

GVSU Business and Finance
Fiscal Year-End
Important Dates and Deadlines

| May 2019 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
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| June 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

FISCAL YEAR 2018 – 2019: May & June

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|----------------|---------------|---|
| May 8 | Wednesday | April E-print reports available |
| May 10 | Friday | LAST DAY to submit Travel & Expense forms for travel completed <i>before</i> May 2019 |
| May 13 | Monday | Updated May E-print reports available |
| May 20 | Monday | Updated May E-print reports available |
| May 27 | Monday | Memorial Day holiday |
| May 28 | Tuesday | Updated May E-print reports available |
| June 3 | Monday | May E-print reports available |
| June 7 | Friday | May month end close |
| June 10 | Monday | LAST DAY to submit Travel & Expense forms for travel completed <i>before</i> June 2019 LAST DAY to submit transfer requests for transactions completed before June 2019 Final May E-print reports available |
| June 14 | Friday | LAST DAY to submit requisitions in Banner for 2018 – 2019. LAST DAY to submit requests to Technology Supply for computers and peripherals. Please submit Technology Supply requests by 12:00 p.m. |
| June 17 | Monday | Updated June E-print reports available |
| June 21 | Friday | LAST DAY to approve requisitions for inclusion in 2018-2019. All backup documentation to be received in Procurement Services Office. LAST DAY to request new TEMP position numbers for 2018-2019 fiscal year |
| June 24 | Monday | Updated June E-print reports available |
| June 28 | Friday | LAST DAY to submit a check request via OnBase – MUST INCLUDE proper approval and supporting tax documentation (I-9). |

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|-----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| July 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |
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FISCAL YEAR 2018 – 2019: July

- July 1 Monday Updated June E-print reports available
- July 4 Thursday Holiday break
- July 5 Friday **LAST DAY** to process Pcard re-allocations for the June 2019 billing period
LAST DAY to submit 2018 – 2019 labor re-distributions**
- July 5 Friday **LAST DAY** to submit Travel & Expense forms for travel completed during June 2019
LAST DAY to submit transfer requests for transactions completed during June 2019
LAST DAY to approve any remaining 2018 – 2019 invoices in OnBase**
- July 8 Monday Updated June E-print reports available
- July 12 Friday **FIRST CLOSE** (Period 12 in Banner Self Service)
a) most salary/wage expenses complete and posted in Banner – with the exception of Sunday, June 30 which will post on July 17
*b) all purchasing card expenses complete and posted in Banner***
- July 15 Monday FIRST CLOSE E-print REPORTS AVAILABLE
- July 16 Tuesday **LAST DAY** to submit corrective and clean-up entries to Accounting or Budget Office**
- July 18 Thursday **SECOND CLOSE** (Period 12 in Banner Self Service)
a) all indirect costs for grant activity complete and posted in Banner
- July 19 Friday SECOND CLOSE E-print REPORTS AVAILABLE

P-card transactions posted in Smart Data by June 30 will be included in 2018 – 2019 fiscal year activity.

FISCAL YEAR 2019 - 2020

**All new purchases made after June 30 will be included in the 2019 – 2020 fiscal year
(includes Office Depot and P-card purchases).**

**NOTE: If you are paying a 2019-20 expense prior to June 30 that is greater than \$10,000,
it will be charged to the 2019-20 budget and will appear on the July E-print report.**

Week of July 15 Fiscal Year 2019 - 2020 budgets will be loaded in Banner.

August 14 July Month End Close. Ending balances from FY 2019 will be loaded in Banner (non-general fund)