

Business Office
Schedule of Year End Activities
For Year Ending June 30, 2021

Date	Activity
April 19	- Requests for computer/IT related purchases, excluding software
May 1	- Project requests must be submitted
May 5	- Payroll reallocations
May 14	- Requisitions for purchase orders and/or contracts that require a bid must be entered into EB, have approvals completed, and be at Final Review step by 4:30 p.m.
June 1	- Deadline to submit EB forms to change procard limit or request additional procard
June 4	- Deadline to submit summer or extra pay in June to Payroll
June 11	- Time and Effort reports will be mailed to project bookkeepers - Deadline to submit activations for projects beginning July 1, 2021 to Office of Research
June 15	- Deadline for procard purchases that need to be made for FY 21 - Deadline to submit labor & benefit reallocation requests identified within 90-day transfer period to Grants - Reallocations for May/June 2021 time period must be completed, approved, and received in Payroll - Suggested final transaction purchase date
June 16	- Deadline to request special invoices that need to be issued prior to June 30 - Restricted accounts with a negative balance need to be resolved
June 18	- Diesel & gasoline fuel pumped from Facilities tank through June 18 will be charged by IDT this fiscal year - Deadline to submit cost transfer requests to reallocate costs identified within 90-day transfer period to Grants
June 25	- Requisitions for purchases that are to be placed from State, Cooperative, or University Contracts or do not require a bid must be entered into EB, have approvals completed, and by at Final Review step by 4:30 p.m. - All Time and Effort reports through spring semester need to be signed and returned - Deadline to submit activations for continuing grants that need to be activated for FY 22
June 29	- Submit all accounts receivables outstanding to the Business Office
June 30	- Budget revisions due - Purchases with posting dates after June 30 will be applied to next fiscal year budget - Equipment/Software received by June 30 for which an invoice hasn't been issued must be recorded as a FY 21 expense - Travel which concludes after June 30 will not come out of FY 21 budget - Credit card fuel charges received and paid by Facilities through June 30 will be charged to user via IDT - All transactions should be processed against grant accounts - Monies received must be deposited with Business Office by noon - Checks received must be deposited with Business Office by 11:00 a.m. - All petty cash funds must be reconciled by the fund custodian - Written reconciliation of petty cash funds must be forwarded to Business Office. Any shortage should be reimbursed or any overage deposited by noon
July 1	- Deadline at 10:00 a.m. to submit all time-in TimeClock Plus for July 9, 2021 student/hourly payroll
July 6	- Deadline for departments to reallocate procard transactions with posting dates of May 17 – June 15 - Deadline for Chrome River PC reports to be submitted/approved for transactions with posting dates of May 17 – June 15 - Deadline at 10:00 a.m. to submit June 2021 Faculty Leave and Extra-time reports to Payroll
July 9	- If equipment/software has been received before June 30 and an invoice has not been issued, a memo or email indicating PO number and exact equipment items received must be forwarded to Diane Kuhlman by 4:30 p.m. - Deadline for Chrome River procard reports to be submitted AND approved for transactions with posting dates of June 16 – June 30 - Deadline to submit memo or email to General Accounting detailing travel expenses charged to FY 21 procard for travel which concludes after June 30, 2021
July 12	- Procard transactions with posting dates of June 16 – June 30 will be recorded for FY 21 in Banner
July 15	- Deadline to report any corrections for procard transactions