

## I. 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

<b><u>Description</u></b>	<b><u>1st Preliminary Departmental Closing</u></b>	<b><u>2nd and Final Departmental Closing</u></b>
Purchase Orders - create or change orders for old year.	May 31 (1:00 pm)	Not Applicable
Cash receipts to Cashier's Office	May 31 (1:00 pm)	Not Applicable
Payments:		
<ul style="list-style-type: none"> <li>● eChecks &amp; Travel cards</li> <li>● eBERFs/BERFs (employee reimbursement)</li> <li>● Accounts Payable invoices</li> </ul>	June 2	June 14 noon
Journal entries and transfers:		
<ul style="list-style-type: none"> <li>● Payroll &amp; default salaries</li> </ul>	June 1 WD June 1 DHRS	June 14 WD noon June 14 DHRS noon
<ul style="list-style-type: none"> <li>● Cash receipts journals to Controller's Office</li> </ul>	June 2 (5:00 pm)	Not Applicable
<ul style="list-style-type: none"> <li>● Sponsored "6" accounts - other than payroll</li> </ul>	June 7	June 19
<ul style="list-style-type: none"> <li>● Other than payroll &amp; other than sponsored accts.</li> </ul>	June 7	June 22 (12:00 noon)
Revenue deferrals & expense accruals journal entries	June 7	June 19
Interdepartmental Requisitions (IDR):		
<ul style="list-style-type: none"> <li>● Manual (IDR forms, Journals)</li> </ul>	June 7	June 19
<ul style="list-style-type: none"> <li>● On-line</li> </ul>	May 31	Not Applicable
FRS System Close	June 9	June 23
Reports –RDS (online)(*):	<b>AVAILABLE ON</b>	<b>AVAILABLE ON</b>
<ul style="list-style-type: none"> <li>● Report 90's</li> </ul>	June 12	June 26

(\*) – 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.