

FY2021 YEAR-END DEADLINES

SUMMARY OF FINANCE DATES

PURCHASING	
Close of open Purchase Orders with balances between \$0.00 and \$100.00	Tuesday, June 1, 2021
Last day 2021 Requisitions can be created. Must be approved by 5PM (all unapproved Requisitions will be closed at 5PM)	Thursday, June 17, 2021
Last day for 2021 Change Orders to be sent to Purchasing	Thursday, June 17, 2021
Disable Punchouts	Thursday, June 17, 2021
Last day 2021 Purchase Orders to be sent to Suppliers (by Purchasing)	Friday, June 18, 2021
First day 2022 Requisitions can be created	Friday, June 18, 2021
Departments to send final request to keep 2021 Purchase Orders open (roll). Note: All June Purchase Orders will roll.	Monday, June 21, 2021
First Day 2022 Purchase Orders to be sent to Suppliers (PO Date July 1, 2021)	Monday, June 28, 2021
2021 Purchase Orders designated to stay open will be rolled and applied to FY22 funds	Monday, June 28, 2021
2021 Supplier Contracts will be rolled	Monday, June 28, 2021
Re-enable Punchouts	Tuesday, June 29, 2021
2021 Purchase Orders will be closed (unless requested to remain open)	Monday, June 28, 2021
Final Full Settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY21 - 4:00PM	Tuesday, June 29, 2021
TRAVEL & EXPENSE	
Close of stale Spend Authorizations by departments	On-Going
Last day for 2021 Spend Authorizations	Monday, June 21, 2021
Blackout travel processing period - Last minute paper Spend Authorizations may be used and sent to APIquiries@fau.edu for review and processing, if an urgent need arises.	June 20 through June 30, 2021
Last day for new 2021 Expense Reports	Friday, June 25, 2021
2021 Expense Reports In-Process or Draft status will be closed at 9AM	Wednesday, June 30, 2021
2021 Spend Authorizations will be mass closed at 11AM	Wednesday, June 30, 2021
Disable New Expense Reports (until July 1 st)	Saturday, June 26, 2021
First day for 2022 Spend Authorizations	Thursday, July 1, 2021
First day for 2022 Expense Reports	Thursday, July 1, 2021
ACCOUNTS PAYABLE	
Request Suppliers send all open invoices/statements to accountspayable@fau.edu	Tuesday, June 1 - 25, 2021
Request Suppliers send all open Utility invoices through a Supplier Invoice Request	Tuesday, June 1 - 25, 2021
Last day for 2021 Supplier Invoice/Expense Report Accruals	Wednesday, July 14, 2021
P-CARD	
Last day for 2021 P-Card charges (Limits reduced to \$1.00)	Wednesday, June 9, 2021
First day for 2022 P-Card charges (Limits reinstated)	Thursday, July 1, 2021
JOURNAL ENTRIES	
Last day to submit 2021 Journal Entries	Wednesday, July 14, 2021
2021 Journals Entries need to be fully approved	Thursday, July 15, 2021

In Progress Journal Entries will be cancelled	Thursday, July 15, 2021
Last day to submit Accounting Adjustments	Wednesday, June 23, 2021
Accounting Adjustments need to be fully approved	Thursday, June 24, 2021
In Progress Accounting Adjustments will be cancelled	Friday, June 25, 2021
INTERNAL SERVICE DELIVERY	
Last day to submit 2021 Internal Service Delivery Entries by 5pm	Friday, June 25, 2021
2021 Internal Service Delivery Entries need to be fully approved by 12pm	Tuesday, June 29, 2021
In Progress 2021 Internal Service Delivery Entries will be cancelled	Wednesday, June 30, 2021
BUDGET AMENDMENTS	
Last day for 2021 Budget Amendments	Wednesday, July 7, 2021
PAYROLL AND TIMEKEEPING	
Last day to process on demand payroll check	Tuesday, June 22, 2021
All time entries for Pay Period #13 must be submitted and fully approved	Friday, June 25, 2021 @ 2pm
Last Pay Period in FY2021 (PP#13) closes	Monday June 28, 2021
Run new fiscal year commitments	Thursday, July 1, 2021
First Pay Period in FY2022 (PP#14) opens	Tuesday, July 6, 2021
First day to submit Payroll Accounting Adjustments for Pay Period #13	Tuesday, June 29, 2021
Last day to submit Payroll Accounting Adjustments for FY2021	Wednesday, July 14, 2021
Last day to approve all Payroll Accounting Adjustment for FY2021	Thursday, July 15, 2021
In Progress Payroll Accounting Adjustments will be cancelled	Thursday, July 15, 2021 @ 5pm

PURCHASING

Purchase Orders/Supplier Contracts:

- Procurement Services will close all FY2021 Purchase Orders on June 30, 2021, unless the Purchase Order has been designated to remain open (roll) and re-obligate funds in FY2021. On June 30, 2021, all Supplier Contracts and designated Purchase Orders will be rolled into FY2022.
- To request a Purchase Order to roll into the next fiscal year, please submit a request to purchasing@fau.edu and include the full Purchase Order number (in appropriate format - ex. PO-P190....) by Monday, June 21, 2021.

