

YEC 2022 Major Deadlines

Date: 5-23-22

FY 22 YEC Timeline

Number	Title	Dept	Due Date	FSS Deadline
4	Last day for entry of SIS A/R in Banner - Except for Spring Term	SAS	5/26/22 5:00 PM	Informational
5	Last day to submit requisitions between \$25,000 - \$250,000	PCMM	5/27/22 5:00 PM	5/26/22 5:00 PM
6	Memorial Day Holiday	FAR	5/30/22 8:00 AM	Informational
7	PHAREDS opens for redistributions	PAY	6/1/22 12:00 AM	Informational
8	Last day to submit FOAPA element change requests to be effective July 1	BUD	6/1/22 5:00 PM	5/27/22 5:00 PM
9	Period 01 Future FY Open for PO's only	AP	6/8/22 8:00 AM	Informational
10	Additional payroll posting for redistributions	PAY	6/9/22 8:00 PM	Informational
11	Last day to reimburse petty cash funds	Cashiers	6/10/22 5:00 PM	Informational
12	Last day for students to work on Current FY Work Study funds	PAY	6/10/22 5:00 PM	Informational
13	Last day for processing OSUF Direct Pays for 6/30 Payment. Entry should be completed by 5pm.	FNDD	6/13/22 5:00 PM	6/9/22 5:00 PM
14	Last day for HR staff to enter paperwork for June	PAY	6/14/22 5:00 PM	Information for Payroll
15	Last day to submit prior period, prior week cash receipts to the Cashier's Office	Cashiers	6/15/22 4:30 PM	6/15/22 4:30 PM
16	Last day for submitting SIS A/R files to Business Services - Student Accounts for entry in current FY	SAS	6/15/22 5:00 PM	Informational
17	Last day to submit Wire Transfer requests for Current FY	AP	6/16/22 12:00 AM	6/13/22 5:00 PM
18	Mid-Month payroll posting of redistributions	PAY	6/16/22 8:00 PM	Informational
19	Juneteenth Holiday	FAR	6/17/22 8:00 AM	Informational
20	Payroll encumbrance liquidation for current FY	PAY	6/18/22 7:00 PM	Informational
21	Last day to request a scholarship through GRRS for both graduating and continuing students	FNDD	6/20/22 5:00 PM	6/13/22 5:00 PM
22	Last day to enter time in PYAHOURL (will close at noon)	PAY	6/21/22 12:00 PM	Informational
23	Last student refund check run	SAS	6/24/22 8:00 AM	Informational
24	Last day to submit check requests to ARF for gifts posted in June	ARF	6/24/22 12:00 PM	Informational

