20, 2018**. Submit requests to: University Accounts Receivable – UN360, MD-8202.
- Last day to submit requisitions for FY 2017/18 that require formal bids greater than \$100,000 for Personal Property (Goods) and greater than \$500,000 for Information Technology Resources (ITR). **This includes equipment, supplies and contracts for services.**
- Note:** If you are uncertain if a transaction involves a formal bid, contact *Purchasing & Contract Administration*.
- Apr. 24 – Tuesday** Last day for final approval on P-Card for **April 2018**.
- Apr. 27 – Friday** Deadline to make funding strip changes for **April 2018**.
- Last day to submit journal entries to correct transactions posted from **January 1, 2018 through March 31, 2018**.
- April 30 – Monday** Review open and unpaid purchase orders with delivery dates prior to **April 27, 2018**. To close a purchase order, please send an email to [Purchasing & Contract Administration](#).
- May 4 – Friday** Last day to submit requests for chargeback estimates to IT for FY 2017/18.

- May 7 – Monday** Last day to submit requests to correct Federal Work Study (FWS) payroll. (August to April Pay Periods)
Note: Please submit all FWS correction requests to: [Diana Medina](#), Work Study Office, Ext: 2338, MD-8307
- May 15 – Tuesday** Last day for work study-students to be paid from work-study funds. Hours worked after **Tuesday, May 15, 2018** will be charged as student assistant hours.
- May 16 – Wednesday** Timekeeper deadline for work-study payroll to be entered for the month of May.
12:00 noon
- May 17 – Thursday** Approver deadline for work-study payroll. Prior Pay Period Adjustment will not be accepted for the May pay period.
12:00 noon
- May 18 – Friday** Follow up with Chargeback Service Providers regarding services provided, but not billed.
Last day for P-Card purchases to post for May billing cycle (**April 19, 2018 – May 18, 2018**).
Note: P-Card purchases posted after **Monday, June 18, 2018** will be charged to FY 2018/19.
- May 19 – Saturday** Beginning of P-card final billing cycle for FY 2017/18.
- May 24 – Thursday** Last day for final approval on P-Card for **May 2018**.
Review blanket purchase orders for open encumbrances. Adjust purchase orders for **June 2018** activity by submitting a [Change Requisition or Purchase Order Request Form](#) to Purchasing & Contract Administration.
- May 24 – Thursday** Special Pay Authorizations (ASPs) cutoff. Last day to submit Authorization for Special Pay forms to Faculty Affairs in order to ensure expenses will post in FY 2017/18.
- May 25 – Friday** Last day to submit chargebacks to Facilities Planning Design and Construction (FAC), Physical Plant Management (PPM) and Key Lock Shop (KLS) to be encumbered in FY 2017/18.
Chargebacks submitted after this date will be cancelled by the Service Provider. Do not enter FY 2018/19 chargebacks for these providers until **Monday, June 18, 2018**.
Last day to submit journal entries to correct transactions posted between **April 1, 2018 through April 30, 2018**.
Deadline to make funding strip changes for **May 2018**.
- June 1 – Friday** Last day HR can receive pay related transactions (i.e., termination, retirement, vacation payout, overtime payout, etc.) in order to ensure expenses will post in FY 2017/18.
NOTE: This does not include time entered in Time & Labor.
- June 6 – Wednesday** Last day to approve requisitions for FY 2017/18 via the online requisition module for goods to be received and services to be completed respectively by **Friday, November 16, 2018**. These are requisitions that do not require a formal bid.

Note: Online requisitions that have not been approved will be cancelled.

June 7 – Thursday

Last day to submit a [Change Requisition or Purchase Order Request Form](#) for a FY 2017/18 requisition or purchase order.

Last day to close or cancel a FY 2017/2018 requisition or purchase; please send an email to [Purchasing & Contract Administration](#).

June 8 – Friday

First day to submit requisitions for FY 2018/19. Requisitions will not be processed until after **Monday, July 2, 2018** due to year-end closing.

Last day to submit [Invoice Request for Auxiliary Form](#) and [Invoice Request for Outside Agencies Form](#) to University Accounts Receivable for FY 2017/18. Invoice requests after this date will post in FY 2018/19.

