

BUSINESS SERVICES - ACCOUNTING

SOU Due Date	Description
May 29	<b>Period #1 is opened for next year 2020-21 transactions</b>
June 12	<b>All 2019-20 POs must be input and approved</b>
June 15	<b>Payroll Obligations</b> –All FY20 Payroll obligations due to Payroll Office.
June 15	<b>US Bank Purchasing Card:</b> Transactions purchased by June 15 will be charged to 2019-20 funds (if received by June 30). P-Card Transactions occurring June 15 -June 25, will be charged to FY20 if appearing on statement. Charges subsequent to June 25, will be posted to next fiscal year.
June 15	<b>Travel Forms Submitted to Service Center</b> for all completed travel prior to June 14.
June 22	<b>Higher One Reimbursements</b> deadline. All Higher One reimbursements to students for FY20 must be in the Service Center by close of business.
June 25	<b>Clearing of Purchasing Card Charges</b> – Clear all goods and services received by June 25th Statement drop- date. If not on statement, then expensed next year.
June 26	<b>Deliver all on hand Cash (Div/Dept) Deposits to Service Center.</b>
June 29	<b>Deliver all new incoming Department Deposits to Service Center--no later than 3:00 pm.</b> Final deposits accepted Tues June 30th to 3pm
June 29	<b>Purchase orders</b> for goods and services <b>received by June 29</b> , must be processed, approved, and posted.
June 29	<b>Payroll Redistributions</b> must be received by Payroll Services by June 29.
June 29	<b>Deadline for final Payroll Adjustments involving 2019-20.</b> Final payroll feed runs for June on 6/29.
June 30	<b>STUDENT SIS: No Data Entry to student accounts</b> and to the miscellaneous deposit forms (shut down 5PM to close)
July 1	<b>Re-establish SIS data entry capabilities</b> for the TFAMISC, TSAAREV, and TSASPAY forms.
July 3	<b>2019-20 Donation Pledges: Submit a list of any pledges</b> that are outstanding as of 6/30/20 and which are made directly to the University, if any.
July 3	All <b>2019-20 Invoices</b> must be input and approved at all levels. All invoices for current year should be in by 6/30 AND goods/services received.
July 3	<b>2019-20 Travel:</b> Last day to submit completed and approved travel reimbursements to the Service Center for processing.
July 6	<b>Overdrawn Accounts:</b> Where possible, departments should clear all deficits before closing period 12 financial statements.
July 6	<b>Period 12 Journal Voucher cut off.</b> All JV transactions must be input by 5 p.m.
July 8	<b>Close Period 12</b>
July 10	<b>Period 12 Financial Reports available</b> to departments through Cognos.
July 16	All <b>Period 14 JVs</b> should be input and cleared out of departmental approval queues.
July 22	<b>CLOSE PERIOD 14.</b>
July 24	<b>Period 14 Financial Reports</b> available to departments through Cognos.