

# Business and Finance Division

SAINT LOUIS UNIVERSITY

## Fiscal Year-End Processing Cut-Off Dates for FY 18 Documents

June 2018

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
					1  *Labor Redistrib. for Med Sch funds (all except Jun Monthly and BW12,BW13 or BW14) due to MC Fin by noon (for June Prel.)	2
3	4	5	6	7	8  *Labor Redistrib. (all except June Monthly and BW12, BW13, or BW14) due to Payroll by 5:00 pm (to be recorded for June Prel.)  *FY18 Budget Rev due to FP&B by 5:00 p.m	9
10  *Begin processing FY19 Purchase Requisitions *No new blanket orders for FY18 (except 3xxxx funds)	11	12	13	14  *Labor Redistrib. for BW12 for Med School funds due to MC Finance by Noon	15  *Labor Redistributions for BW12 due to Payroll by 5 pm	16
17	18	19  *Transaction Corr for June Prel. for Med School funds due to MC Finance by 5 pm	20	21	22  *All increases to FY18 Billiken Buy Blanket orders should be entered by this date	23
24  *Transaction Corr for June Prel for Med School funds due to Accounting by 5 pm	25	26	27	28  *FY19 Billiken Buy PO's to be released to vendors Friday, June 29 *Labor Redistributions for BW13/ June MO for SOM funds due to MCFin by noon	29  *Split-Run Coding Begins for Deposit of Funds/Web Dep., eSeeIDO's, TC's, eSeeDPV's, Invoices *Code documents "6" for June (FY18) or "7" for July (FY19)	30

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

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July 2018

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2 *Labor Redistributions for BW13 and June Monthly due to Payroll by 5:00 pm	3	4 Holiday	5 *Labor Redistrib for pay periods other than BW14 to be processed on a case by case basis	6 *Labor Redistributions for BW14 for Med School funds to MC Fin by noon	7 *Concur Expense Reports for FY18 due to Commitment Offices
8	9 *eSeeIDO's due to Commitment Offices by 5:00 pm *Transaction Corr. for Med School funds due to Med Center Finance by noon	10 *eSeeIDO's to be completed by service providers *Concur Exp Reports approved by Commitment Offices by 5 pm	11 *Labor Redistributions for BW14 due to Payroll by noon *TC's due to Controller's/ Acctg & Fin Reporting by 5:00 pm	12	13 *Labor Redistrib for clearing alternate grants due Payroll by 5:00 pm	14
15	16	17 *FY18 retrofit orders approved at all levels and invoice submitted to Accts Payable by 5:00 pm. Submit invoices to <a href="mailto:accountspayable@slu.edu">accountspayable@slu.edu</a>	18 *Contact CPC- Accounts Payable regarding any FY18 outstanding invoices (if invoice cannot be obtained CPC-A/P will accrue)	19 *Web Deposits due to Treasury Services/ MC Finance *eSeeDPV's due to Commitment Offices	20 *P-Card approver cut off for cycle ending July 13 <sup>th</sup> *Last day to submit FY18 web departmental deposits; must be in bank on or before this day	21
22	23 *Split-Run coding by Treasury Services and CPC ends at 5 pm	24 *PO and eSeeIDO EC's roll to FY19; any reqs/IDO's entered with a June date will fail to post)	25	26	27	28
29	30	31				

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