Note: Exceptions must be approved by Annie Dang, Financial Services ext. 3115.

Last day to submit Cash Posting Order (CPO) requests for reimbursements from the Chancellor's office or other campuses to the Chancellor's Office for processing in FY 2017/18. CPO Requests for 2018/2019 activity should not be submitted before July 10, 2018.

June 11 – Monday

First day to submit a [Change Requisition or Purchase Order Request Form](#) for FY 2018/19.

June 13 – Wednesday

Last day to request a department reorganization.

June 15 – Friday

Last day to submit eMOUs to Financial Services for FY 2018/19. Provider and Recipient approvals must be complete by 5pm.

Last day to enter chargebacks for FY 2017/18, except FAC, PPM and KLS as this deadline has passed.

Note: Any current year chargebacks not in *Approved* status will be cancelled after 5:00pm.

Last day for Chargeback Service Providers to bill in FY 2017/18.

Last day to submit journal entries to correct transactions posted between **May 1, 2018 through May 31, 2018**.

Last day to submit MOU transfer requests to Financial Services for FY 2017/18.

June 18 – Monday

Last day for P-Card purchases to post in FY 2017/18.

First day to enter chargebacks for FY 2018/19.

June 19 – Tuesday

First day P-Card purchases will be charged in FY 2018/19.

First day to submit P-Card waivers for FY 2018/19.

June 22 – Friday

Last day for final approval on P-Card.

Deadline to make funding strip changes for **June 2018**.

- June 25 – Monday** June P-Card statements due to Accounts Payable. This is the final billing cycle for FY 2017/18.
- June 26 – Tuesday** Last day to submit direct pay invoices for FY 2017/18.
- 12:00 noon** Deadline for departmental petty cash custodians to submit reimbursement requests to Accounts Payable for expenses to be charged to FY 2017/18.
- All eTravel mileage only expense reports must be fully approved to be charged in FY 2017/18.
- Last day to submit Approval of Travel Requests and Travel Expense Claims for Group Travel charged in FY 2017/18.
- Last day to submit moving & relocation expense claims charged in FY 2017/18.
- Last day to receive petty cash reimbursement from University Cash Services for purchases made during FY 2017/18. All petty cash reimbursements processed after this date will be charged to FY 2018/19.
- June 28 – Thursday** Last Accounts Payable pay cycle for payments in FY 2017/18.
- Travel Authorizations still open 60 days after the ending travel date will be cancelled and the encumbrance will be liquidated.
- June 29 – Friday** Deposits for FY 2017/18 must be received by University Cash Services.
- 12:00 noon** All eTravel Travel Authorizations must be fully approved to be encumbered for FY 2017/18.
- July 2 – Monday** Last day to submit journal entries to correct transactions posted in **June 2018 for 485XX funds.**
- 12:00 noon**
- July 2 – Monday** Timekeeper deadline for Absence Management and Time & Labor.
- July 3 – Tuesday** Last day to submit budget entries in the OLB module for FY 2017/18.
- Approver deadline for Absence Management and Time & Labor.
- July 5 – Thursday** Last day to submit journal entries to correct transactions posted in **June 2018 for non-485XX funds.**
- 12:00 noon**
- July 13 – Friday** Last day to run payroll, PEAS and month-to-date reports for FY 2017/18.
- Last day to run all financial reports for FY 2017/18, if a departmental reorganization is in process for FY 2018/19.
- Last day to submit [Wireless Device/Service Reimbursement Form](#) to Accounts Payable for FY 2018/19.
- July 20 – Friday** Last day for chargeback services, except IT, FAC & PPM for FY 2017/18 to be billed. All remaining encumbrance balances will be liquidated.
- Aug 1 – Wednesday** Last day to submit student fee accountability information.

Sept. 21 – Friday

Last day for IT chargeback services for FY 2017/18 to be billed. Remaining encumbrance balances will be liquidated.

Nov. 16 – Friday

Last day for completion of services or delivery of goods for purchase orders charged in FY 2017/18.

Nov. 30 – Friday

Last day for payment of FY 2017/18 purchase orders. Remaining encumbrance balances will be liquidated.

Last day for FAC & PPM chargeback services for FY 2017/18 to be billed. Remaining encumbrance balances will be liquidated.