

Year End Calendar June 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <ul style="list-style-type: none"> PO Affirmations due All POs, requisitions and change orders submitted via ARC and the EDM by 5pm 	3
4	5	6	7	8	9 <ul style="list-style-type: none"> June Endowment Income distributed Journal cleanup for entries initiated on or before 3/31/17 	10
11	12 <ul style="list-style-type: none"> CUMC: Semi-Monthly paperwork prior to 4pm for payroll period ending June 30 	13	14 <ul style="list-style-type: none"> CUMC: Bi-weekly & weekly payroll paperwork prior to 4pm for payroll period ending June 25 	15 <ul style="list-style-type: none"> ChartField requests to establish new endowments should be submitted in ARC for review by the Office of Endowment Compliance 	16 <ul style="list-style-type: none"> Preliminary Debt Service Entries Salary Distribution in PAC/LA must have final approval by 5pm to be applied to final FY17 payroll Journal vouchers that require SPF approval must be submitted by 5 pm and have departmental approval Sub-award budgeting requests submitted to SPA Financial Analysts 	17
18	19 <ul style="list-style-type: none"> HRPC (Payroll): Semi-Monthly employees paperwork submitted to be included for pay date June 30 HRPC (Payroll): Weekly & Bi-Weekly employees paperwork submitted to be included for pay date June 30 Departmental approval for ADD COMP for Semi-Monthly approval by 5pm 	20	21 <ul style="list-style-type: none"> Last day for sub-award POs to be created in ARC 	22 <ul style="list-style-type: none"> Resolve vouchers in pending status Submit non-PO voucher by 5pm for payment by June 30 Travel advances for July submitted by 5pm Outstanding travel advances for FY17 submitted by 5pm Vouchers paid via wire transfers submitted by 5pm 	23 <ul style="list-style-type: none"> Final approval for ADD COMP for Semi-Monthly approval by 5pm 	24

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25	26 <ul style="list-style-type: none"> PAYROLL-FFE Time Entry (Weekly 6/19 to 6/25 payroll and 6/12 to 6/25 bi-weekly) 	27 <ul style="list-style-type: none"> P-card – Must approve activity thru 6/22 by noon P-card – Encouraged to approve activity thru 6/27 by noon Temporary Staffing Office invoices must be approved by 3pm (time worked thru 6/25/17) 	28 <ul style="list-style-type: none"> Final SIS feed for creating stipend payments Final SIS feed for creating refunds CUMC Gifts: transmittals delivered to CUMC Controller's Office by noon Final Procurement feeds for FY17, including Staples and McKesson 	29 <ul style="list-style-type: none"> Last day to process PO vouchers and journal vouchers for FY17 by 5pm Last day to enter non-PO vouchers in AP for accrual by 5pm Financial change orders must be fully approved 5pm Last day to process UwPAs by 5pm PAYROLL –Semi-monthly payroll, and Weekly/Bi-weekly payrolls ending 6/25 - available in FDS Sponsored Projects-Overrun clearing must have all departmental approvals by 5pm InfoEd feed to ARC suspended thru 7/2 No ARC access beginning 5pm 	30 <ul style="list-style-type: none"> No ARC access PAYROLL-FFE Time Entry : for the 6/26 to 7/2 Weekly payroll GRA processing for June GIFTS-Morningside & LDEO: depositing income by noon: credit cards by 4pm Salary distributions rolled to FY18 Cash receipts delivered to Tellers by 3pm for FY 17 Accruals processed for vouchers and open commitments P-Card accruals for unapproved activity between 6/23 and 6/30 	Notes:

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						1 • No ARC Access
2 • No ARC Access	3 • ARC Reopens – 9am • FY18 accessible in ARC • FY18 salary distribution roll forward can be reviewed • CUMC FPO sends out credit balance report • Procurement feeds resume, including Staples and McKesson	4 University Holiday	5 • Final SIS feed transmitted • Inter-Dept charges & transfers processed (CUHR) • Decap requests due to Endowment Compliance by 5pm	6 • PAYROLL –Accrual for weekly payroll period ended July 2 available in ARC and FDS • CUMC – Internal charges from Facilities-CUMC processed	7 • Summer Tuition roll forward entries posted by 5pm • Internal charges from Administrative areas processed (Admin Svc, Housing, Dining, UEM, MS Heath Svc, Animal Care, Facilities-Morningside, Risk Mgmt, CUIT, SFS, and Registrar's Office) • CUMC FPO sends patient AR valuation • Sponsored Projects-Payroll and GL cost transfers must have all required departmental approvals by 5 pm (except overrun clearing due 6/30)	8
9	10 • PAYROLL-FFE Time Entry: for 6/26 to 7/9 Bi-Weekly payroll and 7/3 to 7/9 weekly payroll • FY18 budgets must be in Budget Tool for combo codes to be used in FY18 by 5pm • FY18 salary distributions have final approval for first semi-monthly payroll of FY18 by 5:00 pm • CUMC manual accruals request submission	11 • PAYROLL-All Campus (Morningside, Lamont and CUMC) manual cost transfers due to Payroll Labor Accounting Office must be fully approved (including foreign approval) by 5pm • CUMC open commitment roll forward request due by 5pm	12 • 5pm – CUMC only: all cost transfers must have final approval to be applied to FY17	13 • Central Admin/EVPF review focused on payroll suspense and grant overruns • PAYROLL –Accrual for bi-weekly payroll period 6/26/17 to 7/09/17 available in FDS	14 • PAC closes 5pm and not available to users from 5-8pm • 5 pm – Morningside and Lamont only: payroll suspense and cost transfers must be fully approved (including foreign approval) • Final GRA processing for FY17 • Final Advance system feed to ARC	15

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16	17 <ul style="list-style-type: none"> Last day for GL integrating systems for FY17 FY18 payrolls available in ARC and FDS CUMC accruals and direct expenses to be posted 	18 <ul style="list-style-type: none"> Last day for journal entries impacting direct costs Final inter-departmental JEs processed by 5pm Final debt service entries posted Morningside & LDEO- both manual accruals and open commitment roll forward request due by 2pm CUMC Funds Flow true-up 	19 <ul style="list-style-type: none"> ARC available for schools/departments to clear overdrafts 	20	21 <ul style="list-style-type: none"> Last day for Schools to clear overdrafts, 6pm Reporting of vacation balances due to CUHR No ARC access for journal entries beginning 6pm 	22 <ul style="list-style-type: none"> No ARC access for journal entries
23 <ul style="list-style-type: none"> No ARC access for journal entries 	24 <ul style="list-style-type: none"> No ARC access for journal entries Final review of overdrafts by OMB Central Admin/EVVPF review focused on overdrafts 	25 <ul style="list-style-type: none"> No ARC access for journal entries Final review of overdrafts by OMB ARC June allocations process completes ARC Year-end closing process completed Budget Tool - Must approve fiscal year transactions or they will be deleted, 7pm 	26 <ul style="list-style-type: none"> Final FY17 COBs and FDS reports available ARC journal entry access begins 9am 	27	28	29
30	31	Notes:				