

FY19 Closing Important Dates

June 7	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 13	Last day to submit Term PCN Requests Last day to submit Org# Requests Last day to submit FY19 Budget Revisions	Budget
June 14	Last day to submit Petty Cash Reimbursements to A/P	Accounts Payable (A/P)
June 14	Last day to submit Employee Reimbursement Requests to A/P Last day to submit Direct Payment Request forms to A/P	Accounts Payable (A/P)
June 20	Last day to submit Labor Reallocations for Calendar Year 2018, Runs R15-R26 (June 14 to OSP)	Budget/OSP
June 21	Last day to submit restricted fund work orders to GSS for completion	GSS
June 24	Last day to submit FY19 Journal Vouchers to restricted and match funds to OSP	OSP
June 26	Last day to submit Labor Reallocations for Calendar Year 2019, Runs R01-R14 (June 19 to OSP)	Budget/OSP
June 28	Last day to obtain BPO call numbers	Procurement
June 28	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	FY20 Permanent budgets are loaded Temporary unrestricted budgets are reversed	Budget
June 30	Date goods or services must be received or invoiced to be FY19	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
July 2	Last day to submit Labor Reallocations for calendar year 2019, R11-R14 (At FY19 Benefit Rates) (June 19 to OSP)	Budget/OSP
July 3	June (Cycle 12) closes	Budget
July 12	Last day to submit FY19 Journal Vouchers for unrestricted Funds	Budget
July 17	Final FY19 Labor Reallocation Run for R15 Only	Budget
July 20	General ledger roll (FY20 opening balances generated) Encumbrance roll (unrestricted budget created to cover encumbrances)	Budget

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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, 2019 - 8:00 AM - July 1, 2019 - 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 so that they can be finalized prior to 6 pm.
- 3) **Personal Holiday** - Personal holidays must be taken on or before June 22 (R14 or earlier) or they will be lost.
- 4) **Annual Leave over 240 hours** – To avoid losing annual leave, any AL over 240 hours must be used by June 30, 2019.
- 5) **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 FY20.***
- 6) **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.
- 7) **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).
- 8) **FY19 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 FY19 Journal Vouchers need a prepared date of 6/30/19. 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.
- 9) **FY19 Labor Reallocations** - Begin your review immediately of all accounts to determine if corrections are required. Your ability to correct calendar year 2018 ends 6/20/19. Ability to correct calendar year 2019 R1- R10 ends June 26 and R11-R14 ends July 4
- 10) **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.