

## YEC 2021 Major Deadlines

Number	Title	Dept	Due Date
1	Last day to submit requisitions over \$250,000	PaCS	5/3/21 5:00 PM
2	YEC Process Training - Beginner	FA&A	5/19/21 9:30 AM
3	YEC Process Training - Beginner	FA&A	5/20/21 1:30 PM
4	Last day for entry of SIS A/R in Banner - Except for Spring Term	SAS	5/28/21 5:00 PM
5	Last day to submit requisitions between \$25,000 - \$250,000	PaCS	5/28/21 5:00 PM
6	PHAREDS Opens for redistributions	PAY	6/1/21 12:00 AM
7	Last day to submit FOAPA element termination requests to be effective July 1	BUD	6/1/21 5:00 PM
8	Last day to request a scholarship through GRRS for graduating students	FNDDT	6/3/21 5:00 PM
9	Period 01 Future FY Open for PO's only	AP	6/8/21 8:00 AM
10	Additional payroll posting for redistributions	PAY	6/8/21 8:00 PM
11	Last day to reimburse petty cash funds	Cashiers	6/11/21 5:00 PM
12	Last day for BCHR staff to enter paperwork for June	PAY	6/11/21 5:00 PM
13	Last day for students to work on Current FY Work Study funds	PAY	6/11/21 5:00 PM
14	Last day for processing OSUF Direct Pays for 6/30 Payment. Entry should be completed by 5pm.	FNDDT	6/14/21 5:00 PM
15	Payroll encumbrance liquidation for current FY	PAY	6/15/21 7:00 PM
16	Mid-Month payroll posting of redistributions	PAY	6/16/21 8:00 PM
17	Last day to submit prior period, prior week cash receipts to Cashier's Office	Cashiers	6/17/21 4:30 PM
18	Last day for Autopay purchases to be included in current FY	AP	6/17/21 5:00 PM
19	Last day for submitting SIS A/R files to Business Affairs - Student Accounts for entry in current FY	SAS	6/17/21 5:00 PM
20	Last day to submit Wire Transfer requests for Current FY	AP	6/17/21 5:00 PM
21	Last day to enter time in PYAHOURL	PAY	6/21/21 12:00 PM
22	Last day to request a scholarship through GRRS for NON-Graduating students	FNDDT	6/21/21 5:00 PM
23	June zero sequence payroll posting	PAY	6/24/21 8:00 PM
24	Last student refund check run	SAS	6/25/21 8:00 AM
25	Last day to submit check requests to ARF for gifts posted in June	ARF	6/25/21 12:00 PM
26	Last day for submitting bulk coin deposits to be deposited in Current FY	Cashiers	6/25/21 5:00 PM
27	PCard module will stop loading new transactions	AP	6/26/21 10:00 AM
28	A/P Check Run (Normal Run)	Cashiers	6/28/21 8:00 AM
29	Last day for requests to be approved in the OSUF Reimbursement System for 6/30 deposit.	FNDDT	6/28/21 5:00 PM
30	All Cash Receipts should be submitted to the Cashiers Office by Noon.	Cashiers	6/30/21 12:00 PM

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Number	Title	Dept	Due Date
31	Banner SIS will not be available to update activity after 12:00 pm, noon.	SAS	6/30/21 12:00 PM
32	All Point of Sale (POS) merchants must be settled by noon.	Cashiers	6/30/21 12:00 PM
33	Last Day to enter Labor Distribution Changes in PHAREDS for current FY. PHAREDS will close at noon.	PAY	6/30/21 12:00 PM
34	Invoice Approvals must stop in order to complete final 6/30 AP Check Run	AP	6/30/21 2:00 PM
35	Last June AP Check Run	Cashiers	6/30/21 3:00 PM
36	Physical count of petty cash or vault funds should be completed	Cashiers	6/30/21 5:00 PM
37	Final payroll posting of adjustments and manual checks	PAY	6/30/21 8:00 PM
38	Period 01 of the New FY is Open for Cash, JVs, and Invoices	AP	7/1/21 8:00 AM
39	Banner SIS update will be restored upon completion of SIS AR Recon	SAS	7/1/21 10:00 AM
40	Last day to submit budget change requests for changes CROSSING college/unit boundaries.	BUD	7/2/21 5:00 PM
41	4th of July Holiday	FA&A	7/5/21 8:00 AM
42	Last day to provide OSRAA with expense information on Kxxxx Grants	OSRAA	7/8/21 12:00 PM
43	Budget clean-up JVs on 1xGF, 1xGP, and 1xAS rules codes must be completed and approved by Noon	BUD	7/8/21 12:00 PM
44	Last day to post FUPLOAD JV transactions with June Transaction dates	FA&A	7/8/21 12:00 PM
45	Last day to enter Invoices with June Transaction dates	AP	7/8/21 12:00 PM
46	Last day to distribute Purchasing Card transactions for FY21	AP	7/8/21 1:00 PM
47	Banner FIS will be unavailable starting at 3pm. Includes all Finance forms, jobs, and reports	BOIT	7/8/21 3:00 PM
48	Invoices and JVs for June transactions must be approved; Incomplete JVs will be deleted	FA&A	7/8/21 3:00 PM
49	AP Check Run (Special Run)	Cashiers	7/8/21 3:35 PM
50	Last day for verifying all completed FY21 purchase orders are closed	AP	7/8/21 5:00 PM
51	PERIOD 12 CLOSE	FA&A	7/8/21 5:05 PM
52	General Ledger Roll	FA&A	7/8/21 5:15 PM
53	Encumbrance Roll	AP	7/8/21 5:15 PM
54	New FY GL balances have been rolled and are open concurrently with Old FY GL until period 14 close.	FA&A	7/9/21 8:00 AM
55	Last day for processing OSUF Direct Payment Requests for FY21	FNDT	7/9/21 12:00 PM
56	Last day to enter any Fixed Asset JV's on 4xxxx account codes.	FA&A	7/9/21 5:00 PM
57	Foundation Financial Edge (FE) system closes for YEC processing.	FNDT	7/12/21 3:00 PM
58	Last day to resolve negative fund balances to comply with USSE requirements.	FA&A	7/15/21 5:00 PM
59	Period 14 entry will no longer be available except to FA&A, PCMM, Budgets and OSRAA	FA&A	7/15/21 5:00 PM
60	Balance Sheet account reconciliations due for all Axxxx and Bxxxx accounts with an ending balance	FA&A	7/15/21 5:00 PM

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Number	Title	Dept	Due Date
61	Last day to enter FY21 JVs including all YEC accruals	FA&A	7/15/21 5:00 PM
62	Last day for approving FS Index Reimbursements for FY21. Entry should be completed by noon.	FNDT	7/16/21 12:00 PM
63	Last day to submit AP Accrual Spreadsheets to Accounts Payable	AP	7/16/21 5:00 PM
64	Year-end AP Accrual transactions will be available in CORE for review	AP	7/20/21 8:00 AM
65	PERIOD 14 CLOSE	FA&A	7/26/21 5:00 PM
66	Foundation Financial Edge (FE) system closes for YEC processing.	FNDT	8/11/21 12:00 PM