

## Year End Update – Key Dates

### Receiving:

- Orders must be received in CUBuyplus by **July 3<sup>rd</sup>** with a **June 29<sup>th</sup>** “**Receiving Date**”, to ensure the order is expensed in FY18.
- 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 13<sup>th</sup>** – Cannot guarantee delivery so close to year end.

### P-Card:

- Receipts are needed in the BSC no later than **June 25<sup>th</sup>**.
- Please send receipts daily.
- Transactions that post after **June 21<sup>st</sup>** will appear in FY19 budget.
- Approvals need to be completed by **June 27<sup>th</sup>**.
- Unapproved transactions will post to default Fund/Org on **June 29<sup>th</sup>**.

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

- Retrofits (formerly direct pay requests), Travel and Expense Reports, and Purchase Order invoices for FY18 are due to the BSC by **June 20<sup>th</sup>**. Please allow two days for intercampus mail to reach the BSC.

### Accruals:

- Department to accrue
  - If purchase is delivered to campus by **June 29<sup>th</sup>**, and has not been received in CUBuyplus by **July 3**.
  - 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 9<sup>th</sup> (Day 5)**.

### Inventory Counts:

- If you have inventory (pharmacy, chemistry, IJay), please perform your physical count on **June 15<sup>th</sup>**.
- The detailed spreadsheets need to be sent to Amanda Johnson by Friday, **June 22<sup>nd</sup>**.

### Journal Entries:

- Must be received by Accounting services by end of day **July 5<sup>th</sup> (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 13<sup>th</sup>**.

### Closing Dates:

- Period 12 will be closed at noon on **July 10<sup>th</sup> (Day 6)**.
- Period 14 will close on **July 20<sup>th</sup>**.

### Cash Deposits:

- Cash deposits for June must be in the Business Office by Noon on Tuesday, **July 3<sup>rd</sup>**. Any receipts deposited after this time for services rendered in FY 17/18 should be clearly marked as such on the deposit slip. Accounting Services will then review these deposits and properly account for them.