

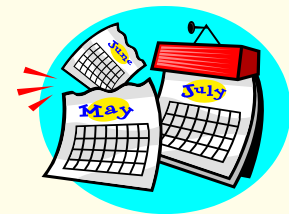
Key Dates for Fiscal 2017 Close- First Departmental Close

- June 9th** **Project Summary Requests (PSR) due by 5 PM**
- June 16th** **Procurement Services: Final day to request a new supplier setup**
- June 23rd** **Deacon Depot: Purchase Requisitions entered by 5 PM**
- July 3rd** **Procurement Card (Pcard) statement closing date. Transactions must be posted by this date.**
- July 7th** **Advancement: All FY17 gifts due by 12 PM**
Accounts Receivable: All deposits due by 4:30 PM
Accounts Payable: Invoices, employee travel, expense reports, and expenditure vouchers due by 5 PM
Financial Reporting: Journal entries and Fixed asset addition/disposal support due by 5 PM



Key Dates for Fiscal 2017 Close- First Departmental Close

- July 11th** **Deacon Depot: Final day to receive goods for FY17**
Must still be physically received (in-hand) on or before 06/30
- Procurement Card (Pcard) documentation in Accounts Payable (AP) and entered into Works by 5 PM**
(posted as an accrual in the 2nd close)
- July 17th** **Final Invoices, employee travel, expense reports, and**
expenditure vouchers in AP by 5 PM
(posted in the 2nd close)
- July 18th** **Payroll reallocations and redistribution in**
Payroll by 5 PM (posted in the 2nd close)
- Known prepaids and accruals**



Key Dates for Fiscal 2017 Close- Second Departmental Close

- July 18th** **FIRST Departmental Close – Draft reports available after 5 PM**
- July 19th** **July 1st Pcard statement accrual recorded**
- July 20th** **Journal entries in Financial Reporting by 5 PM**
- July 21st** **Final Bi-weekly, Student, Ad Comp Payroll Accruals and any redistributions/reallocations recorded**
APC entry for RCxxxx funds recorded
- July 24th** **SECOND Departmental Close – Draft reports available after 8:30 AM**





- July 25th** * **Final Journal entries in Financial Reporting by 5 PM**
- July 26th** * **FINAL Departmental Close – Final reports available after 5 PM**