

A SUMMARY OF YEAR END DEADLINES FY19

Wednesday, June 5	All payroll and benefit forms due to Human Resource Services for final FY19 bi-weekly payroll
Wednesday, June 5	Departments should run the UV_UNRECONCILED_CHECKS query to review checks that may need to be voided before fiscal year end.
Wednesday, June 12	All ePARS due to Human Resource Services for final FY19 semi-monthly payroll
Friday, June 14	Last day for requests for use of reappropriation amounts due from units to Provost's office
Friday, June 14	Last FY19 payroll distributions to Payroll Services
Friday, June 14	Last day for departments to place computer orders at the UVM Bookstore/Computer Depot and have them post as FY19 transactions
Wednesday, June 19	Reallocation of P-Card journals dated June 2 nd
Friday, June 21	Last day to charge items on P-Card and have them post as FY19 transactions
Friday, June 21	Requisitions for FY19 Purchase Orders by end of business day.
Friday, June 21	Travel expense reports for FY19 trips must be submitted by end of business day
Monday, June 24	Last Shop Stores FY19 orders
Tuesday, June 25	Travel expense reports for FY19 trips must be approved by end of business day
Thursday, June 27	Shop Stores closed for inventory through June 30 th
Thursday, June 27	Travel expense paperwork to Disbursement Center by noon
Friday, June 28	All cash or checks for FY19 gifts due to Foundation by 9:00 am
Friday, June 28	University Store purchases (FY19 orders filled)
Friday, June 28	Print & Mail Center FY19 work completed (call in advance to schedule)
Friday, June 28	Cash and checks to Treasury Services by noon
Friday, June 28	Petty Cash close out paperwork to General Accounting and deposit with Treasury Services by noon
Friday, June 28	University Store closed for inventory
Wednesday, July 3	Last FY19 retroactive distributions processed
Friday, July 5	Last day to request a new customer ID for FY19 billing
Friday, July 5	FY19 inventory adjustments due to General Accounting
Friday, July 5	Invoices on PO's to Disbursement Center by end of business day
Friday, July 5	Check requests to Disbursement Center for non-PO invoices by end of business day.
Monday, July 8	Petty Cash replenishment vouchers to General Accounting
Tuesday, July 9	Reallocation of P-Card transactions for 6/25 cycle completed by noon

Thursday, July 11 Last FY19 Departmental Journal entries. *You must replace the default journal date with 6/30/19 for all FY19 journals initiated in July.*

Thursday, July 11 Last IC (internal) billings for FY19 services. *You must use a 6/30/19 journal date for those entered in July.*

Friday, July 12 Last Dean's Office journal entries. *You must replace the default journal date with 6/30/19 for all FY19 journals initiated in July.*

Friday, July 12 Peoplesoft AR billings for FY19 services must be ready, for invoices scheduled to post on July 17th. *You must use a 6/30/19 accounting date on all FY19 invoices entered in July.*

Friday, July 12 FY19 Budget transfer journals submitted and approved. *You must change the journal date to 6/30/19 for any entered in July.*

Thursday, July 18 Close Period 12 (June Close)

Monday, July 29 Close Adjustment Period 998 (Final Close)