

Business & Finance
FY 2018 Year-End Cutoff Dates

Year-end is quickly approaching and we would like to thank you for another year of hard work. The month of September and Fiscal Year 2018 will close on **Wednesday, October 3, 2018**. Business and Finance has established the following deadlines to ensure transactions are entered in FY 2018:

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 Monday, September 24, 2018. All vouchers received after September 24th will be processed on a time available basis.

PURCHASE REQUISITIONS (PR's)

PR's that do not require a bid must be received in PBS no later than Friday, September 14, 2018. PR's submitted after this date will be processed on a time available basis.

PR's that require a bid must be received in PBS no later than Friday, August 24, 2018. PR's that cannot be issued on FY 2018 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 14, 2018.

TRAVEL VOUCHERS

Travel Vouchers must be received in PBS by Monday, September 24, 2018. Vouchers received after September 24th will be processed on a time available basis.

PURCHASING CARD RECONCILIATIONS

Purchasing Card Reconciliations must be received in PBS by Friday, September 21, 2018.

Direct Charges (CRGs) & DEPARTMENT ERROR CORRECTIONS (DECs)

CRGs/DECs must be queued to the Financial Reporting queue by Friday, September 28, 2018. Documents queued after this date will be processed on a time available basis.

DECs (other than contract and grant funds) not processed in Fiscal Year 2018 will need to have budget transfers completed in Fiscal Year 2019.

BUDGET TRANSFERS

For guaranteed entry into the system, Budget Transfers must be completed with approvals by Friday, September 28, 2018. Transfers received after September 28th 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, 2018, along with the reconciliation to the Banner Funds/Accounts to Student Financial Services and Internal Audit by Friday, October 5, 2018.

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 Friday, October 5, 2018.

Service Centers

We would like to remind all Service Center Units to return the Fiscal Year 2018 Rate Development Calculations to Financial Reporting by Friday, August 31, 2018.