## YEAR-END DEADLINES - SUMMARY/RECAP:

**Reminder:**
- In all cases, submission dates reflect when information must be received by central offices.
- The School of Medicine may have earlier deadlines, please refer to memo from Medical Finance.

<table>
<thead>
<tr>
<th>Description</th>
<th>1st Preliminary Departmental Closing</th>
<th>2nd and Final Departmental Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Orders - create or change orders for old year.</td>
<td>May 31 (1:00 pm)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Cash receipts to Cashier’s Office</td>
<td>May 31 (1:00 pm)</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Payments:**
- eChecks & Travel cards
- eBERFs/BERFs (employee reimbursement)
- Accounts Payable invoices

<table>
<thead>
<tr>
<th>Description</th>
<th>1st Preliminary Departmental Closing</th>
<th>2nd and Final Departmental Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments:</td>
<td>June 2</td>
<td>June 14 noon</td>
</tr>
</tbody>
</table>

**Journal entries and transfers:**
- Payroll & default salaries
- Cash receipts journals to Controller’s Office
- Sponsored "6" accounts - other than payroll
- Other than payroll & other than sponsored accts.

<table>
<thead>
<tr>
<th>Description</th>
<th>1st Preliminary Departmental Closing</th>
<th>2nd and Final Departmental Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal entries and transfers:</td>
<td>June 1 WD</td>
<td>June 14 WD noon</td>
</tr>
<tr>
<td></td>
<td>June 1 DHRS</td>
<td>June 14 DHRS noon</td>
</tr>
<tr>
<td></td>
<td>June 2 (5:00 pm)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td></td>
<td>June 7</td>
<td>June 19</td>
</tr>
<tr>
<td></td>
<td>June 7</td>
<td>June 22 (12:00 noon)</td>
</tr>
</tbody>
</table>

**Revenue deferrals & expense accruals journal entries**:

<table>
<thead>
<tr>
<th>Description</th>
<th>1st Preliminary Departmental Closing</th>
<th>2nd and Final Departmental Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue deferrals &amp; expense accruals journal entries</td>
<td>June 7</td>
<td>June 19</td>
</tr>
</tbody>
</table>

**Interdepartmental Requisitions (IDR):**

<table>
<thead>
<tr>
<th>Description</th>
<th>1st Preliminary Departmental Closing</th>
<th>2nd and Final Departmental Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interdepartmental Requisitions (IDR):</td>
<td>June 7</td>
<td>June 19</td>
</tr>
<tr>
<td>Manual (IDR forms, Journals)</td>
<td>June 7</td>
<td>June 19</td>
</tr>
<tr>
<td>On-line</td>
<td>May 31</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**FRS System Close**

<table>
<thead>
<tr>
<th>Description</th>
<th>1st Preliminary Departmental Closing</th>
<th>2nd and Final Departmental Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRS System Close</td>
<td>June 9</td>
<td>June 23</td>
</tr>
</tbody>
</table>

**Reports – RDS (online)(*):**

<table>
<thead>
<tr>
<th>Description</th>
<th>1st Preliminary Departmental Closing</th>
<th>2nd and Final Departmental Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports – RDS (online)(*)</td>
<td>AVAILABLE ON</td>
<td>AVAILABLE ON</td>
</tr>
<tr>
<td>Report 90’s</td>
<td>June 12</td>
<td>June 26</td>
</tr>
</tbody>
</table>

(*) – Report 90’s reports can be accessed on-line via the Report Distribution System (RDS) the day after the system produces the reports.

(**) – RDS reports related to payroll are not being produced as a result of the implementation of Workday.