

## A SUMMARY OF YEAR END DEADLINES FY18

Monday, June 4	All payroll and benefit forms due to Human Resource Services for final FY18 bi-weekly payroll
Monday, June 11	All ePARS due to Human Resource Services for final FY18 semi-monthly payroll
Friday, June 15	Last day for requests for use of reappropriation amounts due from units to Provost's office
Friday, June 15	Last FY18 payroll distributions to Payroll Services
Friday, June 15	Last day for departments to place computer orders at the UVM Bookstore/Computer Depot and have them post as FY18 transactions
Friday, June 15	Reallocation of P-Card journals dated June 2 <sup>nd</sup>
Thursday, June 21	Last day to charge items on P-Card and have them post as FY18 transactions
Friday, June 22	Last Shop Stores FY18 orders
Friday, June 22	Requisitions for FY18 Purchase Orders
Friday, June 22	Travel expense reports for FY18 trips must be submitted by end of business day
Tuesday, June 26	Travel expense reports for FY18 trips must be approved by end of business day
Wednesday, June 27	Shop Stores closed for inventory through June 30 <sup>th</sup>
Thursday, June 28	Travel expense paperwork to Disbursement Center by noon
Friday, June 29	All cash or checks for FY18 gifts due to Foundation by 9:00 am
Friday, June 29	University Store purchases (FY18 orders filled)
Friday, June 29	Print & Mail Center FY18 work completed (call in advance to schedule)
Friday, June 29	Cash and checks to Cashier's Office by noon
Friday, June 29	University Store closed for inventory
Thursday, July 5	Last FY18 retroactive distributions processed
Friday, July 6	Last day to request a new customer ID for FY18 billing
Friday, July 6	FY18 inventory adjustments due to General Accounting
Friday, July 6	Petty Cash close-out vouchers to General Accounting
Friday, July 6	Petty Cash reimbursement requests to Disbursement Center (all FY18 expenses)
Friday, July 6	Invoices on PO's to Disbursement Center by end of business day
Friday, July 6	Check requests to Disbursement Center for non-PO invoices
Tuesday, July 10	Reallocation of P-Card transactions for 6/25 cycle completed by noon
Wednesday, July 11	Last FY18 Departmental Journal entries. <i>You must replace the default journal date with 6/30/18 for all FY18 journals initiated in July.</i>
Wednesday, July 11	Last IC (internal) billings for FY18 services. <i>You must use a 6/30/18 journal date for those entered in July.</i>

- Thursday, July 12 Last Dean's Office journal entries. *You must replace the default journal date with 6/30/18 for all FY18 journals initiated in July.*
- Thursday, July 12 Peoplesoft AR billings for FY18 services must be ready. *You must use a 6/30/18 accounting date on all FY18 invoices entered in July.*
- Thursday, July 12 FY18 Budget transfer journals submitted and approved. *You must change the journal date to 6/30/18 for any entered in July.*
- Thursday, July 19 Close Period 12 (June Close)
- Thursday, July 26 Close Adjustment Period 998 (Final Close)