

FY17 Closing Important Dates

June 9	Last day to submit Term PCN Requests Last day to submit Org# Requests Last day to submit FY17 Budget Revisions	Budget
June 9	Last day to submit Purchase Requisitions (less than \$10,000)	Procurement
June 10	Last day to deliver external billing invoices to Accounts Receivable at UC	Accounts Receivable (A/R)
June 15	Last day to submit petty cash reimbursements to A/P at UC	Accounts Payable (A/P)
June 16	Last day to submit employee reimbursement request to A/P at UC Last day to submit Direct Payment Request forms to A/P at UC	Accounts Payable (A/P)
June 21	Last day to submit Labor Reallocations for Calendar Year 2016, Runs R15-R26 (June 15 to OSP)	Budget/OSP
June 27	Last day to submit Labor Reallocations for Calendar Year 2017, Runs R01-R14 (June 21 to OSP)	Budget/OSP
June 24	Last day to submit restricted fund work orders to GSS for completion	GSS
June 30	FY18 Permanent budgets are loaded Temporary unrestricted budgets are reversed	Budget
June 30	All cashier sessions must be closed and finalized by 6pm All departmental deposits must be delivered to cashiering at U/C by Noon (Cashiering closes at Noon!)	Cashiering
June 30	Last day to encumber LPOs Last day to obtain BPO call numbers	Procurement
June 30	Dates good or services must be received or invoiced to be FY17	Accounts Payable (A/P)
June 30	Banner Web Registration Closed	Student
June 30	Ensure all restricted fund expenses (less payroll) are posted to Banner	OSP
June 30	Last day to submit Labor Reallocations for calendar year 2017, R11-R14 (At FY17 Benefit Rates) (June 29 to OSP)	Budget/OSP
June 30	Last day to submit FY17 Journal Vouchers to restricted and match funds to OSP	OSP
July 4	June (Cycle 12) closes	Budget
July 12	Last day to submit FY17 Journal Vouchers for unrestricted Funds	Budget
July 15	General ledger roll (FY18 opening balances generated) Encumbrance roll (unrestricted budget created to cover encumbrances)	Budget

Other items of importance

- 1) Please consider that every department listed here has their own deadlines to meet, so your strict attention to these dates is appreciated!
- 2) **5:00 PM June 30, 2017 - 8:00 AM - July 1, 2017 - No registration, financial aid disbursement, accounts receivable, cashiering or billing activity allowed.** These activities would create transactions which would interfere with the fiscal year closing process. Please notify all your staff of this restriction. It is critical that such activities do not take place. Cashier sessions must be closed

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so that they can be finalized prior to 6 pm.

- 3) **Personal Holiday** - Personal holidays must be taken on or before June 24 (R14 or earlier) or they will be lost.
- 4) **Open Encumbrances** - All departments should review and resolve all open encumbrances. You can see them on FGIOENC in Banner. ***Please liquidate any encumbrances that do not need to be carried forward into FY18.***
- 5) **Procard and Departmental Travel Card** - Purchases made with University-issued credit cards in the last week of June or the first week of July may not hit in the fiscal year you expect. This is due to the time delay between when you make the purchase and when the data actually arrives at SW and is fed into Banner. SW makes the best assumption possible when each feed arrives but does not have knowledge of exactly when the specific purchases incorporated in any particular feed were actually made. You may want to consider simply not using the card during this period to avoid any fiscal year issues.
- 6) **Travel Expense Reports** - must be submitted as soon as travel is completed. If a trip has been cancelled, please liquidate the encumbrance. For paper TAs, please liquidate them via FGAENCB (Training video on UAOnline and documentation on SW FinSys website). For TEM ATs, please release the budget via the traveler's TEM account (see SW TEM website for TEM documentation on making changes to a travel authorization).
- 7) **FY17 Journal Vouchers – See Submission Dates Above.** Journal Vouchers need to be submitted with appropriate backup and a legible preparer's name and phone number. Banner is date driven so FY17 Journal Vouchers need a prepared date of 6/30/17. Keep in mind we will have two fiscal years running so Journal Vouchers must clearly indicate which year you intend to adjust. Remember you can now email scanned JVs (WITH backup!) to uaa_budget@uaa.alaska.edu - same deadline as above. Restricted/match fund JVs can be emailed to uaa_postaward@uaa.alaska.edu.
- 8) **FY17 Labor Reallocations** - Begin your review immediately of all accounts to determine if corrections are required. Your ability to correct calendar year 2016 ends 6/21/16. Ability to correct calendar year 2017 R1- R13 ends June 24
- 9) **EasyBiz reconciliation.** – Beginning FY16, EasyBiz administrators are required to reconcile EasyBiz account activity and forward to campus travel administrator by September 1 according to the Accounting and Administrative Manual A-30 published on April 12, 2016. Refer to the manual for details.