

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

May 2020						
S	M	T	W	TH	F	S
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10	11	12	13	14	15	16
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31						

June 2020						
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28	29	30				

FISCAL YEAR 2019 – 2020: May & June

May 8	Friday	April E-print reports available
May 15	Friday	LAST DAY to submit Travel & Expense forms for travel completed <i>before</i> May 2020
May 18	Monday	Updated May E-print reports available
May 25	Monday	Memorial Day holiday
May 26	Tuesday	Updated May E-print reports available
June 1	Monday	Updated May E-print reports available
June 5	Friday	May month end close
June 8	Monday	LAST DAY to submit T&E Reimbursement forms for travel completed <i>before</i> June 2020 LAST DAY to submit Transfer Requests for transactions completed <i>before</i> June 2020
June 8	Monday	Final May E-print reports available
June 15	Monday	LAST DAY to submit requests to Technology Supply for computers and peripherals. Please submit Technology Supply requests by 12:00 p.m.
June 15	Monday	Updated June E-print reports available
June 19	Friday	LAST DAY to request new TEMP position numbers for 2019-2020 fiscal year
June 22	Monday	Updated June E-print reports available
June 24	Wednesday	LAST DAY to submit requisitions in Banner for 2019 – 2020.
June 26	Friday	LAST DAY to approve requisitions for inclusion in 2019-2020. All backup documentation to be received in Procurement Services Office.
June 26	Friday	LAST DAY to submit a check request via OnBase – MUST INCLUDE proper approval and supporting tax documentation (I-9).
June 29	Monday	Updated June E-print reports available

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Fiscal Year-End Important Dates and Deadlines

July 2020						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
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26	27	28	29	30	31	

August 2020						
S	M	T	W	TH	F	S
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23	24	25	26	27	28	29
30						

FISCAL YEAR 2019 – 2020: July

July 3	Friday	Holiday break
July 6	Monday	LAST DAY to process Pcard re-allocations for the June 2020 billing period LAST DAY to submit 2019 – 2020 labor re-distributions
July 6	Monday	LAST DAY to submit T&E Reimbursement forms for reimbursements for June 2020 LAST DAY to submit Transfer Requests for transactions completed during June LAST DAY to approve any remaining 2019 – 2020 invoices in OnBase
July 6	Monday	Updated June E-print reports available
July 10	Friday	FIRST CLOSE (Period 12 in Banner Self Service) <i>Salary/wage/fringe expense complete and posted in Banner</i> <i>All purchasing card expenses complete and posted in Banner</i>
July 13	Monday	FIRST CLOSE - E-print REPORTS AVAILABLE
July 14	Tuesday	LAST DAY to submit corrective and clean-up entries to Accounting or Budget Office
July 15	Wednesday	SECOND CLOSE (Period 12 in Banner Self Service) <i>All indirect costs for grant activity complete and posted in Banner</i>
July 16	Thursday	SECOND CLOSE - E-print REPORTS AVAILABLE <i>Open PO's and Encumbrances will roll forward to new fiscal year.</i>

FISCAL YEAR 2020 – 2021

TBD		FY20-21 Budgets will be loaded into Banner
Aug 13	Thursday	Balance forwards will be will be loaded into Banner
Aug 14	Friday	July Month-end close and ePrints