

The following deadlines have been established for FY 08-09. We appreciate your efforts to ensure that the University's financial position is accurately stated as of 8/31/09.

Friday, Aug 21st will be the last day to process and approve vouchers to be included in the final check run Thursday, Aug 27th. If you have an emergency payment situation after August 21st, please contact Accounts Payable at ext. 23404 or [accounts payable](#).

Friday, Sep 4th will be the last day to process and approve vouchers with FY 08-09 service dates to be included in FY 08-09 funds.

August will be closed on Tuesday, Sep 8th. FY 08-09 will be closed on Tuesday, Sep 15th. Balance forward entries will be generated on Oct 1st and should be complete by Oct 7th.

If you have any questions regarding the deadlines, please feel free to contact:

Document/Voucher	Contact Department	Contact Phone No.
Accounting Corrections (VT6)	Accounting Services	20865
Appointment Documents	Human Resources	24221
Cash Receipts (VC2)	Accounting Services	21541
Hourly Payroll	Payroll Services	25426
Interdepartmental Transfers (VT5)	Accounting Services	21541
Inventory Transactions-ITF	Capital Asset Management	22191 or 23409
Payment Vouchers (VP1, VP2)	Accounts Payable	22150 or 23404
Petty Cash	Accounting Services	25425
Request for Transfer-RTF (VT1, VT2)	Budget Office	25500
Travel Vouchers (VP5)	Travel Services	27100 or 22918

DEADLINES SORTED BY DATE

Date	Deadline	Document/Voucher Type
Tue, Aug 18	Last day to process and approve monthly appointment documents to be included in Sep 1 check date. Documents must be received by HR no later than noon and must receive all approvals by 5 pm.	Monthly Appointment Documents
Fri, Aug 21	Last day to process and approve vouchers to be included in final check run dated Thu Aug 27. Supporting documentation and electronic approvals due by 5 pm.	Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Mon, Aug 24	Documents must now be created in new year (FY 09-10)	Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Tue, Aug 25	Correction requests (memo form) to be included in Aug statements due by 5 pm	Accounting Corrections (VT6)
Thu, Aug 27	Final Check Run for FY 08-09	Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Mon, Aug 31	Documents and approvals due by 5 pm	Cash Receipts (VC2) Petty Cash Inventory Transactions-ITF
Mon, Aug 31 (Continued)	Retroactive appointment change documents must be received by HR no later than noon and must receive all approvals by 5 pm	Appointment Documents
Mon, Aug 31 (Continued)	Electronic approvals due in the Budget Office by 3 pm	Request for Transfer-RTF
Tue, Sep 1	FY 09-10 documents can now be approved	Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Tue, Sep 1 (Continued)	Paper vouchers due by noon. Electronic approvals complete by 3 pm.	Hourly Payroll
Thu, Sep 3	August vouchers due to final approvers by 5 pm	All Voucher Types
Fri, Sep 4	Last day to process and approve FY 09-10 vouchers with 08-09 service dates to be included in rollback job and in FY 08-09. Supporting documentation and electronic approvals due by 5 pm.	Accounting Corrections (VT6) Interdepartmental Transfers (VT5) Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Fri, Sep 4 (Continued)	Documents must now be created in new year (FY 09-10)	Accounting Corrections (VT6) Interdepartmental Transfers (VT5)

DEADLINES SORTED BY DATE (Continued)

Tue, Sep 8	Close Payroll – a.m. Close August – p.m.	All Voucher Types
Tue, Sep 15	Close 13 th month	All Voucher Types
Thu, Oct 1	Balance forward documents created	BF documents
Wed, Oct 7	Balance forward documents approved	BF documents

DEADLINES SORTED BY DOCUMENT/VOUCHER TYPE

Accounting Corrections (VT6) created by Accounting Direct questions to Accounting Services, ABS, 20865

Date	Deadline
Tue, Aug 25	Request and supporting documentation must be received in ABS by 5 pm to be included in August statements.
Fri, Sep 4	Request and supporting documentation must be received in ABS by 5 pm to be included in the rollback job and recorded to FY 08-09 funds. Documents with FY 08-09 service dates will be included in rollback job and recorded to FY 08-09 funds.

