

Key Dates for Fiscal 2018 Close- First Departmental Close

May 11th

Procurement Services: Final day to request new supplier setup



May 18th

Deacon Depot: Final day to enter FY18 Purchase Requisitions by 5 PM

Financial Services: Project Summary Requests (PSR) due by 5 PM

June 8th

Payroll: Payroll reallocations & redistribution due by 5PM

June 20th

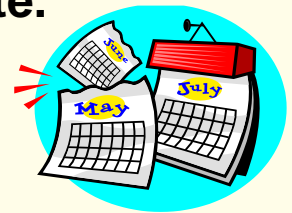
Accounts Payable: Invoices, employee travel, expense reports, and expenditure vouchers due by 5 PM

June 26th

Deacon Depot: last day to receive goods for FY18 that will be paid in June

Key Dates for Fiscal 2018 Close- First Departmental Close

- June 28th** **Accounts Payable: FINAL check run in Banner for FY18**
- June 30th** **Deacon Depot: FINAL day to receive goods for FY18**
Must still be physically received (in-hand) on or before 06/30
- July 2nd** **Procurement Card (Pcard) statement closing date.**
Transactions must be posted by this date.
- July 6th** **Advancement: All FY18 gifts due by 3 PM**
Accounts Receivable: All deposits due by 12:00 PM
- July 10th** **Financial Services: Journal entries and Fixed asset**
addition/disposal support due by 5 PM
- July 13th** **Procurement Card (Pcard) documentation in Accounts**
Payable (AP) and entered into Works by 5 PM
(posted as an accrual in the 1st close)



Key Dates for Fiscal 2018 Close- Second Departmental Close

July 17th

July 1st Pcard statement accrual recorded

Accounts Payable: Final Invoices, employee travel, expense reports, and expenditure vouchers due by 5 PM (accrual will be posted in the 2nd close)

July 18th

Payroll: all entries including Final Bi-weekly, Student, Ad Comp Accruals recorded

July 18th

FIRST Departmental Close – Draft reports available after 5 PM

July 23rd

Journal entries in Financial Services by 5 PM

July 24th

APC entry for RCxxxx funds recorded



Key Dates for Fiscal 2018 Close- Final Departmental Close



- July 25th** **SECOND Departmental Close – Draft reports available after 8:30 AM**
- July 26th** **FINAL Journal entries in Financial Reporting by 5 PM**
- July 27th** **FINAL Departmental Close – Final reports available after 5 PM**