

Deadlines for FY 2016-2017 (FY17) Year-End Close by Date

Ref#	Date		Time	Description
1	6/1/2017	Thursday		Open FY18 period 1 (July) for dual-year processing. Processing of FY18 blanket orders, open orders, maintenance renewals and rentals other than copiers begin.
2	6/1/2017	Thursday	5:00 PM	FY17 requisitions for purchases to be received by 6/30/17 greater than \$60,000 should be completely approved by departments.
3	6/2/2017	Friday	5:00 PM	FY17 requisitions for purchases to be received by 6/30/17 between \$20,000 & \$60,000 should be completely approved by departments.
4	6/9/2017	Friday	5:00 PM	FY17 requisitions for purchases to be received by 6/30/17 below \$20,000 should be completely approved by departments. Requisitions completed after this date cannot be guaranteed to be complete in FY17.
5	6/22/2017	Thursday	Noon	Due to Fiscal Monitor: Direct Pay requests, JV's (Manual & Electronic), Reimbursement Vouchers and IDV's to be included in FY17.
6	6/23/2017	Friday	5:00 PM	Due to FIP: JE's to be uploaded and electronically routed.
7	6/23/2017	Friday	Noon	FY17 ELR must be initiated in order to be completed and approved by all parties by 6/30/17.
8	6/30/2017	Friday	9:00 AM	Due in FIP: Sub-system feeds to be included in FY17.
9	6/30/2017	Friday	Noon	Final FY17 Electronic Labor Redistributions must be reviewed and approved by all parties.
10	6/30/2017	Friday	4:00 PM	Deadline for FY17 deposits made directly to a cashier in UAR.
11	6/30/2017	Friday	3:00 PM	Deadline for FY17 deposits made at Sponsored Projects Accounting (for research deposits).
12	6/30/2017	Friday	5:00 PM	Departmental receiving deadline for FY17.
13	6/30/2017	Friday	5:00PM	Any requisition not processed by this time will be deleted. A new year requisition will be required.
14	7/3/2017	Monday	5:00 PM	1st Close
15	7/5/2017	Wednesday	8:00 AM	Reports with IDC posted available .
This provides 6 working days between 1st and 2nd close				
18	7/8/2017	Saturday	5:00 PM	Pcard transactions through 6/22/2017 will be posted into Banner. All Pcard transactions not received by 6/22/17 at Wells Fargo will be posted to FY18.
19	7/10/2017	Monday	5:00 PM	Deadline for JEs from Business Mgrs & Research Centers.
20	7/12/2017	Wednesday	5:00 PM	2nd Close
21	7/13/2017	Thursday	8:00 AM	Reports with IDC posted available.
22	7/13/2017	Thursday	8:00 AM	Processing FY18 copier renewals will begin.
This provides 5 working days between 2nd and 3rd close				
23	7/19/2017	Wednesday	3:00 PM	3rd Close: Reports (with IDC posted).
24	7/20/2017	Thursday	8:00 AM	Reports with IDC posted available.
25	7/24/2017	Monday	5:00 PM	Final Close Reports Available (with IDC posted).