

FY20 Administration and Finance Year-End Procedures

Date	Day	Time	Category	Description
6/1/2020	Monday	5:00 PM	General	Open FY21 period 1 (July) for dual-year processing. FY20 requisitions for purchases greater than \$60,000 require pre-approval by Procurement Services.
6/1/2020	Monday	5:00 PM	Requisitions	Processing of FY21 open orders, including maintenance renewals, copiers, and rentals begin. NO CHANGE ORDERS to the items stated above will be accepted until after August 1.
6/8/2020	Monday	5:00 PM	Requisitions	FY20 requisitions for purchases to expend funds in the current fiscal year below \$60,000 should be completely approved by departments. These purchases MUST be received no later than June 30, 2020. Requisitions completed after this date cannot be guaranteed to be completed and expenses in FY20. Purchases received after June 30, 2020 will be expensed in FY21.
6/16/2020	Tuesday	Noon	ELR	FY20 ELR's must be initiated in order to be completed and approved by all parties by year end.
6/19/2020	Friday	Noon	Paper/Electronic Transactions	Tickets submitted to Aggie Service Desk (ASD): Direct Pay requests, Travel Forms and IDV's to be included in FY20.
6/19/2020	Friday	Noon	Journal Voucher	Journal Vouchers fully approved by department: JED's and JE16's to be included in FY20.
6/19/2020	Friday	Noon	Journal Voucher	Due to FIP: Electronic Journal Vouchers to be uploaded and electronically routed.
6/29/2020	Monday	Noon	Deposits	Deadline for FY20 deposits made at UAR Sponsored Projects Accounting (for research deposits).
6/30/2020	Tuesday	9:00 AM	Journal Voucher	Due in FIP: Sub-system feeds to be included in FY20.
6/30/2020	Tuesday	Noon	ELR	Final FY20 Electronic Labor Redistributions must be reviewed and approved by all parties.
6/30/2020	Tuesday	2:00 PM	Deposits	Deadline for FY20 deposits made directly to a cashier in UAR.
6/30/2020	Tuesday	5:00 PM	Requisitions	Departmental receiving deadline for FY20. If there is any doubt that the goods/services will be received by June 30th, process for FY21.
6/30/2020	Tuesday	5:00PM	Requisitions	Any FY20 Banner and AggieMart requisition not processed by this time will be deleted. A new year requisition will be required.
7/1/2020	Wednesday	5:00 PM	Close	1st Close
7/1/2020	Wednesday	5:00 PM	Payroll	LPAF (Labor PAF) deadline to change job labor distribution to be effective for the SL13 lag payroll.
7/2/2020	Thursday	8:00 AM	Reports	Reports with IDC posted available .
7/2/2020	Thursday	5:00 PM	Pcard	Pcard transactions through June 18th will be posted into Banner for FY20. All Pcard transactions not received by June 18th at Wells Fargo will be posted in FY21.
7/8/2020	Wednesday	5:00 PM	AggieMart	AggieMart catalog purchases through June 30th will be posted into Banner for FY20.
7/8/2020	Wednesday	5:00 PM	Journal Voucher	Deadline for JEs from Business Mgrs & Research Centers.
7/9/2020	Thursday	5:00 PM	Payroll	Lag payroll (SL 13) will be posted to Banner.
7/10/2020	Friday	5:00 PM	Close	2nd Close -This provides 6 working days between 1st and 2nd close
7/11/2020	Saturday	8:00 AM	Reports	Reports with IDC posted available.
7/16/2020	Thursday	3:00 PM	Close	3rd Close: Reports (with IDC posted). This provides 4 working days between 2nd and 3rd close
7/17/2020	Friday	8:00 AM	Reports	Reports with IDC posted available.
7/20/2020	Monday	5:00 PM	Close	Final Close Reports Available (with IDC posted).
8/3/2020	Monday	5:00 PM	Close	July 2020 Close.

JUNE 2020

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	