

**UT MARTIN**  
**SCHEDULE OF YEAR END ACTIVITIES**  
**FOR YEAR ENDING JUNE 30, 2018**

<u>DATE</u>	<u>ACTIVITY</u>
May 1	> Deadline for requisitions and supporting documentation to be submitted to Purchasing for purchase orders to encumber funds by fiscal year-end
May 15	> FY 2019 will be opened for purchasing transactions (FM Period)
June 15	> Deadline for June monthly payroll forms > Deadline for payroll checks to be canceled to be returned to Payroll Office > Deadline for salary transfer vouchers > Deadline for all undelivered checks (over 21 days old) to be returned to the appropriate offices > Deadline for moving allowances to be paid & posted in this fiscal year
June 19	> 25 <sup>th</sup> bi-weekly payroll paid
June 20	> Deadline for FY's 26 <sup>th</sup> bi-weekly payroll forms
June 24	> 26 <sup>th</sup> Bi-weekly payroll period ends
June 25	> Period 01 (FY 2019) will be opened for financial transactions. > Deadline for departmental procurement card purchases (for May) to post to period 12
June 26	> Interim F & A and settlement is run soon after monthly payroll posts
June 29	> June monthly payroll paid > Procurement card transactions (for June) available to verify and approve > Requisitions and business trips will be moved to July at the end of the day.
July 2	> Deadline for departments to enter ECR's and STV's
July 3	>Deadline for contract invoices (85 contract invoices and T27), miscellaneous reimbursements, T-27 without contracts to be entered and approved. >Deadline for Business Services to receive foreign invoices and T-27 for period 12 ledgers.
July 5	> Deadline for Business Services to receive petty cash reconciliation reports, transfer vouchers, journal vouchers, sales tax, T-29 and T-30 for period 12 ledgers. > Deadline for cash receipts to be parked by departments and received in Bursar's Office
July 6	> Run extra payroll to include June ECR's and STV's (final FY 2018 payroll posting)
July 11	> Deadline for cash receipts to be credited by Campus Cashiers (Bursar's Office) to FY 2018 > Deadline for accounts receivable Write-off requests (T-35's) > Deadline for departments to enter and approve invoices and transfer vouchers for FY 2018 > Deadline for distribution of charges on procurement card system > Deadline for processing journal entries that will appear on the period 12 ledgers
July 12	> Parked FY 2018 documents deleted
July 13	> June accounting period (period 12) is closed for SA document entry > Purchase orders, funds reservations and forecast of revenue will be moved to July at end of the day

- July 19 > Final payroll accrual for biweekly will be posted by Knoxville  
> Last day to request accrual transactions (accounts payables, accounts receivables, deferred revenue, and prepaid expenses) in Perfect Forms for restricted and unrestricted accounts.
- July 20 > Period 12 Treasurer's Report and ledgers may be printed following IRIS announcement
- July 27 > All loan fund activities should be closed  
> Deadline for the Controller's Office to receive journal entries that affect restricted accounts.  
> Deadline for receiving F & A (indirect cost) adjustments  
> Deadline for receiving salary and staff benefit closing entries, including accruals
- August 3 > Deadline for the Controller's Office to receive remaining final unrestricted expense and income journal entries.
- August 10 > Final campus fund balance adjustments must be received.
- August 16 > Final close for FY 2018