

The following deadlines have been established for FY 10-11. We appreciate your efforts to ensure that the University's financial position is accurately stated as of 8/31/11.

Friday, Aug 19th will be the last day to process and approve vouchers to be included in the final check run Thursday, Aug 25th. If you have an emergency payment situation after Aug 19th, please contact Accounts Payable at ext. 23404 or [accounts payable](#).

Wednesday, Sep 7th will be the last day to process and approve vouchers with FY 10-11 service dates to be included in FY 10-11 funds.

August will be closed on Thu, Sep 8th. FY 10-11 will be closed on Thu, Sep 15th.

Balance forward entries will be generated on Oct 3rd and should be complete by Oct 7th.

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

<b>Document/Voucher</b>	<b>Contact Department</b>	<b>Contact Phone No.</b>
Accounting Corrections (VT6)	Accounting Services	20865
Cash Receipts (VC2)	Accounting Services	21541
Hourly Payroll (OV1)	Payroll Services	25426
HRMS Documents	Human Resources	24206
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)	Budgeting	25500
Travel Vouchers (VP5)	Travel Services	27100 or 22918

## DEADLINES SORTED BY DATE

Date	Deadline	Document/Voucher Type
Thu, Aug 18	Last day to process and approve monthly HRMS 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 HRMS Documents
Fri, Aug 19	Last day to process and approve vouchers to be included in final check run dated Thu Aug 25. Supporting documentation and electronic approvals due by 5 pm.	Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Mon, Aug 22	Documents must now be created in new year (FY 11-12)	Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Tue, Aug 23	Correction requests (memo form) to be included in Aug statements due by 5 pm	Accounting Corrections (VT6)
Thu, Aug 25	Final Check Run for FY 10-11	Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Wed, Aug 31	Documents and approvals due by 5 pm	Cash Receipts (VC2) Petty Cash Inventory Transactions-ITF
Wed, Aug 31 (Continued)	Retroactive assignments/modifications must be received by HR no later than noon and must receive all approvals by 5 pm	HRMS Documents
Wed, Aug 31 (Continued)	Electronic approvals due in the Budget Office by 3 pm	Request for Transfer-RTF
Thu, Sep 1	FY 11-12 documents can now be approved	Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Thu, Sep 1 (Continued)	Paper vouchers due by noon. Electronic approvals complete by 3 pm.	Hourly Payroll
Tue, Sep 6	August vouchers due to final approvers by 5 pm	All Voucher Types
Wed, Sep 7	Last day to process and approve FY 11-12 vouchers with FY 10-11 service dates to be included in rollback job and in FY 10-11. Supporting documentation and electronic approvals due by 5 pm.	Accounting Corrections (VT6) Interdepartmental Transfers (VT5) Payment Vouchers (VP1, VP2, VP3) Travel Vouchers (VP5)
Thu, Sep 8	Documents must now be created in new year (FY 11-12)	Accounting Corrections (VT6) Interdepartmental Transfers (VT5)

## DEADLINES SORTED BY DATE (Continued)

Thu, Sep 8	Close Payroll – a.m. Close August – p.m.	All Voucher Types
Thu, Sep 15	Close 13 <sup>th</sup> month	All Voucher Types
Mon, Oct 3	Balance forward documents created	BF documents
Fri, 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, 20865

Date	Deadline
Tue, Aug 23	Request and supporting documentation must be received in ABS by 5 pm to be included in August statements.
Wed, Sep 7	Request and supporting documentation must be received in ABS by 5 pm to be included in the rollback job and recorded to FY 10-11 funds. Documents with FY 10-11 service dates will be included in rollback job and recorded to FY 10-11 funds.

### Accounting Corrections (VT6) created by Department

#### Direct questions to Accounting Services, 20865

Date	Deadline
Tue, Sep 6	Corrections to be included in August statements and recorded to FY 10-11 funds: Electronic approvals due by 5 pm.
Wed, Sep 7	All documents must be created in FY 11-12

### Cash Receipts (VC2)

#### Direct questions to Accounting Services, 21541

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

### Hourly Payroll

#### Direct questions to Payroll Services, 25426

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

## DEADLINES SORTED BY DOCUMENT/VOUCHER TYPE (Continued)

### HRMS Documents

#### Direct questions to Human Resources, 24206

Date	Deadline
Thu, Aug 18	Monthly HRMS documents must be received by HR no later than noon and must receive all approvals by 5 pm in order to be paid on Thu, Sep 1.
Wed, Aug 31	Retroactive assignments/modifications must be received by HR no later than noon and must receive all approvals by 5 pm.

### Interdepartmental Transfers-IDTs (VT5)

#### Direct questions to Accounting Services, 21541

Date	Deadline
Tue, Sep 6	Electronic approvals complete by 5 pm to be included in August statements and recorded to FY 10-11 funds.
Wed, Sep 7	All documents must be created in FY 11-12.

### Inventory Transactions-ITF

#### Direct questions to Capital Asset Management, 22191 or 23409

Date	Deadline
Wed, Aug 31	All inventory transaction forms (ITF) with FY 10-11 service dates must be received in the Office of Capital Asset Management by 5 pm.

### Payment Vouchers (VP1, VP2)

#### Direct questions to Accounts Payable, 22150 or 23404

Date	Deadline
Fri, Aug 19	Supporting documentation and electronic approvals must be received in ABS by 5 pm to be included in the last check run for FY 10-11 (Thu, Aug 25).
Mon, Aug 22	All vouchers must be created in FY 11-12. Departmental personnel cannot approve until Sep 1.
Thu, Aug 25	Final check run for FY 10-11
Thu, Sep 1	Creators can now approve VP documents for FY 11-12.
Wed, Sep 7	Supporting documentation for FY 10-11 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 10-11.

### Petty Cash

#### Direct questions to Accounting Services, 25425

Date	Deadline
Wed, 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 Budgeting, 25500

Date	Deadline
Wed, 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, 27100 or 22918

Date	Deadline
Fri, Aug 19	Supporting documentation and electronic approvals must be received in ABS by 5 pm to be included in the last check run for FY 10-11 (Thu, Aug 25).
Mon, Aug 22	All vouchers must be created in FY 11-12. Departmental personnel cannot approve until Sep 1.
Thu, Aug 25	Final check run for FY 10-11
Thu, Sep 1	Creators can now approve VP documents created for FY 11-12.
Wed, Sep 7	Supporting documentation for FY 10-11 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 10-11 funds.