

## Year End Calendar June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 <ul style="list-style-type: none"> <li>PO Affirmations due</li> <li>All POs, requisitions and change orders submitted via ARC and the EDM by 5pm</li> </ul>	4
5	6	7	8	9	10 <ul style="list-style-type: none"> <li>June Endowment Income distributed</li> <li>Journal cleanup for entries initiated on or before 3/31/16</li> </ul>	11
12	13 <ul style="list-style-type: none"> <li>CUMC: Semi-Monthly paperwork prior to 4pm for payroll period ending June 30</li> </ul>	14	15 <ul style="list-style-type: none"> <li>Preliminary Debt Service Entries</li> <li>New Endowment Chart Field requests due</li> </ul>	16	17 <ul style="list-style-type: none"> <li>CUMC: Bi-weekly payroll paperwork prior to 4pm for payroll period ending June 26</li> <li>CUMC: Weekly payroll paperwork prior to 4pm for payroll period ending June 26</li> <li>Salary Distribution in PAC/LA must have final approval by 5pm to be applied to final FY16 payroll</li> <li>Journal vouchers that require SPF approval must be submitted by 5 pm and have departmental approval</li> <li>Sub-award budgeting requests submitted to SPA Financial Analysts</li> </ul>	18

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>19</b>	<b>20</b> <ul style="list-style-type: none"> <li>HRPC (Payroll): Semi-Monthly employees to be included for pay date June 30</li> <li>HRPC (Payroll): Weekly/Bi-Weekly employees to be included for pay date July 1</li> <li>Departmental approval for ADD COMP for Semi-Monthly approval by 5pm</li> </ul>	<b>21</b> <ul style="list-style-type: none"> <li></li> </ul>	<b>22</b> <ul style="list-style-type: none"> <li>Temporary Staffing Office invoices must be approved by 3pm (time worked thru 6/19/16)</li> <li>Resolve vouchers in pending status</li> <li>Submit non-PO voucher by 5pm for payment by June 30</li> <li>Travel advances for July submitted by 5pm</li> <li>Outstanding travel advances for FY16 submitted by 5pm</li> <li>Vouchers paid via wire transfers submitted by 5pm</li> <li>Last day to submit SAPOs in ARC</li> </ul>	<b>23</b>	<b>24</b> <ul style="list-style-type: none"> <li>Final approval for ADD COMP for Semi-Monthly approval by 5pm</li> </ul>	<b>25</b>
<b>26</b>	<b>27</b> <ul style="list-style-type: none"> <li>PAYROLL-FFE Time Entry (Weekly 6/20 to 6/26 payroll and 6/13 to 6/26 bi-weekly)</li> <li>Final SIS feed for creating stipend payments</li> <li>Final SIS feed for creating refunds</li> <li>P-card – Must approve activity thru 6/22 by noon</li> <li>P-card – Encouraged to approve activity thru 6/27 by noon</li> </ul>	<b>28</b> <ul style="list-style-type: none"> <li>Final Procurement feeds for FY16, including Staples and McKesson</li> <li>CUMC Gifts: transmittals delivered to CUMC Controller's Office by noon</li> </ul>	<b>29</b> <ul style="list-style-type: none"> <li>Financial change orders must be fully approved 5pm</li> <li>Last day to process UwPAs by 5pm</li> <li>Last day to process journal vouchers for FY16 by 5pm</li> <li>Last day to process PO vouchers by 5pm</li> <li>Last day to enter non-PO vouchers in AP for accrual by 5pm</li> <li>Sponsored Projects- Transactions clearing an overrun must have all departmental approvals by 5 pm before SPF clears the overrun to departmental UR project</li> <li>InfoEd feed suspended thru 6/30</li> <li>No ARC access beginning 5pm</li> </ul>	<b>30</b> <ul style="list-style-type: none"> <li>GIFTS-Morningside &amp; LDEO: depositing income by 12pm: credit cards by 5pm</li> <li>Cash receipts delivered to Tellers by 3pm for FY 16</li> <li>PAYROLL –Semi-monthly payroll, and Weekly/Bi-weekly payrolls ending 6/26 - available in FDS</li> <li>Salary distributions rolled to FY17</li> <li>Accruals processed for vouchers and open commitments</li> <li>P-Card accruals for unapproved activity between 6/23 and 6/30</li> <li>GRA processing for June</li> <li>No ARC access</li> </ul>	<b>Notes:</b>	

