The scheduled close deadlines for FY 2021 are established to allow the entry and posting of financial transactions in accordance with the university’s close schedule policies.

Please review the following *Preparation for Year End Close* for important guidelines regarding fiscal year close procedures. If you have any questions or require further information about this schedule, please contact the Accounting Office at 865-5371.
Preparation for Year End Close

In order to prepare for the Year End Close, we ask your assistance with the following:

**Accounts Payable Transactions**

*Concur Expense Reports*: Process all Concur Expense Reports with the appropriate FY in the report name field. Example: *FY21 Conf Travel to New York*, or *FY22 Research Trip to Mexico*.

Please note that the deadline date to submit all Accounts Payable transactions intended for FY21 is Friday, July 9.

**e-ITs – Interdepartmental Transactions**

Please complete and submit e-ITs intended for FY21 as soon as possible. This allows time for the e-ITs to route through the automated approval workflow before arriving to the appropriate business office for processing and posting to your account. *Interdepartmental Orders must be submitted no later than the Second Close (CLOSE2). Only Departmental Corrections and Transfers of Funds will be processed in the Third Close (CLOSE3).*

IMPORTANT: If you initiate an IT in July that is intended for FY21, be sure to change the default July Effective Date in the header of the IT to **30-JUN-21**.

The IT initiator is responsible for ensuring that the IT is processed in the correct fiscal year.

**P-Card**

The deadline to approve P-card transactions with post date of June 25 or earlier for the June billing cycle is Monday, June 28.

All new account number requests for FY21 distribution in PaymentNet must be submitted to the P-Card Office no later than June 21.

**SciQuest Purchase Orders**

Purchase orders intended for FY21 should be initiated as soon as possible to ensure that they are received, invoiced and paid in time to be processed in the correct fiscal year. To monitor your open purchase orders, you can query the “Search Documents” fields in SciQuest. Instructions on how to use this report can be found on the Materials Management website.

**SciQuest Check Requests**

For all SciQuest Check Requests with invoices that do not have invoice dates, use 6/30/2021 as the invoice date if the charge should reflect in FY21.

**Retro PAFs**

Deadline to submit approved Retro PAFs for JUN-21 processing is June 21; deadline to submit Retro PAFs for CLOSE2-21 processing is July 6. FY21 Retro PAFs will not be processed after CLOSE2-21.

Special Note: Please consider approval workflow time when meeting deadline dates referenced above.

4/29/21