

FY19 Administration and Finance Year-End Procedures

Date	Day	Time	Category	Description
6/3/2019	Monday	5:00 PM	General	Open FY20 period 1 (July) for dual-year processing. FY19 requisitions for purchases greater than \$60,000 require pre-approval by Procurement Services.
6/3/2019	Monday	5:00 PM	Requisitions	Processing of FY20 open orders, including maintenance renewals, copiers, and rentals begin. NO CHANGE ORDERS to the items stated above will be accepted until after August 1.
6/10/2019	Monday	5:00 PM	Requisitions	FY19 requisitions for purchases to expend funds in the current fiscal year below \$60,000 should be completely approved by departments. These purchases MUST be received no later than June 28, 2019. Requisitions completed after this date cannot be guaranteed to be completed and expenses in FY19. Purchases received after June 28, 2019 will be expensed in FY20.
6/21/2019	Friday	Noon	Paper/Electronic Transactions	Tickets submitted to Aggie Service Desk (ASD): Direct Pay requests, Travel Forms and IDV's to be included in FY19.
6/21/2019	Friday	Noon	Journal Voucher	Journal Vouchers fully approved by department: JED's and JE16's to be included in FY19.
6/21/2019	Friday	Noon	Journal Voucher	Due to FIP: Electronic Journal Vouchers to be uploaded and electronically routed.
6/21/2019	Friday	Noon	ELR	FY19 ELR's must be <i>initiated</i> in order to be completed and approved by all parties by year end.
6/28/2019	Friday	9:00 AM	Journal Voucher	Due in FIP: Sub-system feeds to be included in FY19.
6/28/2019	Friday	Noon	ELR	Final FY19 Electronic Labor Redistributions must be reviewed and approved by all parties.
6/28/2019	Friday	Noon	Deposits	Deadline for FY19 deposits made at Sponsored Projects Accounting (for research deposits).
6/28/2019	Friday	4:00 PM	Deposits	Deadline for FY19 deposits made directly to a cashier in UAR.
6/28/2019	Friday	5:00 PM	Requisitions	Departmental receiving deadline for FY19. If there is any doubt that the goods/services will be received by June 28th, process for FY20.
6/28/2019	Friday	5:00PM	Requisitions	Any FY19 Banner and AggieMart requisition not processed by this time will be deleted. A new year requisition will be required.
7/1/2019	Monday	5:00 PM	Close	1st Close
7/1/2019	Monday	5:00 PM	Payroll	LPAF (Labor PAF) deadline to change job labor distribution to be effective for the SL13 lag payroll.
7/2/2019	Tuesday	8:00 AM	Reports	Reports with IDC posted available .
7/3/2019	Wednesday	5:00 PM	AggieMart	AggieMart catalog purchases through June 25th will be posted into Banner for FY19.
7/4/2019	Thursday	5:00 PM	Pcard	Pcard transactions through June 20th will be posted into Banner for FY19. All Pcard transactions not received by June 20th at Wells Fargo will be posted in FY20.
7/8/2019	Monday	5:00 PM	Journal Voucher	Deadline for JEs from Business Mgrs & Research Centers.
7/9/2019	Tuesday	5:00 PM	Payroll	Lag payroll (SL 13) will be posted to Banner.
7/10/2019	Wednesday	5:00 PM	Close	2nd Close -This provides 6 working days between 1st and 2nd close
7/11/2019	Thursday	8:00 AM	Reports	Reports with IDC posted available.
7/17/2019	Wednesday	3:00 PM	Close	3rd Close: Reports (with IDC posted). This provides 5 working days between 2nd and 3rd close
7/18/2019	Thursday	8:00 AM	Reports	Reports with IDC posted available.
7/19/2019	Friday	5:00 PM	Close	Final Close Reports Available (with IDC posted).
8/1/2019	Thursday	5:00 PM	Close	July 2019 Close.

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23	24	25	26	27	28	29
30						

July						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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