

The University of West Georgia
Consolidated Year-End Calendar - Preliminary
FY2018

MON	TUE	WED	THU	FRI
5/28	5/29	5/30	5/31	6/1
Memorial Day - UWG Closed	Posting of Purchase & Pay Requests			
	No cash advances issued for travel with return date after May 31st.		E-Pro - Last day for all ePro special requests.	P-Card summaries for May 27 statements due to Purchasing (5 p.m.).
6/4	6/5	6/6	6/7	6/8
Posting of Purchase & Pay Requests				
Post FY18 Summer Revenue True-Up	E-Pro - Last Day for GeorgiaFirst Marketplace Catalog Purchases (5 p.m.)	BOR ITS will cutoff access to ePro Requisition entry for specified roles (7:00 a.m.)		Last Day for FY18 Fuel Purchases
		P-Card Journal Due to Accounting		Fully approved DineWest Catering invoices to Accounting by 5 p.m. (lapsable deadline).
				ePro requisitions for travel from June 1 through September 30 encumbering FY18 funds must be submitted by 5 p.m.
				Last day for electronic submission of PeopleSoft expense report. Final approval and valid budget check status for FY18 funds by 5 p.m.

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MON	TUE	WED	THU	FRI
6/11	6/12	6/13	6/14	6/15
Budget & Purchasing - Clear Budget Check Errors		Last Day for General Budget Amendments (5 p.m.)	Budget Amendments Processed With Discretion, As Needed	
Travel Status = Pending or Submitted for Approval Will Be Marked "Denied"				
	Central Stores closes at 5 p.m. and remains closed until JUL 2 for audit and inventory.	Campus Charges and Internal Billings must be received by 12 p.m. (noon).		BOR ITS cutoff for Expense Sheet entry in Self Service Portal at 7:00 a.m.
	Final Day for Petty Cash Reimbursements (11 a.m.)	ETFs (Expenditure Transfer Forms) must be received in Accounting by 12 p.m. (noon).		Download P-Card MTD activity and provide summary to Accounting by noon
	Petty Cash Check Request due to A/P by 5:00 p.m.			Transactions not passing Budget by 5:00 p.m. are subject to deletion
	Last Day - Submission of Non-Encumbered Check Requests - Final Approval & Valid Budget Check Status - FY18 Funds (5p.m.)			Accounting & Reporting "Budget Close"
	Last day to prepay Q1 FY19 travel. Final approval and valid budget check status by 5 p.m.			
6/18	6/19	6/20	6/21	6/22
Travel Status = Pending or Submitted for Approval Will Be Marked "Denied"				
Travel to notify Budget of any cancelled Encumbered Travel				
Central Stores Inventory				
Budget Sweep by noon; VPs notified of surplus by the end of the day	Posting Expenses for VP Fund Balances through June 22			
VPs Have Until 5 p.m. on June 22 to Submit P&P for Surplus				
		Post Final FY18 Bi-Weekly Payroll & Payroll Accruals	Accounting to provide Payroll Accrual to Budget by noon	

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MON	TUE	WED	THU	FRI
6/25	6/26	6/27	6/28	6/29
Travel Status = Pending or Submitted for Approval Will Be Marked "Denied"				
Bookstore open but may have limited operations in preparation for inventory				Bookstore closed for inventory
Payroll to provide off-cycle totals to Budget Services by noon	Posting VPBF Balance Until June 29, 5 p.m.; 4th Qtr Budget Amendment Due to BOR			
Budget to provide recommended Payroll Accrual Adjustments to Accounting by noon	Central Stores Inventory due to Accounting by 5 p.m.	Final FY18 Payroll Adjustments to Accounting by 9:00 a.m.	Preliminary PPV Financial Statements Due to Controller	Month-End Journal Entries & Analysis
Final Budget Sweep by noon; President & VPBF notified of remaining surplus by the end of the day	Bursar's Office submits final FY18 manual refunds to Accounting	Post Final FY18 Monthly Payroll; Reset Encumbrances to Zero		Final Budget ETFs Must Be Received in Accounting by 5 p.m.
Close All Pending Travel Exp Stmt Using FY18 Funds	Bursar's Office orders remaining G5 funds	Bursar's Office submits final FY18 BankMobile refunds		Banner down at noon for year end processing .
Download P-Card MTD activity and provide summary to Accounting by noon		Last Day in FY18 for A/P processing without Director of Accounting approval		Fully approved DineWest Catering invoices to Accounting by 5 p.m. (VP Funds).
Financial Aid Locked & Final Student Refunds Posted (12 p.m. - Internal)		Final date for DineWest to submit outside billing to Bursar's Office		

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MON	TUE	WED	THU	FRI
7/2	7/3	7/4	7/5	7/6
Year-End Journal Entries & Analysis				
Compensated Absences Report Due to HR Director	June P-Card statement due to Accounting by noon	Independence Day - UWG Closed	BOR ITS reopens Expense Sheet entry in Self Service Portal (7 a.m.)	Summary of MTD P-Card activity to Accounting by noon
Open Period 1, FY2019	Auxiliary Services Inventories (Bookstore and DineWest) to Accounting by noon		BOR ITS reestablishes ePro entry access (7 a.m.)	
USG Notice to Update FY19 Budget Year Default for Expenses	Fully approved DineWest Catering invoices to Accounting by noon. (non-lapsable deadline).			
Final Budget Amendment				

Legend:	
A/P & Purchasing	
Auxiliaries	
Budget	
Bursar's Office	
Accounting	
Travel	