

FINANCIAL SERVICES

**FY 2016/2017 Year-End Calendar**

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

- Mar. 24 – Friday**      Deadline to make funding strip changes for **March 2017**.
- Apr. 3 – Monday**      **FY 2017/18 MOU forms are available.** Submit MOUs to Financial Services for FY 2017/18 by **Thursday, June 15, 2017**.

Validate open purchase order encumbrances. Review open and unpaid purchase orders through **Friday, March 31, 2017** for past due delivery dates. Completion of services or delivery of goods for purchase orders using FY 2016/17 funds cannot extend past **November 17, 2017**. Send an email to [Purchasing & Contract Administration](#) to close the purchase order.

Review open chargebacks that were submitted prior to **March 2017**. Open balances on blanket orders must be reviewed to ensure the encumbrances are accurate.
- Apr. 7 – Friday**      Last day to submit requests for chargeback estimates to PPM for FY 2016/17.
- Apr. 21 – 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 21, 2017**. Submit requests to: Accounts Receivable – UN360, MD-8334.

Last day to submit requisitions for FY 2016/17 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 – Monday**      Last day for final approval on P-Card for **April 2017**.
- Apr. 28 – Friday**      Deadline to make funding strip changes for **April 2017**.

Last day to submit journal entries to correct transactions posted between **January 1, 2017 through March 31, 2017**.
- May 1 – Monday**      Review open and unpaid purchase orders with delivery dates prior to **April 28, 2017**. Send an email to [Purchasing & Contract Administration](#) to close the purchase order.
- May 5 – Friday**      Last day to submit requests for chargeback estimates to IT for FY 2016/17.

- May 8 – 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 – Monday** Last day for work study-students to be paid from work-study funds. Hours worked after **Monday, May 15, 2017** will be charged as student assistant hours.
- May 16 – Tuesday**  
**12:00 noon** Timekeeper deadline for work-study payroll to be entered for the month of May.
- May 17 – Wednesday** Approver deadline for work-study payroll. Prior Pay Period Adjustment will not be accepted for the May pay period.
- May 18 – Thursday** Last day for P-Card purchases to post for May billing cycle (**April 19, 2017 – May 18, 2017**).  
**Note:** P-Card purchases posted after **Monday, June 19, 2017** will be charged to FY 2017/18.
- May 19 – Friday** Follow up with Chargeback Service Providers regarding services provided, but not billed.  
Beginning of P-Card final billing cycle for FY 2016/17.
- May 24 – Wednesday** Last day for final approval on P-Card for **May 2017**.  
Review blanket purchase orders for open encumbrances. Adjust purchase orders for **June 2017** activity by submitting a [Change Requisition or Purchase Order Request Form](#) to Purchasing & Contract Administration.
- May 25 – 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 2016/17.
- May 26 – 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 2016/17.  
Chargebacks submitted after this date will be cancelled by the Service Provider. Do not enter FY 2017/18 chargebacks for these providers until **Monday, June 19, 2017**.  
Last day to submit journal entries to correct transactions posted between **April 1, 2017 through April 30, 2017**.  
Deadline to make funding strip changes for **May 2017**.
- June 1 – Thursday** 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 2016/17.  
**NOTE:** This does not include time entered in Time & Labor.