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					<b>1</b> <ul style="list-style-type: none"> <li>No ARC Access</li> <li>Decap requests due to Endowment Compliance by 5pm</li> <li>CUMC FPO sends out credit balance report</li> <li>PAYROLL-FFE Time Entry : for the 6/27 to 7/3 Weekly payroll</li> </ul>	<b>2</b> <ul style="list-style-type: none"> <li>No ARC Access</li> </ul>
<b>3</b> <ul style="list-style-type: none"> <li>ARC Reopens – 9am</li> <li>FY17 accessible in ARC</li> </ul>	<b>4</b> HOLIDAY	<b>5</b> <ul style="list-style-type: none"> <li>Final SIS feed transmitted</li> <li>Inter-Dept charges &amp; transfers processed (Risk Mgmt, CUHR, CUIT)</li> <li>FY17 salary distribution roll forward can be reviewed</li> <li>Procurement feeds resume, including Staples and McKesson</li> </ul>	<b>6</b> <ul style="list-style-type: none"> <li>Inter-Dept charges &amp; transfers processed (SFS and Registrar's Office)</li> <li>Internal charges from Facilities-CUMC processed</li> </ul>	<b>7</b> <ul style="list-style-type: none"> <li>PAYROLL –Accrual for weekly payroll period ended July 3 available in ARC and FDS</li> </ul>	<b>8</b> <ul style="list-style-type: none"> <li>Summer Tuition roll forward entries posted by 5pm</li> <li>Internal charges from Administrative areas processed (Admin Svc, Housing, Dining, UEM, MS Heath Svc, Animal Care)</li> <li>Internal charges from Facilities-Morningside processed</li> <li>CUMC FPO sends patient AR valuation</li> <li>Sponsored Projects-Payroll and GL cost transfers must have all required departmental approvals by 5 pm (except overrun clearing due 6/29)</li> <li>FY17 salary distributions have final approval for first semi-monthly payroll of FY17 by 5:00 pm</li> <li>FY17 budgets must be in Budget Tool for combo codes to be used in FY17 by 5pm</li> </ul>	<b>9</b>

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>10</b>	<b>11</b> <ul style="list-style-type: none"> <li>CUMC manual accruals request submission</li> <li>PAYROLL-FFE Time Entry: for 6/27 to 7/10 Bi-Weekly payroll</li> </ul>	<b>12</b> <ul style="list-style-type: none"> <li>PAYROLL –Manual cost transfers due to Labor Accounting with final Departmental approval by 5.00 pm</li> <li>PAYROLL-CUMC only-payroll cost transfer must be fully approved by 5pm</li> <li>CUMC open commitment roll forward request due</li> </ul>	<b>13</b> <ul style="list-style-type: none"> <li>Final Advance system feed to ARC</li> </ul>	<b>14</b> <ul style="list-style-type: none"> <li>Central Admin/EVVPF review focused on payroll suspense and grant overruns</li> <li>PAYROLL –Accrual for bi-weekly payroll period 6/27/16 to 7/10/16 available in FDS</li> </ul>	<b>15</b> <ul style="list-style-type: none"> <li>PAC closes 5pm and not available to users from 5-8pm; payroll suspense and cost transfers must be fully approved</li> <li>Final GRA processing for FY16</li> </ul>	<b>16</b>
<b>17</b>	<b>18</b> <ul style="list-style-type: none"> <li>Last day for GL integrating systems for FY16</li> <li>FY17 payrolls available in ARC and FDS</li> <li>CUMC accruals posted</li> <li>CUMC last day for journal entries impacting direct costs</li> </ul>	<b>19</b> <ul style="list-style-type: none"> <li>Last day for journal entries impacting direct charge and cost transfer for Schools</li> <li>Final inter-departmental JEs processed by 5pm</li> <li>Final debt service entries posted</li> <li>Morningside &amp; LDEO- both manual accruals and open commitment roll forward request due by 2pm</li> <li>CUMC Funds Flow true-up complete</li> </ul>	<b>20</b> <ul style="list-style-type: none"> <li>ARC available for schools/departments to clear overdrafts</li> </ul>	<b>21</b>	<b>22</b> <ul style="list-style-type: none"> <li>Last day for Schools to clear overdrafts, 6pm</li> <li>Reporting of vacation balances due to CUHR</li> <li>No ARC access for journal entries beginning 6pm</li> </ul>	<b>23</b> <ul style="list-style-type: none"> <li>No ARC access for journal entries</li> </ul>
<b>24</b> <ul style="list-style-type: none"> <li>No ARC access for journal entries</li> </ul>	<b>25</b> <ul style="list-style-type: none"> <li>Final review of overdrafts by OMB</li> <li>Central Admin/EVVPF review focused on overdrafts</li> <li>No ARC access for journal entries</li> </ul>	<b>26</b> <ul style="list-style-type: none"> <li>Final review of overdrafts by OMB</li> <li>ARC June allocations process completes</li> <li>ARC Year-end closing process completed</li> <li>Budget Tool - Must approve fiscal year transactions or they will be deleted, 7pm</li> <li>No ARC access for journal entries</li> </ul>	<b>27</b> <ul style="list-style-type: none"> <li>Final FY16 COBs and FDS reports available</li> <li>ARC journal entry access begins 9am</li> </ul>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>	<b>Notes:</b>					