

A SUMMARY OF YEAR END DEADLINES
FY17

Wednesday, June 7	All payroll and benefit forms due to Payroll Services for final FY17 bi-weekly payroll
Friday, June 16	All payroll and benefit forms due to Payroll Services for final FY17 semi-monthly payroll
Friday, June 16	Last day for requests for use of reappropriation amounts due from units to Provost's office
Friday, June 16	Last FY17 payroll distributions to Payroll Services
Friday, June 16	Last day for departments to place computer orders at the UVM Bookstore/Computer Depot and have them post as FY17 transactions
Friday, June 16	Reallocation of P-Card journals dated June 2 nd
Thursday, June 22	Last day to charge items on P-Card and have them post as FY17 transactions
Friday, June 23	Last Shop Stores FY17 orders
Friday, June 23	Requisitions for FY17 Purchase Orders
Friday, June 23	Travel expense reports for FY17 trips must be submitted by end of business day
Tuesday, June 27	Shop Stores closed for inventory through June 30 th
Tuesday, June 27	Travel expense reports for FY17 trips must be approved by end of business day
Thursday, June 29	Travel expense paperwork to Disbursement Center by noon
Friday, June 30	All cash or checks for FY17 gifts due to Foundation by 9:00 am
Friday, June 30	University Store purchases (FY17 orders filled)
Friday, June 30	Print & Mail Center FY17 work completed (call in advance to schedule)
Friday, June 30	Cash and checks to Cashier's Office by noon
Friday, June 30	University Store closed for inventory
Thursday, July 6	Last FY17 retroactive distributions processed
Friday, July 7	Last day to request a new customer ID for FY17 billing
Friday, July 7	FY17 inventory adjustments due to General Accounting
Friday, July 7	Petty Cash close-out vouchers to General Accounting
Friday, July 7	Petty Cash reimbursement requests to Disbursement Center (all FY17 expenses)
Friday, July 7	Invoices on PO's to Disbursement Center by end of business day
Friday, July 7	Check requests to Disbursement Center for non-PO invoices
Monday, July 10	Reallocation of P-Card transactions for 6/26 cycle completed by noon
Tuesday, July 11	Last FY17 Departmental Journal entries. <i>You must replace the default journal date with 6/30/17 for all FY17 journals initiated in July.</i>
Tuesday, July 11	Last IC (internal) billings for FY17 services. <i>You must use a 6/30/17 journal date for those entered in July.</i>

Wednesday, July 12 Last Dean's Office journal entries. *You must replace the default journal date with 6/30/17 for all FY17 journals initiated in July.*

Wednesday, July 12 Peoplesoft AR billings for FY17 services must be ready. *You must use a 6/30/17 accounting date on all FY17 invoices entered in July.*

Wednesday, July 12 FY17 Budget transfer journals submitted and approved. *You must change the journal date to 6/30/17 for any entered in July.*

Tuesday, July 18 Close Period 12 (June Close)

Wednesday, July 26 Close Adjustment Period 998 (Final Close)