

Business and Finance Division

SAINT LOUIS UNIVERSITY

Fiscal Year-End Processing Cut-Off Dates for FY 19 Documents

June 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
						1
2	3 *Labor Redistrib. for Med Sch funds (all except Jun Monthly and BW12,BW13 or BW14) due to MC Fin by noon (for June Prel.)	4	5	6	7 *Labor Redistrib. (all except June Monthly and BW12, BW13, or BW14) due to Payroll by 5:00 pm (to be recorded for June Prel.) *FY19 Budget Rev due to FP&B by 5:00 p.m	8
9	10 *Begin processing FY20 Purchase Requisitions *No new blanket orders for FY19 (except 3xxxx funds)	11	12	13 *Labor Redistrib. for BW12 for Med School funds due to MC Finance by Noon	14 *Labor Redistributions for BW12 due to Payroll by 5 pm	15
16	17	18 *Transaction Corr for June Prel. for Med School funds due to MC Finance by 5 pm	19	20	21 *All increases to FY19 Billiken Buy Blanket orders should be entered by this date; with approvals to be completed by Med Ctr Fin and Business Serv by June 28	22
23	24 *Transaction Corr for June Prel for Med School funds due to Accounting by 5 pm	25	26	27 *FY20 Billiken Buy PO's to be released to vendors Friday, June 28 *Labor Redistributions for BW13/ June MO for SOM funds due to MCFin by noon	28 *Split-Run Coding begins for Deposit of Funds/Web Dep., eSeeIDO's, TC's, eSeeDPV's, Invoices *Code documents "6" for June (FY19) or "7" for July (FY20)	29
30						

Note: Medical School departments must follow due dates of the Medical Center Finance Office.

Updated 6/10/19

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July 2019

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
	1 *Labor Redistributions for BW13 and June Monthly due to Payroll by 5:00 pm	2	3 *Labor Redistrib for pay periods other than BW14 to be processed on a case by case basis	4 Holiday	5 *Labor Redistributions for BW14 for Med School funds to MC Fin by noon *Concur Expense Reports for FY19 due to Commitment Offices by 5 pm	6
7	8 *eSeelDO's due to Commitment Offices by 5:00 pm *Transaction Corr. for Med School funds due to Med Center Finance by noon	9 *eSeelDO's to be completed by service providers *Concur Exp Reports approved by Commitment Offices by 5 pm	10 *Labor Redistributions for BW14 due to Payroll by noon *TC's due to Controller's/ Acctg & Fin Reporting by 5:00 pm	11	12 *Labor Redistrib for clearing alternate grants due Payroll by 5:00 pm	13
14	15	16 *FY19 retrofit orders approved at all levels and invoice submitted to Accts Payable by 5:00 pm. Submit invoices to accountspayable@slu.edu	17 July 16- Contact CPC- Accounts Payable regarding any FY19 outstanding invoices (if invoice cannot be obtained CPC- A/P will accrue)	18 *Web Deposits due to Treasury Services/ MC Finance *eSeeDPV's due to Commitment Offices	19 *P-Card approver cut off for cycle ending July 13 th *Last day to submit FY19 web departmental deposits; must be in bank on or before this day	20
21	22 *Split-Run coding by Treasury Services and CPC ends at 5 pm	23 *PO and eSeelDO EC's roll to FY20; any reqs/IDO's entered with a June date will fail to post	24	25	26	27
28	29	30	31			

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