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25	Last day for submitting bulk coin deposits to be deposited in Current FY	Cashiers	6/24/22 5:00 PM	Informational
26	June zero sequence payroll posting	PAY	6/24/22 8:00 PM	Informational
27	Last day for requests to be approved in the OSUF Reimbursement System for 6/30 deposit	FNDT	6/27/22 5:00 PM	6/16/22 5:00 PM
28	A/P Check Run (Normal Run)	Cashiers	6/28/22 8:00 AM	Informational
29	New Credit card transactions will not be loaded into Concur.	AP	6/28/22 10:00 AM	Informational
30	All Cash Receipts should be submitted to the Cashier's Office by Noon.	Cashiers	6/30/22 12:00 PM	6/30/22 12:00 PM
31	Banner SIS will not be available to update activity after 12:00 pm, noon.	SAS	6/30/22 12:00 PM	Informational
32	All Point of Sale (POS) merchants must be settled by noon.	Cashiers	6/30/22 12:00 PM	6/30/22 12:00 PM
33	Last day to enter Labor Distribution Changes in PHAREDS for current FY. PHAREDS will close at noon.	PAY	6/30/22 12:00 PM	6/6/22 5:00 PM
34	Invoice Approvals must stop in order to complete final 6/30 AP Check Run.	AP	6/30/22 2:00 PM	Informational
35	Last June AP Check Run	Cashiers	6/30/22 3:00 PM	Informational
36	Physical count of petty cash or vault funds should be completed.	Cashiers	6/30/22 5:00 PM	6/30/22 12:00 PM
37	Final payroll posting of adjustments and manual checks	PAY	6/30/22 8:00 PM	Informational
38	Period 01 of the New FY is Open for Cash, JVs, and Invoices.	FAR	7/1/22 8:00 AM	Informational
39	Banner SIS update will be restored upon completion of SIS AR Recon.	SAS	7/1/22 10:00 AM	Informational
40	Last day to submit budget change requests for changes CROSSING college/unit boundaries	BUD	7/1/22 5:00 PM	6/27/22 5:00 PM
41	4th of July Holiday	FAR	7/4/22 8:00 AM	Informational
42	Last day to provide OSRAA with expense information on Kxxxxx Grants	OSRAA	7/8/22 12:00 PM	Informational
43	Budget clean-up JVs on 1xGF, 1xGP, and 1xAS rules codes must be completed and approved by Noon	BUD	7/8/22 12:00 PM	6/16/22 5:00 PM
44	Last day to post FUPLOAD JV transactions with June Transaction dates	FAR	7/8/22 12:00 PM	7/6/22 5:00 PM
45	Last day to enter Invoices with June Transaction dates	AP	7/8/22 12:00 PM	7/6/22 5:00 PM
46	Last day to approve Concur Expense Reports for FY22	AP	7/8/22 1:00 PM	Informational
47	Banner FIS will be unavailable starting at 3pm. Includes all Finance forms, jobs, and reports.	DFA IT	7/8/22 3:00 PM	Informational
48	Invoices and JVs for June transactions must be approved; Incomplete June JVs will be deleted.	FAR	7/8/22 3:00 PM	Informational
49	Last day for verifying all completed FY22 purchase orders are closed	AP	7/8/22 5:00 PM	Informational

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Number	Title	Dept	Due Date	FSS Deadline
50	PERIOD 12 CLOSE	FAR	7/8/22 5:05 PM	Informational
51	General Ledger Roll	FAR	7/8/22 5:15 PM	Informational
52	Encumbrance Roll	AP	7/8/22 5:15 PM	Informational
53	New FY GL balances have been rolled and are open concurrently with Old FY GL until period 14 close.	FAR	7/11/22 8:00 AM	Informational
54	Last day for processing OSUF Direct Payment Requests for FY22	FNDT	7/11/22 12:00 PM	7/5/22 5:00 PM
55	Last day to enter any Fixed Asset JV's on 4xxx account codes	FAR	7/11/22 5:00 PM	7/5/22 5:00 PM
56	Last day to resolve negative restricted fund balances to comply with USSE requirements	FAR	7/15/22 5:00 PM	Informational
57	Period 14 entry will no longer be available except to FA&A, PCMM, Budgets and OSRAA	FAR	7/15/22 5:00 PM	Informational
58	Last day to submit AP Accrual Spreadsheets to Accounts Payable	AP	7/15/22 5:00 PM	Informational
59	Balance Sheet account reconciliations due for all Axxx and Bxxx accounts with an ending balance	FAR	7/15/22 5:00 PM	7/14/22 5:00 PM
60	Last day to enter FY22 JVs including all YEC accruals	FAR	7/15/22 5:00 PM	Informational
61	Last day for approving FS Index Reimbursements for FY22. Entry should be completed by noon.	FNDT	7/18/22 12:00 PM	7/8/22 5:00 PM
62	Year-end AP Accrual transactions will be available in CORE for review.	AP	7/20/22 8:00 AM	Informational
63	PERIOD 14 CLOSE	FAR	7/25/22 5:00 PM	Informational
64	Foundation Financial Edge (FE) system closes for YEC processing.	FNDT	8/10/22 12:00 PM	Informational