

Research Accounting Month/Quarter/Year-End Invoicing and Financial Reporting Schedule		
Quarter	Month	
1		EOM/EOQ-Q4 Invoicing and Financial Reporting 06/30 Effort Reporting Q4
	July	Blackout Period: * Cannot Process Award Closeouts Tasks * Cannot Process Award Closeout journals for fixed fee * Cannot Process Award Transfers for Non-sponsored Awards * Cannot Process Customer Refunds * Cannot Cancel Sponsor Invoices or Un-apply Payments
	August	EOM Invoicing and Financial Reporting 07/31 Bi-Annual Cost Share Reporting as of 06/30 Bi-Annual Workday Testing in Preview
	September	EOM Invoicing and Financial Reporting 08/31 Reconcile Fixed Awards (verify F&A / zero expenses) A/R Collection Follow Up Award Closeout
2	October	EOM/EOQ-Q1 Invoicing and Financial Reporting 09/30 Effort Reports EOQ-Q1
	November	EOM Invoicing and Financial Reporting 10/31 A/R Collection Follow Up Award Closeout
	December	EOM Invoicing and Financial Reporting 11/30 A/R Collection Follow Up Award Closeout
3	January	EOM/EOQ-Q2 Invoicing and Financial Reporting 12/31 Effort Reports EOQ-Q2
	February	EOM Invoicing and Financial Reporting 01/31 Bi-Annual Cost Share Reporting as of 12/31 Bi-Annual Workday Testing in Preview
	March	EOM Invoicing and Financial Reporting 02/29 Reconcile Fixed Awards (verify F&A / zero expenses) A/R Collection Follow Up Award Closeout
4	April	EOM/EOQ-Q3 Invoicing and Financial Reporting 03/31 Effort Reports EOQ-Q3
	May	EOM Invoicing and Financial Reporting 04/30 A/R Collection Follow Up Award Closeout
	June	EOM Invoicing and Financial Reporting 05/31 A/R Collection Follow Up Award Closeout Fiscal Year End Preparation: * Awards must be invoiced to current period EOM May * All On-Account Payments MUST be cleared \$0.00 balance for FYE (includes processing sponsor refunds) * All Unapplied Payments MUST be cleared \$0.00 balance for FYE * Review Merit Overhead Awards to ensure zero expenses charged \$0.00 balance for FYE * Any F&A Adjustments over \$10.00 must be processed