

August 2015 Year End Task

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7 <ul style="list-style-type: none"> • Last day to submit Payroll Corrections and Purchasing Requisitions. • AR Write offs request due (AG-219)
10 <ul style="list-style-type: none"> • FY16 open in FAMIS to enter limited & exempt purchases. • Voucher Corrections for FY15 due. 	11	12	13	14
17 <ul style="list-style-type: none"> • Gift monies and completed gift forms received by this date will be processed and placed into the department account • FY16 budget prep will be rolled to active • Canopy open for EPAs 	18	19	20 <ul style="list-style-type: none"> • Review all DCRs, DBRs and TDPs to ensure all documents have been closed and routed or completed. 	21
24 <ul style="list-style-type: none"> • Wage pins rolled into FY16. <hr/> 31 <ul style="list-style-type: none"> • FY15 Cash deposits deadline 12 pm • Last day to submit Request for Invoices and IDTs (designated funds). 	25	26 <ul style="list-style-type: none"> • Last day to submit IDTs using accounts administered by SRS as the buying account. • Last day to complete invoicing or receiving for Capital Assets (any asset with object code 8xxx) for FY15. Any Capital Asset received after this date will be processed in FY16. 	27 <ul style="list-style-type: none"> • Extension of Credit (AG-222) – due via WIP – Accounts Receivable for all department maintained receivables. 	28 <ul style="list-style-type: none"> • Cash deposits submitted via drop box deadline for FY15 • Last day to submit Request for Invoice for FY15 (AG-209)

September 2015 Year End Task

Monday	Tuesday	Wednesday	Thursday	Friday
	<p>1</p> <ul style="list-style-type: none"> Capital Assets to be received as an FY16 document only. Last day to enter FY15 L/E documents (non- inventory!) NOON – Payment card reallocation deadline for transactions 8/4/15-8/31/15 	<p>2</p> <ul style="list-style-type: none"> Working Fund reimbursements for L/E invoices for FY15 deadline. 	<p>3</p> <ul style="list-style-type: none"> Payment card billing cycle 8/02-8/31 will post 9/3. 	<p>4</p> <ul style="list-style-type: none"> FAMIS - August Month Close Aged Receivables listing due. TVMDL – month end reports available in DDRINT after 5pm
<p>7</p> <ul style="list-style-type: none"> Default FY year = 2016 Working Fund August Reconciliation's due in LF (cash mgmt.). Research – month end reports available in DDRINT after 5pm 	<p>8</p> <ul style="list-style-type: none"> Extension – month end reports available in DDRINT after 5pm 	<p>9</p>	<p>10</p>	<p>11</p>
<p>14</p>	<p>15</p>	<p>16</p>	<p>17</p>	<p>18</p>
<p>21</p>	<p>22</p>	<p>23</p>	<p>24</p>	<p>25</p> <ul style="list-style-type: none"> Extension Month 13 Pre-Close
<p>28</p> <ul style="list-style-type: none"> Research Month 13 Pre-Close 	<p>29</p>	<p>30</p> <ul style="list-style-type: none"> FAMIS-September month close all parts 	<p>1</p>	