Year End Calendar
June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	**29**	**30**	**31**	**1**	**2** **PROCUREMENT** • All POs, requisitions and change orders submitted via ARC and the EDM by 5pm • POs created on or before June 2, 2023 must be affirmed prior to the ARC user lockout on June 28, 2023 at Noon in order to be rolled forward into FY24	**3**
4	**5**	**6**	**7**	**8** **GENERAL LEDGER** • Journal cleanup: Journal entries initiated prior to March 31 must be posted by 5pm. If not posted, these entries will be subject to deletion beginning next business day	**9** **PROCUREMENT** • Journal vouchers that require SPF approval must be submitted by 5pm and have departmental approval **HR/PAYROLL** • CUIMC: Semi-Monthly employee paperwork submitted prior to 4pm to be included for pay period ending 6/30 **GENERAL LEDGER** • Journal cleanup: Unposted journal entries initiated prior to March 31 will be deleted centrally. • Sponsored Projects-overruns created 6/8/23 or prior must be cleared or justified by the department; transaction clearing an overrun must have all required departmental approvals before SPF clears the overrun to departmental UR project **GIFT & ENDOWMENT** • June Endowment Income distributed	**10**

Year End Calendar
June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	**12** **PROCUREMENT** • Sub-award budgeting requests submitted to SPA Financial Analysts	**13** •	**14**	**15** **PROCUREMENT** • Resolve vouchers in pending status by 5pm • Submit non-PO vouchers for invoices and check requests by 5pm for payment by June 30 • Vouchers requiring Central AP approval must be submitted with departmental approval by 5pm • Concur travel and expense vouchers must be submitted with departmental approval by 5pm • Outstanding travel advances for FY23 reconciled and submitted with dept approval by 5pm • Travel advances for July submitted by 5pm **GIFT & ENDOWMENT** • ChartField requests to establish new endowments should be submitted in ARC for review by the Office of Endowment Compliance	**16** **HR/PAYROLL** • HRPC (Payroll): Semi-Monthly employee paperwork submitted prior to 5pm to be included for June 30 pay period • Departmental approval for ADD COMP payments by 5pm to be included for June 30 semi-monthly payroll • PAYROLL-FFE Time Entry must be completed for Bi-weekly 6/05/23 to 6/18/23 and Weekly 6/12/23 to 6/18/23 **GENERAL LEDGER** • Preliminary Debt Service Entries recorded	**17**
18	**19** **University Observance of Juneteenth**	**20** **PROCUREMENT** • Temporary Staffing Office invoices must be approved by 3pm (time worked through 6/18/23)	**21** **PROCUREMENT** • Last day for sub-award POs (SAPOs) to be created in ARC **HR/PAYROLL** • Salary Distribution in PAC/LA must have final approval by 5pm to be applied to final FY23 payroll	**22** **HR/PAYROLL** • PAYROLL – Weekly/Bi-weekly payroll period ended 6/18/23 available in ARC and FDS • HRPC (Payroll): Bi-weekly/Weekly payroll paperwork submitted prior to 5pm for payroll period ending 7/2/23 (paydate 7/7/23)	**23** **HR/PAYROLL** • Final approval for ADD COMP payments by 5pm to be included for June 30 semi-monthly payroll **GENERAL LEDGER** • Sponsored Projects-Overrun clearing must have all departmental approvals by 5pm for overruns created from 6/9/23-6/22/23	**24**

Year End Calendar
June/July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	**26**	**27**	**28** **No ARC access beginning at Noon**	**29** **No ARC access**	**30** **No ARC access**	**1** **ARC reopens 9am**

26 (Mon)

PROCUREMENT
- Purchase Orders that require only departmental approval (UwPAs) must be fully approved by 5pm
- Financial change orders must be fully approved 5pm
- P-card – Must approve transactions with June 22, 2023 ARC billing date by 5pm
- Final SIS feed for creating stipend payments
- Final SIS feed for creating refunds

HR/PAYROLL
- PAYROLL-FFE Time Entry must be completed for Weekly 6/19/23 to 6/25/23

27 (Tue)

PROCUREMENT
- P-card – Encouraged to approve transactions with July ARC billing date by 5pm
- Final Procurement feeds for FY23, including Staples and McKesson, sent overnight. [Note: Control groups must be cleared by Wed 6/28/23 at Noon.]

GENERAL LEDGER
- Final InfoEd feed to ARC. Thereafter, feed suspended and will resume 7/3/23

28 (Wed) — No ARC access beginning at Noon

PROCUREMENT
- Purchase orders created on or before June 2, 2023 must be affirmed by Noon in order to be rolled forward into FY24
- Last day to process departmental PO vouchers and journal vouchers for FY23 by Noon
- Last day to enter non-PO vouchers in AP for accrual by Noon

HR/PAYROLL
- CUIMC: Bi-weekly/Weekly payroll paperwork submitted prior to 4pm for payroll period ending 7/2/23 (paydate 7/7/23)

29 (Thu) — No ARC access

HR/PAYROLL
- PAYROLL – Semi-monthly payroll ending 6/30 available in ARC and FDS
- PAYROLL–Weekly payroll period ended 6/25/23 available in ARC and FDS

GENERAL LEDGER
- Accruals processed for vouchers and open commitments
- P-Card accruals for unapproved activity will be posted to ARC