- June 7 – Wednesday** Last day to approve requisitions for FY 2016/17 via the online requisition module for goods to be received and services to be completed respectively by **Friday, November 17, 2017**. These are requisitions that do not require a formal bid.
- Note:** Online requisitions that have not been approved will be cancelled.
- June 8 – Thursday** Last day to submit a [Change Requisition or Purchase Order Request Form](#) for a FY 2016/17 requisition or purchase order for purposes other than closing or canceling. To cancel or close a FY 2016/17 requisitions or purchase orders, please send an email to [Purchasing & Contract Administration](#).
- June 9 – Friday** First day to submit requisitions for FY 2017/18. Requisitions will not be processed until after **Friday, June 30, 2017** 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 2016/17. Invoice requests after this date will post in FY 2017/18.
- Note:** Exceptions must be approved by Annie Dang, Financial Services ext. 3115.
- June 12 – Monday** First day to submit a [Change Requisition or Purchase Order Request Form](#) for FY 2017/18.
- June 14 – Wednesday** Last day to request a department reorganization.
- June 15 – Thursday** Last day to submit MOUs to Financial Services for FY 2017/18.
- 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 2016/17.
- June 16 – Friday** Last day to enter chargebacks for FY 2016/17, 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 2016/17.
- Last day to submit journal entries to correct transactions posted between **May 1, 2017 through May 31, 2017**.
- Last day to submit MOU transfer requests to Financial Services for FY 2016/17.
- June 19 – Monday** Last day for P-Card purchases to post in FY 2016/17.
- First day to enter chargebacks for FY 2017/18.
- June 20 – Tuesday** First day P-Card purchases will be charged in FY 2017/18.
- First day to submit P-Card waivers for FY 2017/18.
- June 23 – Friday** Last day for final approval on P-Card.
- Deadline to make funding strip changes for **June 2017**.

- June 26 – Monday** June P-Card statements due to Accounts Payable. This is the final billing cycle for FY 2016/17.
- June 27 – Tuesday** Last day to submit direct pay invoices for FY 2016/17.
- 12:00 noon** Deadline for departmental petty cash custodians to submit reimbursement requests to Accounts Payable for expenses to be charged to FY 2016/17.
- All eTravel mileage only expense reports must be fully approved to be charged in FY 2016/17.
- Last day to submit Approval of Travel Requests and Travel Expense Claims for Group Travel charged in FY 2016/17.
- Last day to submit moving & relocation expense claims charged in FY 2016/17.
- Last day to receive petty cash reimbursement from University Cash Services for purchases made during FY 2016/17. All petty cash reimbursements processed after this date will be charged to FY 2017/18.
- June 29 – Thursday** Last Accounts Payable pay cycle for payments in FY 2016/17.
- Travel Authorizations still open 60 days after the ending travel date will be cancelled and the encumbrance will be liquidated.
- June 30 – Friday** Deposits for FY 2016/17 must be received by University Cash Services.
- 12:00 noon** All eTravel Travel Authorizations must be fully approved to be encumbered for FY 2016/17.
- June 30 – Friday** Last day to submit journal entries to correct transactions posted in **June 2017 for 485XX funds**.
- July 3 – Monday** Timekeeper deadline for Absence Management and Time & Labor.
- July 5 – Wednesday** Last day to submit journal entries to correct transactions posted in **June 2017 for non-485XX funds**.
- 12:00 noon**
- July 5 – Wednesday** Approver deadline for Absence Management and Time & Labor.
- Last day to submit budget entries in the OLB module for FY 2016/17.
- July 14 – Friday** Last day to run payroll, PEAS and month-to-date reports for FY 2016/17.
- Last day to run all financial reports for FY 2016/17, if a departmental reorganization is in process for FY 2017/18.
- Last day to submit [Wireless Device/Service Reimbursement Form](#) to Accounts Payable for FY 2017/18.
- July 21 – Friday** Last day for chargeback services, except IT, FAC & PPM for FY 2016/17 to be billed. All remaining encumbrance balances will be liquidated.
- Aug 1 – Tuesday** Last day to submit student fee accountability information.

**Sept. 22 – Friday**

Last day for IT chargeback services for FY 2016/17 to be billed. Remaining encumbrance balances will be liquidated.

**Nov. 17 – Friday**

Last day for completion of services or delivery of goods for purchase orders charged in FY 2016/17.

**Dec. 1 – Friday**

Last day for payment of FY 2016/17 purchase orders. Remaining encumbrance balances will be liquidated.

Last day for FAC & PPM chargeback services for FY 2016/17 to be billed. Remaining encumbrance balances will be liquidated.