

## FY20 Year End Close – Important Dates

### General Ledger

- Affirmation of PO's and change orders by June 5<sup>th</sup> - **WEAI date – 6/4**
- PO's/Requisitions must be submitted and approved by 6/5 – **WEAI date 6/3**
- UWPA Requisitions/Change Orders must be approved by 6/25 at 5 pm – **WEAI date – 6/23**
- Non-PO Vouchers (TBER's, check requests, invoices etc.) must have dept approvals with supporting documentation by 6/18 at 5 pm to be **paid** by 6/30 – **WEAI date 6/15**
- PO Vouchers/Journal Vouchers must have all departmental approvals, pass budget check and matching by 6/18 to be included in FY20– **WEAI date 6/15**
- Wire transfers- in order for payment to be posted to FY20, all supporting documentation must be uploaded 6/18- **WEAI date 6/15** (*please allow at least 5-7 business days for vendor's wire modification to be approved*)
- P Card hard close by 6/26 at 5pm – **WEAI date 6/22**  
(transactions posted between 6/23 and 6/26 will post to FY20)
- Cash Receipts must be deposited by 6/30 at 2 pm – **WEAI date 6/28**
- Staples orders should be placed and approved by 6/26- **WEAI date 6/23**
- ITF's must be completed by 7/16 at 5 pm – **WEAI date 7/13**
- Overdrafts must be cleared by 7/20 at 5 pm – **WEAI date 7/17**
- **NO ARC access beginning 12pm on 6/28-6/30 (ARC reopens at 9am 7/01)**
- Analysis of year end results for budget and actuals by 8/03/2020

**\*Please plan and allow 5-7 business days for new vendor creation!**

### Payroll

- Payroll cost transfers - sponsored projects – 7/2 – **WEAI date 6/30**
- Payroll cost transfers – non-sponsored projects – 7/10 - **WEAI date 7/8**
- FY20 LDS must be approved in PAC by 6/19- **WEAI date 6/16**
- New labor distributions FY 21– July 7<sup>th</sup> to be applied to first FY21 payroll

**If any transactions require A&S approvals, please allow several extra days as they have an earlier deadline if items require their approval**