

FY 20 Year-End Cut-off Dates

Accounts Payable	Deadline	Time	Note
Payment request entry in PeopleSoft Financials	6/19/20	5:00pm	Requests received after the deadline will be paid after FY 21 opens for processing.
Wire requests	6/19/20	5:00pm	Requests received after the deadline will be charged to FY21 budget.
Approve all payment request entries	6/22/20	12:00noon	
Submit requests to move expenditures charged to the incorrect budget	6/22/20	12:00noon	
Submit all purchase order invoices dated June 30th, 2020 or earlier	6/26/20	12:00 noon	

Budget Office	Deadline	Time	Note
Budget amendment requests	5/29/20	5:00pm	
Budget certification as of 5/31/2020	6/22/20	5:00pm	

Bursar's Office	Deadline	Time	Note
Deposit all cash and credit card receipts	6/26/20	1:00pm	Cash deposits received after the deadline will be recorded in FY 2021.
Re-open Banner for FY21 transaction processing	7/1/20	8:00am	

Procurement Office	Deadline	Time	Note
Initiate request for proposal (RFP) process for projects funded with current year resources	3/16/20	5.00pm	
Initiate request for quote (RFQ) process for projects funded with current year resources	4/13/20	5.00pm	
Notify Procurement to renew/extend current contracts	5/1/20	5.00pm	
Requisition entry in ePro	6/4/20		Only epro requesters without the YE_CUTOFF role will have access to enter requisitions after 6/4/20.
P-card allocations in WORKS	6/26/20	5:00pm	
P-card VISA packets submission to Procurement Office	7/3/20	5:00pm	

Travel & Expenses	Deadline	Time	Note
Travel authorization entry in PeopleSoft self-service portal for trips before June 30th	6/9/20	5:00pm	After 6/9/2020, all travel authorizations for trips on or before July 15th should be submitted using the paper Travel Authorization Form .
Cash advance entry in PeopleSoft self-service portal for trips before June 30th	6/9/20	5:00pm	After 6/9/2020, all cash advances for trips on or before July 15th should be submitted using the paper Employee Travel Reimbursement Form .

Expense report entry in PeopleSoft self-service portal	6/16/20	5:00pm	After 6/16/2020, all expense reports for reimbursement before June 30th should be submitted using the paper Employee Travel Reimbursement Form .
Approve all electronic travel authorizations and expense reports	6/18/20	5:00pm	All electronic travel authorizations not approved by the deadline will be denied.
Approved paper travel expense report	6/22/20	12:00noon	Paper travel expense reports submitted after the deadline will be returned to traveler. The expense report should be submitted in Peoplesoft when FY21 re-opens for processing.
Final Expense pay cycle	6/26/20	12:00pm	