

The following deadlines have been established for FY 20-21. We appreciate your efforts to ensure that the University's financial position is accurately stated as of 8/31/21.

Wednesday, Aug 18 is the deadline to submit eForms for the Sep 1 monthly payroll.

Friday, Aug 20 is the deadline to process and approve AP non-PO Vouchers to be included in the final AP check run dated Friday, Aug 27. If you have an emergency payment situation after Aug 27, please call ext. 22194.

Tuesday, Aug 24 is the deadline to process and approve AP Purchase Order Vouchers to be included in the check run dated Friday, Aug 27.

Monday, Aug 30 is the deadline to submit eForms for the Sep 8 semi-monthly payroll.

Thursday, Sep 2, **10:00 am**, is the deadline to submit payroll vouchers for the Sep 8 semi-monthly payroll.

August will be closed on Wednesday, Sep 8. FY 20-21 will be closed on Monday, Sep 13.

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 (includes Easy Correct from SAHARA)	Accounting Services	21541
Budget Transfers	Budgets (Budget Resource)	Resource direct #
Cash Receipts	Accounting Services	21541
Change Position Funding - eForms	Budgets (Budget Resource)	Resource direct #
Expense Reports	Disbursements	22194
Hourly Payroll	Payroll Services	25426
HR eForms	Human Resources	25554
Interdepartmental Transfers	Accounting Services	21541
Payment Vouchers	Disbursements	22194
Payroll Corrections	Payroll Services	25426
Petty Cash	Accounting Services	29725
Pro-Card Statements	Payment Card Services	22194
Requisition/Purchase Order	Procurement	22194
Travel Authorizations	Disbursements	22194

## FINANCIAL DEADLINES

<b>Date</b>	<b>Deadline</b>	<b>Document/Voucher Type</b>
Fri, Jul 16	Last day to submit Requisitions totaling >\$15,000 for FY20-21	Requisition/Purchase Order
Fri, Aug 6	Cost Center deficit balances must be taken care of and positive balances reported	Deficit Balances
Fri, Aug 13	Last day to submit Requisitions totaling <\$15,000 and Mav eShop orders for FY 20-21	Requisition/PurchaseOrder/Mav eShop
Wed, Aug 18	Last day to submit eForms to be included in Aug 31 payroll	Change Position Funding
Wed, Aug 18	eForms submitted to be included in Sep 1 monthly check date. Forms must be received by HR by 5 pm.	eForms for Monthly Payroll
Fri, Aug 20	Last day to process and submit non-PO vouchers to be included in final AP check run dated Fri Aug 27 and included in FY 20-21 budget.  Non-PO vouchers not in "Approved" status by 5 pm will be recorded to FY 21-22 budget.	Non-Purchase Order Vouchers
Mon, Aug 23	Payroll Vouchers due to Payroll Services by 10 am for Sep 1 monthly payroll.	Payroll Vouchers for Monthly Payroll
Mon, Aug 23	Last day to process Budget Transfers	Budget Transfers
Tue, Aug 24	Last day for fully approved Expense Reports to be included in the final check run dated Fri Aug 27 and included in FY 20-21 budget.  ER's not in "Approved" status by 5 pm will be recorded to FY 21-22 budget.	Expense Reports (ER)
Tue, Aug 24	Last day to create Travel Authorizations in UTShare. All TA's must have a valid budget and be in "Approved" status by 5 pm to be included in FY 20-21 budget.  TA's not in "Approved" status by 5 pm will be recorded to FY 21-22 budget.	Travel Authorizations (TA)
Tue, Aug 24	Last day to process and submit Purchase Order vouchers to be included in the AP check run dated Fri Aug 27	PO Payment Vouchers
Wed, Aug 25	Last day to submit correction requests to be included in FY 20-21. Request and supporting documentation due to Accounting Services by 5 pm.	Accounting Corrections (includes Easy Correct from SAHARA)

## FINANCIAL DEADLINES

Fri, Aug 27	Final Check Run for FY 20-21	Final AP Check Run
Fri, Aug 27	Balance forward “estimated” entries	Balance forwards
Mon, Aug 30	Last day to submit eForms to be included in Sep 8 semi-monthly check date. Forms must be received by HR by 5 pm	eForms for Semi-monthly Payroll
Tue, Aug 31	Documents and approvals due by 5 pm	Cash Receipts Petty Cash
Thu, Sep 2	Payroll vouchers due to Payroll Services by 10 am for the Aug 31 semi-monthly, check date Sep 8	Hourly Payroll
Fri, Sep 3	Last day to process and submit vouchers and journals with FY 20-21 service dates to be included in FY 20-21. Supporting documentation due by 5 pm	Interdepartmental Transfers Payment Vouchers Expense Reports
Fri, Sep 3	Last day to submit eForms for prior year funding changes to be included in FY 20-21.	Change Position Funding
Wed, Sep 8	Close August	All Voucher Types
Mon, Sep 13	Close FY 20-21 (Period 998)	All Voucher Types
Wed, Sep 15	ProCard statement for transactions posted 8/4/21 – 9/3/21 will be available for reconciliation	ProCard
Fri, Sep 17	Timekeepers should ensure that all time taken through August 31, 2021 is entered by the 10 am cutoff	Vacation lop off
Tue, Sep 21	Last day to reconcile ProCard statement for transactions posted 8/4/21 – 9/3/21 due by 5pm	ProCard
Tue, Nov 30	Balance forward “adjusted final” entries complete	Balance forwards