

FINANCIAL SERVICES

FY 2019/2020 Year-End Calendar

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

- Mar. 24 – Tuesday** Deadline to make funding strip changes for **March 2020**.

- Apr. 1 – Wednesday** **eMOU module is open for FY 2020/21. All MOUs must be submitted electronically through the module by Friday, June 19, 2020.** Paper submissions will not be accepted.

Validate open purchase order encumbrances. Review open and unpaid purchase orders through **Tuesday, March 31, 2020** for past due delivery dates. Completion of services or delivery of goods for purchase orders using FY 2019/20 funds cannot extend past **November 13, 2020**. To close a purchase order, please send an email to [Purchasing & Contract Administration](#).

Review open chargebacks submitted prior to **March 2020**. Open balances on blanket orders must be reviewed to ensure the encumbrances are accurate.

- Apr. 3 – Friday** Last day to submit requests for chargeback estimates to PPM for FY 2019/20.

- Apr. 15 – Wednesday** 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 **Wednesday, April 15, 2020**. Submit requests to: University Accounts Receivable – UN360, MD-8202.

- Apr. 17 – Friday** Last day to submit requisitions for FY 2019/20 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 – Friday** Last day to submit journal entries to correct transactions posted from **January 1, 2020 through March 31, 2020**.

Last day for final approval on P-Card for **April 2020**.

- April 27 – Monday** Review open and unpaid purchase orders with delivery dates prior to **April 24, 2020**. To close a purchase order, please send an email to [Purchasing & Contract Administration](#).

Deadline to make funding strip changes for **April 2020**.

- May 1 – Friday** Last day to submit requests for chargeback estimates to IT for FY 2019/20.

- May 6 – Wednesday** 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 – Friday** Last day for work study-students to be paid from work-study funds. Hours worked after **Friday, May 15, 2020** will be charged as student assistant hours.
- May 18 – Monday**
12:00 noon Timekeeper deadline for work-study payroll to be entered for the month of May.
- May 18 – Monday** Last day for P-Card purchases to post for May billing cycle (**April 21, 2020 – May 18, 2020**).
Note: P-Card purchases posted after **Thursday, June 18, 2020** will be charged to FY 2020/21.
- May 19 – Tuesday**
12:00 noon Approver deadline for work-study payroll. Prior Pay Period Adjustment will not be accepted for the May pay period.
- May 19 – Tuesday** Beginning of P-card final billing cycle for FY 2019/20.
- May 22 – Friday** Follow up with Chargeback Service Providers regarding services provided, but not billed.
- May 22 – Friday** Last day for final approval on P-Card for **May 2020**.
Review blanket purchase orders for open encumbrances. Adjust purchase orders for **June 2020** activity by submitting a [Change Requisition or Purchase Order Request Form](#) to Purchasing & Contract Administration.
Last day to submit chargebacks to Facilities Planning Design and Construction (FAC) and Physical Plant Management (PPM) to be encumbered in FY 2019/20. Chargebacks submitted after this date will be cancelled by the Service Provider. Do not enter FY 2020/21 chargebacks for these providers until **Monday, June 15, 2020**.
Last day to submit journal entries to correct transactions posted between **April 1, 2020 through April 30, 2020**.
- May 26 – Tuesday** Special Pay Authorizations (ASPs) cutoff. Last day to approve Authorization for Special Pay in order to ensure expenses will post in FY 2019/20. For additional questions, please contact Human Resources, ext. 2101 or Faculty Affairs ext. 2962.
Deadline to make funding strip changes for **May 2020**.
- May 29 – 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 2019/20.
NOTE: This does not include time entered in Time & Labor.

