

The University of West Georgia
Consolidated Year-End Calendar
 FY2019

MON	TUE	WED	THU	FRI
5/27	5/28	5/29	5/30	5/31
Memorial Day - UWG Closed	Posting of Purchase & Pay Requests			
			E-Pro - Last day for all ePro special requests.	P-Card summaries for May 27 statements due to Purchasing (5 p.m.).
6/3	6/4	6/5	6/6	6/7
Posting of Purchase & Pay Requests				
Post FY19 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 (7:00 a.m.)		Last Day for FY19 Fuel Purchases
	ePro requisitions for travel from June 1 through September 30 encumbering FY19 funds must be submitted by 5 p.m.	P-Card Journal Due to Accounting		Fully approved DineWest Catering invoices to Accounting by 5 p.m. (lapsable deadline).
	Last day for electronic submission of PeopleSoft expense report. Final approval and valid budget check status for FY19 funds by 5 p.m.			At 5PM OneUSG will start the first of two blackouts (no one, including Payroll, HR, and Budget will have access)

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MON 6/10	TUE 6/11	WED 6/12	THU 6/13	FRI 6/14
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"				
	At 8AM OneUSG will reopen after the first blackout	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.
	Central Stores closes at 5 p.m. and remains closed until JUL 1 for audit and inventory.	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
		Final Day for Petty Cash Reimbursements (11 a.m.)		Bi-weekly time approval due by 3:00 p.m.
		Petty Cash Check Request due to A/P by 5:00 p.m.		Accounting & Reporting "Budget Close"
		Last Day - Submission of Non-Encumbered Check Requests - Final Approval & Valid Budget Check Status - FY19 Funds (5p.m.)		Transactions not passing Budget by 5:00 p.m. are subject to deletion
		Last day to prepay Q1 FY20 travel. Final approval and valid budget check status by 5 p.m.		
6/17	6/18	6/19	6/20	6/21
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 21			
VPs Have Until 5 p.m. on June 21 to Submit P&P for Surplus				
	Monthly absence approval due by 3:00 p.m.	Post Final FY19 Bi-Weekly Payroll & Payroll Accruals	Accounting to provide Payroll Accrual to Budget by noon	At 5PM OneUSG will start a 2nd blackout

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MON	TUE	WED	THU	FRI
6/24	6/25	6/26	6/27	6/28
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 28, 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.	Last Day in FY19 for A/P processing without Director of Accounting approval	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 FY19 manual refunds to Accounting	Last day in FY19 to receive items in ePro. All subsequent items will be received in FY20	Final FY19 Payroll Adjustments to Accounting by 9:00 a.m.	Final Budget ETFs Must Be Received in Accounting by 5 p.m.
At 8AM OneUSG will reopen after the second blackout	Bursar's Office orders remaining G5 funds	Bursar's Office submits final FY19 BankMobile refunds	Post Final FY19 Monthly Payroll; Reset Encumbrances to Zero	Banner down at midnight for year end processing
Download P-Card MTD activity and provide summary to Accounting by noon		Final date for DineWest to submit outside billing to Bursar's Office		Fully approved DineWest Catering invoices to Accounting by 5 p.m. (VP Funds).
Close All Pending Travel Exp Stmt Using FY19 Funds				
Financial Aid Locked & Final Student Refunds Posted (12 p.m. - Internal)				

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MON	TUE	WED	THU	FRI
7/1	7/2	7/3	7/4	7/5
Year-End Journal Entries & Analysis				
Compensated Absences Report Due to Payroll Manager	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.)
Open Period 1, FY2019	Auxiliary Services Inventories (Bookstore and DineWest) to Accounting by noon			BOR ITS reestablishes ePro entry access (7 a.m.)
Final Budget Amendment	Fully approved DineWest Catering invoices to Accounting by noon. (non-lapsable deadline).			Summary of MTD P-Card activity to Accounting by noon
	USG Notice to Update FY19 Budget Year Default for Expenses			

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