TRAVEL & EXPENSE

Spend Authorizations:

- If you are traveling during the last 10 days of June, please be sure to enter your Spend Authorization in advance of June 21st.
 - If you have urgent travel that comes up last minute after June 21st, please contact the APInquiries@fau.edu to assist.
 - Note- All FY2021 Spend Authorizations will be closed by June 30, 2021. New Spend Authorizations will need to be processed in July 2021 to reinstate any that still have open travel dates.
- 2022 Spend Authorizations – 1st day to process in Workday = July 1, 2021.
 - Note – Should there be any additional expenditures related to FY2021 travel that were not expensed in FY2021, a traveler must re-enter a new Spend Authorization in FY2022 to commit the funds and process an expense report. (Example: Travel date is August 2021. In June 2021, airfare is purchased on a P-Card for August Travel. If this charge (or additional charges that take

place in August) was not expensed in FY2021, a new Spend Authorization must be created in FY2021 to process this charge as well as any additional items (hotel, per-diem, etc.). Please pay special attention to all 2021 Spend Authorizations where a Cash Advance was requested.

Expense Reports:

- FY2021 Expense Reports – last day to process new expense reports in Workday is June 25, 2021 COB.
 - All In Progress expense reports will be cancelled on Wednesday, June 30, 2021 if not fully approved. New Expense Reports will need to be processed as a result of the cancellations.
- Note- for Expense Reports for travel/other expenses occurring in FY2021 but processed in FY2022, please notify APInquiries@fau.edu with supporting documentation of trip dates.

P-CARD

- 2021 P-Card charges– Last day to use the P-Card = June 9, 2021. (Blackout period June 10, 2021 through June 30, 2021)
 - On an exception basis, arrangements may be made to retain a functional P-Card for documented business travel, recurring charges, or a critical need during the blackout period. Please send the request along with supporting documentation to pcard@fau.edu.

ACCOUNTS PAYABLE

Supplier Invoices:

- Reach out to your vendors/suppliers and request open invoices and/or statements in early June.
- Request that vendors send 2021 invoices as early as possible, ideally by June 19th, in electronic format to accountspayable@fau.edu.
- If invoices are sent directly to departments, do not hold them. Forward to accountspayable@fau.edu immediately.
- AP Specialist will denote a "2021" or a "2022" in the invoice memo field to indicate the appropriate expense period for accruals starting July 1, 2021.

INTERNAL SERVICE DELIVERY

- Last day to submit FY2021 Internal Service Delivery entries is Friday, June 25, 2021 COB. All "In Progress" Internal Service Delivery entries will be cancelled at 12PM, Tuesday, June 29, 2021 if not fully approved. New Internal Service Delivery entries will need to be processed as a result of any cancellations.

PAYROLL ACCOUNTING

- Payroll accounting adjustments for FY2021 can be processed between June 29-July 15, 2021. This timeframe includes the tasks of submitting and approving PAAs.
- All submitted payroll accounting adjustments must be approved by 5 p.m. on July 15, 2021
- All "in progress" payroll accounting adjustments will be cancelled on 5p.m. on July 15, 2021 and access to the Create Payroll Accounting Adjustment task will be removed for all users.
- Access to Create Payroll Accounting Adjustment task will be reinstated on Monday, July 19 for FY2022 PAAs

POINTS OF CONTACT

Department	Point of Contact
Procurement Services: Purchasing Accounts Payable Travel and Expense	Melody Thelwell @ mthelwell@fau.edu or 7-2917 Esperanza Calderon @ ecalder2@fau.edu or 7-3123 APInquiries@fau.edu
Financial Accounting: General Accounting Property Management	Desislava Angelova @ dangelov@fau.edu or 7-4356 Soana Fuentes @ sseehar1@fau.edu or 7-1243 Ilias Gyftopoulos @ gyftopou@fau.edu or 7-2927
Payroll, Timekeeping & P-card Administration: Payroll Timekeeping Payroll Accounting P-Card Administration	Rosa Naujoks @ rnaujoks@fau.edu or 7-2035 Annie Yahinian @ ayahinia@fau.edu or 7-4273 Anely Cabrera cabreraa@fau.edu or 7-2862 Tammy Kolotkin @ tkolotkin@fau.edu or 7-3609 Noelle Starkey @ pcard@fau.edu or 7-2887
Budget:	Milena Alban @ malban@fau.edu or 7-2804
Research Accounting: ISD	Deon Pottinger @ dpottinger@fau.edu or 7-4998