- June 3 – Wednesday** Last day to approve requisitions for FY 2019/20 via the online requisition module for goods to be received and services to be completed respectively by **Friday, November 13, 2020**. These are requisitions that do not require a formal bid.
- Note:** Online requisitions that have not been approved will be cancelled.
- June 4– Thursday** Last day to submit a [Change Requisition or Purchase Order Request Form](#) for a FY 2019/20 requisition or purchase order.
- Last day to close or cancel a FY 2019/2020 requisition or purchase; please send an email to [Purchasing & Contract Administration](#).
- June 5 – Friday** First day to submit requisitions for FY 2020/21. Requisitions will not be processed until after **Wednesday, July 1, 2020** 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 2019/20. Invoice requests after this date will post in FY 2020/21.
- Note:** Exceptions must be approved by Annie Dang, University Controller, ext. 5171.
- June 8 – Monday** 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 2019/20. CPO Requests for 2020/2021 activity should not be submitted before July 8, 2020.
- First day to submit a [Change Requisition or Purchase Order Request Form](#) for FY 2020/21.
- June 10 – Wednesday** Last day to request a department reorganization.
- June 12 – Friday** Last day to enter chargebacks for FY 2019/20, except FAC and PPM 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 2019/20.
- Last day to submit journal entries to correct transactions posted between **May 1, 2020 through May 31, 2020**.
- June 15 – Monday** First day to enter chargebacks for FY 2020/21.
- June 18 – Thursday** Last day for P-Card purchases to post in FY 2019/20.
- June 19 – Friday** Last day to submit eMOUs to Financial Services for FY 2020/21. Service Provider and Recipient approvals must be complete by 5pm.
- First day P-Card purchases will be charged in FY 2020/21.
- First day to submit P-Card waivers for FY 2020/21.
- Billing transactions for FY 2019/20 eMOUs must be fully approved by Service Provider and Recipient by 5pm.
- Last day to submit Transfer of State Funds Requests for FY 2019/20 to Financial Services.

- June 23 – Tuesday** Deadline to make funding strip changes for **June 2020**.
- Last day to receive petty cash reimbursement from University Cash Services for purchases made during FY 2019/20. All petty cash reimbursements processed after this date will be charged to FY 2020/21.
- June 24 – Wednesday** Last day for final approval on P-Card.
- June 25 – Thursday** June P-Card statements due to Accounts Payable. This is the final billing cycle for FY 2019/2020.
- June 26 – Friday** Travel Authorizations still open 60 days after the ending travel date will be cancelled and the encumbrance will be liquidated.
- Last day to submit direct pay invoices for FY 2019/20.
- Deadline for departmental petty cash custodians to submit reimbursement requests to Accounts Payable for expenses to be charged to FY 2019/20.
- All eTravel mileage only expense reports must be fully approved to be charged in FY 2019/20.
- Last day to submit Approval of Travel Requests and Travel Expense Claims for Group Travel charged in FY 2019/20.
- June 30 – Tuesday** Deposits for FY 2019/20 must be received by University Cash Services.
- 12:00 noon** All eTravel Travel Authorizations must be fully approved to be encumbered for FY 2019/20.
- June 30 – Tuesday** Last Accounts Payable pay cycle for payments in FY 2019/20.
- July 1 – Wednesday** Last day to submit journal entries to correct transactions posted in **June 2020 for 485xx funds.**
- 12:00 noon**
- July 1 – Wednesday** Timekeeper deadline for Absence Management and Time & Labor.
- July 2 – Thursday** Last day to submit journal entries to correct transactions posted in **June 2020 for non 485xx funds.**
- 12:00 noon**
- July 2 – Thursday** Last day to submit budget entries in the OLB module for FY 2019/20.
- Approver deadline for Absence Management and Time & Labor.
- July 10 – Friday** Last day to run payroll, PEAS and month-to-date reports for FY 2019/20.
- Last day to run all financial reports for FY 2019/20, if a departmental reorganization is in process for FY 2020/21.
- Last day to submit [Wireless Device/Service Reimbursement Form](#) to Accounts Payable for FY 2020/21.

- July 17 – Friday** Last day for chargeback services, except IT, FAC & PPM for FY 2019/20 to be billed. All remaining encumbrance balances will be liquidated.
- Aug 3 – Monday** Last day to submit student fee accountability information.
- Sept. 18 – Friday** Last day for IT chargeback services for FY 2019/20 to be billed. Remaining encumbrance balances will be liquidated.
- Nov. 13– Friday** Last day for completion of services or delivery of goods for purchase orders charged in FY 2019/20.
- Nov. 27 – Friday** Last day for payment of FY 2019/20 purchase orders. Remaining encumbrance balances will be liquidated.
- Last day for FAC & PPM chargeback services for FY 2019/20 to be billed. Remaining encumbrance balances will be liquidated.