

FY20 Year End Dates to Remember

Friday, May 8

- EPAF Spreadsheet (1st round) due to Academic Affairs (FFA inloads/overloads, Adjunct overloads)

Monday, May 11

- Paper PAFS due for Summer Sessions Full (1), A, D, & G (1st Pay Date: May 22)

Wednesday, May 13

- EPAFS due for Summer Sessions Full (1), A, D, & G (1st Pay Date: May 22)

Tuesday, May 26

- EPAF Spreadsheet (2nd round) due to Academic Affairs (FFA inloads/overloads, Adjunct overloads)

Friday, May 29

- Cutoff Date for pushing through NSF's on Requisitions

Thursday, June 4

- Labor Reallocations due to Charlotte Bongard by 5:00 PM

Monday, June 8

- Paper PAFS due for Summer Sessions E & H (1st Pay Date: June 19)
- Review and funding of all Non-General Fund deficits
- All ICDC, W9 and contracts due for FY20 processing

Wednesday, June 10

- EPAFS due for Summer Sessions E & H (1st Pay Date: June 19)

Thursday, June 18

- Rolling positions into FY21
- Requisitions & Change Orders for FY20 **Completed AND Approved** by 3:00 PM
- Requisition & Change Order Security Access Removed at 3:00 PM

Monday, June 22

- Paper PAFS due for Summer Sessions B (1st Pay Date: July 3)

Tuesday, June 23

- Concur – Expense Reports Completed for FY20 Submitted and through Approvals
- Unused Cash Advances due by 12:00 PM
- Accounts Payable notified of unneeded Open Commitments/Encumbrances by 12:00 PM

Wednesday, June 24

- EPAFS due for Summer Sessions B (1st Pay Date: July 3)
- Accounts Payable Invoices for Goods Received or Services Rendered in FY20 due by 5:00 PM
- Final FY20 Concur Upload

Thursday, June 25

- Departmental Direct Pay Invoices Due by 5:00 PM (Must be Completed and Approved)
- Direct Pay Access Removed at 5:00 PM

Friday, June 26

- Final FY20 check run processed

Tuesday, June 30

- Departmental Deposits & Miscellaneous Receipts due by 10:00 AM to Student Financial Services
- FY20 JVs Including Month-End JVs and online Budget JVs due by 12:00 PM to Accounting
- June Month-End Uploads due by 12:00 PM to Accounting
- Accounts Payable Invoices due by 5:00 PM

Wednesday, July 1

- All Finance User Security Access Restored by 10:00 AM
- Begin Processing Requisitions, Change Orders, Direct Pay Invoices, Journal Vouchers, Budget Requests, Departmental Deposits, and Miscellaneous Receipts for FY21
- Concur Estimate Accrual

Thursday, July 2

- First check run for FY21 invoices

Monday, July 6

- Paper PAFS due for Summer Session F (1st Pay Date: July 17)

Tuesday, July 7

- Non Labor Budget (Entries and Uploads) Due by 5:00 PM
- Departmental Budget Labor Cleanup (Entries & Uploads) – Due by 5:00 PM
- Final Review / Close of Open Commitments (Encumbrances)
- Encumbrance Roll at 5:00 PM
- Last day to enter FY20 invoices by 5:00 PM. After this date, FY20 invoices may be accrued back into prior year.

Wednesday, July 8

- EPAFS due for Summer Session F (1st Pay Date: July 17)