

## **FY22 Year End Dates to Remember**

### **Monday, May 23**

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

### **Wednesday, May 25**

- EPAFS due to payroll for Summer Sessions Full (1), A, D, & G (1<sup>st</sup> Pay Date: June 3)

### **Thursday, May 26**

- Cutoff Date for pushing through NSF's on Requisitions

### **Friday, May 27**

- Paper PAFS due for Summer Sessions Full (1), A, D, & G (1<sup>st</sup> Pay Date: June 3)

### **Thursday, June 2**

- Labor Reallocations due to Ed Shepard by 5:00 PM

### **Monday, June 6**

- Review and funding of all Fund deficits
- All ICDC, W9 and contracts due to Purchasing for FY22 processing of requisitions
- EPAF Spreadsheet (2<sup>nd</sup> round) due to Academic Affairs (FFA inloads/overloads, Adjunct overloads)

### **Wednesday, June 8**

- EPAFS due for Summer Sessions E & H (1<sup>st</sup> Pay Date: June 17)

### **Friday, June 10**

- Paper PAFS due for Summer Sessions E & H (1<sup>st</sup> Pay Date: June 17)

### **Thursday, June 16**

- Requisitions & Change Orders for FY22 **Completed AND Approved** by 3:00 PM
- Requisition & Change Order Security Access Removed at 3:00 PM

### **Monday, June 20**

- Rolling positions into FY23

### **Tuesday, June 21**

- Accounts Payable notified of unneeded Open Commitments/Encumbrances by 12:00 PM

### **Wednesday, June 22**

- EPAFS due for Summer Sessions B (1<sup>st</sup> Pay Date: July 1)
- Paper PAFS due for Summer Sessions B (1<sup>st</sup> Pay Date: July 1)
- Accounts Payable Invoices for Goods Received or Services Rendered in FY22 due by 5:00 PM

### **Thursday, June 23**

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

### **Friday, June 24**

- Final FY21 check run processed

### **Monday, June 27**

- Concur – Expense Reports Completed for FY22 Submitted and through Approvals by 5pm
- Unused Cash Advances due by 12:00 PM by 5pm

### **Wednesday, June 29**

- Departmental Deposits due to Bank no later than 3pm to guarantee posting through the bank by Fiscal Year End.
- FY22 JVs Including Month-End JVs and online Budget JVs due by the end of the day to Accounting
- June Month-End Uploads due by the end of the day to Accounting
- Accounts Payable Invoices due by 5:00 PM
- Final FY22 Concur Upload

### **Friday, 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 FY23.
- Concur Estimate Accrual

### **Wednesday, July 6**

- Non-Labor Budget Cleanup (Entries and Uploads) Due by 12:00 PM
- Departmental Labor Budget Cleanup (Entries & Uploads) – Due by 12:00 PM
- Final Review / Close of Open Commitments (Encumbrances)
- Encumbrance Roll at 5:00 PM
- Last day to enter FY22 invoices by 5:00 PM. After this date, FY22 invoices may be accrued back into prior year.

### **Friday, July 8**

- Paper PAFS due for Summer Session F (1<sup>st</sup> Pay Date: July 15)
- EPAFS due for Summer Session F (1<sup>st</sup> Pay Date: July 15)
- First check run for FY23 invoices