Accounting Corrections (VT6) created by Department Direct questions to Accounting Services, ABS, 20865

Date	Deadline
Thu, Sep 3	Corrections to be included in August statements and recorded to FY 08-09 funds: Electronic approvals due by 5 pm.
Fri, Sep 4	All documents must be created in FY 09-10

Appointment Documents

Direct questions to Human Resources, 24221

Date	Deadline
Tue, Aug 18	Monthly appointment documents must be received by HR no later than noon and must receive all approvals by 5 pm in order to be paid on Tue, Sep 1.
Mon, Aug 31	Retroactive appointment change documents must be received by HR no later than noon and must receive all approvals by 5 pm.

Cash Receipts (VC2)

Direct questions to Accounting Services, 21541

Date	Deadline
Mon, Aug 31	All cash receipts must be deposited at the Bursar's Office by 5 pm.

DEADLINES SORTED BY DOCUMENT/VOUCHER TYPE (Continued)

Hourly Payroll

Direct questions to Payroll Services, 25426

Date	Deadline
Tue, Sep 1	Paper vouchers must be received in Payroll Services by noon. Electronic approvals must be complete by 3 pm.

Interdepartmental Transfers-IDTs (VT5)

Direct questions to Accounting Services, 21541

Date	Deadline
Thu, Sep 3	Electronic approvals complete by 5 pm to be included in August statements and recorded to FY 08-09 funds.
Fri, Sep 4	All documents must be created in FY 09-10.

Inventory Transactions-ITF

Direct questions to Capital Asset Management, 22191 or 23409

Date	Deadline
Mon, Aug 31	All inventory transaction forms (ITF) with FY 08-09 service dates must be received in the Office of Capital Asset Management by 5 pm.

Payment Vouchers (VP1, VP2)

Direct questions to Accounts Payable, ABS, 22150 or 23404

Date	Deadline
Fri, Aug 21	Supporting documentation and electronic approvals must be received in ABS by 5 pm to be included in the last check run for FY 08-09 (Thu, Aug 27).
Mon, Aug 24	All vouchers must be created in FY 09-10. Departmental personnel cannot approve until Sep 1.
Thu, Aug 27	Final check run for FY 08-09
Tue, Sep 1	Creators can now approve VP documents for FY 09-10.
Fri, Sep 4	Supporting documentation for FY 08-09 service dates due in ABS by 5 pm. All electronic approvals complete by 5 pm. Vouchers will be included in rollback job and recorded to FY 08-09.

Petty Cash

Direct questions to Accounting Services, 25425

Date	Deadline
Mon, Aug 31	Reimbursement for petty cash funds including supporting documentation must be submitted to the Bursar's Office by 5 pm.

DEADLINES SORTED BY DOCUMENT/VOUCHER TYPE (Continued)

Request for Transfer-RTF (VT1, VT2)

Direct questions to the Budget Office, 25500

Date	Deadline
Mon, Aug 31	Electronic approvals must be received in the Budget Office by 3 pm. Please consider the semi-monthly payroll when processing these transfer documents.

Travel Vouchers (Paper vouchers and VP5)

Direct questions to Travel Services, ABS, 27100 or 22918

Date	Deadline
Fri, Aug 21	Supporting documentation and electronic approvals must be received in ABS by 5 pm to be included in the last check run for FY 08-09 (Thu, Aug 27).
Mon, Aug 24	All vouchers must be created in FY 09-10. Departmental personnel cannot approve until Sep 1.
Thu, Aug 27	Final check run for FY 08-09
Tue, Sep 1	Creators can now approve VP documents created for FY 09-10.
Fri, Sep 4	Supporting documentation for FY 08-09 travel dates due in ABS by 5 pm. All electronic approvals complete by 5 pm. Vouchers will be included in rollback job and recorded to FY 08-09 funds.