

Business & Finance
FY 2021 Year-End Cutoff Dates

Year-end is quickly approaching and we would like to thank you for another year of hard work, particularly these last few months. The month of September and Fiscal Year 2020 will close on **Monday, October 4, 2021**. Business and Finance has established the following deadlines to ensure transactions are entered in FY 2021:

VENDOR VOUCHERS

For guaranteed entry into the system, please submit either e-vouchers or paper vouchers to Procurement & Business Services (PBS- 212 Ingram Hall) by Friday, September 17, 2021. All vouchers received after September 17th will be processed on a time available basis.

PURCHASE REQUISITIONS (PRs)

PRs that do not require a bid must be received in PBS no later than Friday, September 10, 2021. PR's submitted after this date will be processed on a time available basis.

PRs that require a bid must be received in PBS no later than Monday, August 30, 2021. PRs that cannot be issued on FY 2021 funds should have that notation clearly referenced in the Document Text.

Purchase Change Orders with Vouchers for payment must be received in PBS no later than Friday, September 10, 2021.

Zero Dollar Purchase Orders (POs) will be closed on Friday, September 17, 2021. Any Purchase Change Order to a PO with a zero dollar remaining balance must be submitted by Friday, September 17, 2021.

TRAVEL VOUCHERS

Travel Vouchers must be received in PBS by Friday, September 17, 2021. Vouchers received after September 17th will be processed on a time available basis.

PURCHASING CARD RECONCILIATIONS

Purchasing Card Reconciliations must be received in PBS by Tuesday, September 21, 2021.

DIRECT CHARGES (CRGs) & DEPARTMENT ERROR CORRECTIONS (DECs)

CRGs/DECs must be queued to the Financial Reporting queue by Thursday, September 30, 2021. Documents queued after this date will be processed on a time available basis.

DECs (other than contract and grant funds and associated cost-share orgs) not processed in Fiscal Year 2021 will need to have budget transfers completed in Fiscal Year 2022.

BUDGET TRANSFERS

For guaranteed entry into the system, Budget Transfers (other than contract and grant funds and associated cost-share orgs) must be completed with approvals by Thursday, September 30, 2021. Transfers received after September 30th will be processed on a time available basis.

OTHER ITEMS:

Accounts Receivable Reconciliations

We would like to remind the applicable units who are responsible for accounts receivable to submit their detailed accounts receivable listing as of September 30, 2021, along with the reconciliation to the Banner Funds/Accounts to Student Financial Services and Internal Audit by Wednesday, October 6, 2021.

Inventory Listing

We would like to remind the applicable units who are responsible for inventory to submit their detailed inventory to the Controller's office and Internal Audit by Wednesday, October 6, 2021.

Service Centers

We would like to remind all Service Center Units to return the Fiscal Year 2022 Rate Development Calculations to Financial Reporting as soon as possible, but no later than Friday, September 3, 2021.