

## Year End Update – Key Dates

### Receiving:

- Orders must be received in CUBuyPlus by **July 5<sup>th</sup>** with a **June 30<sup>th</sup> “Receiving Date”**, to ensure the order is expensed in FY17.
- The receiving date in CUBuyPlus should reflect the actual date the goods were received or services were performed.
- Contact the Business Service Center to manually close an order, to close an open PO, or to complete any partial receiving.
- End of FY orders must be submitted by **June 14** – Cannot guarantee delivery so close to year end

### P-Card:

- Receipts are needed in the BSC no later than **June 26<sup>th</sup>**.
- Please send receipts daily.
- Transactions that post after **June 22<sup>nd</sup>** will appear in FY18 budget.
- Approvals need to be completed by **June 28<sup>th</sup>**.
- Unapproved transactions will post to default Fund/Org on **June 30<sup>th</sup>**.

### Retrofits (DPRs), TERs and PO invoices:

- Retrofits (formerly direct pay requests), Travel and Expense Reports, and Purchase Order invoices for FY17 are due to the BSC by **June 21<sup>st</sup>**. Please allow two days for intercampus mail to reach the BSC.

### Accruals:

- Department to accrue
  - If purchase is delivered to campus by **June 30**, and has not been received in CUBuyPlus by **July 5**.
  - If invoice has not been sent to the BSC.
  - If service has been provided, but not invoiced by year-end.
  - Accruals need to be sent to Amanda Johnson by noon on July 10 (Day 5)

### Inventory Counts:

- If you have inventory (pharmacy, chemistry, IJay), please perform your physical count on June 16.
- The detailed spreadsheets need to be sent to Amanda Johnson by Friday, June 23.

### Journal Entries:

- Must be received by Accounting services by end of day July 6 (Day 3)
- Please try to get everything into period 12.
- Any material entries that didn't make it into period 12 must be received in accounting services by July 14.

### Closing Dates:

- Period 12 will be closed at noon on July 11 (Day 6)
- Period 14 will close on July 21