30 (Fri) — No ARC access

HR/PAYROLL
- PAYROLL-FFE Time Entry must be completed for Bi-weekly 6/19/23 to 7/2/23 and Weekly 6/26/23 to 7/2/23
- GRA processing for June
- Salary distributions rolled to FY24

PROCUREMENT
- Concur Travel/Business Expense Reports must have at least supervisor/initial reviewer approval

GIFT & ENDOWMENT
- GIFTS –Gift transmittals must be submitted to OAD Gift Systems by Noon
- GIFTS – Credit card payments must be submitted to OAD Gift Systems by Noon
- GIFTS – New major pledge agreements must be finalized and set via DocuSign

GENERAL LEDGER
- Cash receipts – Morningside: Cash/check batches must be deposited **AND** recorded in FinSys(FFE) by 2pm for FY23
- Cash receipts-CUIMC: Cash batches must be deposited **AND** recorded in FinSys(FFE) by 2pm for FY23

1 (Sat) — ARC reopens 9am

HR/PAYROLL
- FY23 salary distributions rolled forward for FY24 can be reviewed in PAC
- FY24 encumbrances from salary distribution roll forward can be reviewed in ARC

PROCUREMENT
- Procurement feeds resume, including Staples and McKesson

GENERAL LEDGER
- FY24 accessible in ARC
- Concur Travel and Expense accruals for unapproved activity will be posted to ARC

5/3/2023

Year End Calendar
July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	**3** **HR/PAYROLL** • Sponsored Projects- Payroll cost transfers must have final departmental approval by 5pm to be applied to FY23 **GENERAL LEDGER** • Processing of stipend payments and refunds thru SIS resumes • Sponsored Projects- GL journal entries and GL internal transfers must have all required departmental approvals in ARC by 5pm (except overrun clearing) • CUIMC manual accruals request submission by 5pm • Final SIS feed transmits to ARC for posting in nightly 7pm batch. Posted entries will be viewable in FDS the following day	**4** **University Holiday**	**5** **HR/PAYROLL** • FY24 budgets must be in Budget Tool for combo codes to be used in FY24 by 5pm • FY24 salary distributions have final approval for first semi-monthly payroll of FY24 by 5pm	**6** **HR/PAYROLL** • PAYROLL- Morningside and Lamont manual cost transfers due to Payroll Labor Accounting Office must be fully approved (including foreign approval) by 5pm • PAYROLL – Accrual for Bi-weekly payroll period 6/19/23 to 7/2/23 available in ARC and FDS • PAYROLL – Accrual for Weekly payroll period 6/26/23 to 7/2/23 available in ARC and FDS • CUIMC PAYROLL – Cost transfers must have final approval to be applied to FY23 **GENERAL LEDGER** • CUIMC open commitment roll forward request due by Noon **GIFT & ENDOWMENT** • Decap requests due to Endowment Compliance by 5pm	**7** **GENERAL LEDGER** • Summer Tuition and Financial Aid roll forward entries posted by 5pm **HR/PAYROLL** • CUIMC PAYROLL – Payroll suspense must be cleared for FY23	**8**

5/3/2023

Year End Calendar
July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	**10** **INTERNAL CHARGES** Internal charges from Administrative areas processed: • Animal Care • Campus Services (Administrative Services, Dining, Housing, UEM) • CUIT/Telecom • Facilities-CUIMC • Facilities-Morningside • Human Resources (CUHR) • MS Health Services • Risk Management • SFS and Registrar's Office **HR/PAYROLL** • **5 pm – Morningside and Lamont: payroll suspense and cost transfers must be fully approved (including foreign approval)** • PAC processing final FY23 cost transfers and GRA at 5pm. PAC remains open for users.	**11** **HR/PAYROLL** • FY24 payrolls available in ARC and FDS	**12** **HR/PAYROLL** • CUHR notifies selected departments they must submit vacation balances **GIFT & ENDOWMENT** • Final Advance system feed to ARC	**13** **GENERAL LEDGER** • Last day for GL integrating systems for FY23 • CUIMC last day for accruals and direct expenses to be posted	**14** **GENERAL LEDGER** • **Last day for journal entries impacting direct costs** • Morningside & LDEO-both manual accruals and open commitment roll forward request due by 2pm • Final inter-departmental JEs processed by 5pm • CUIMC Funds Flow true-up • CUIMC FPO sends patient AR valuation	**15**
16	**17** **GENERAL LEDGER** • ARC available for schools/departments to clear overdrafts	**18** **GENERAL LEDGER** • **Last day for Schools to clear overdrafts, 5pm** • **No ARC access for journal entries beginning 6pm**	**19** **GENERAL LEDGER** • **No ARC access for journal entries** • Final review of overdrafts by OMB **FINANCIAL ANALYSIS** • Central Admin/EVPF review focused on overdrafts	**20** **GENERAL LEDGER** • **No ARC access for journal entries** • Final debt service entries posted **HR/PAYROLL** • By 5pm, Reporting of vacation balances must be submitted to CUHR upon request	**21** **GENERAL LEDGER** • **No ARC access for journal entries** • Final review of overdrafts by OMB (Noon) • ARC June allocations process begins (Noon) • ARC Year-end closing process completed by 6pm • Budget Tool - Must approve pending transactions or they will be deleted, 5pm	**22** **GENERAL LEDGER** • Final FY23 COBs available in FDS • **ARC journal entry access begins 9am**

5/3/2023