

FY2022 Year End Calendar

Date	Day of Week	Description
03/16/2021	Tuesday	FY21 February reports are available on ePrint.
03/19/2021	Friday	Last day to submit FY20 Furniture, Fixtures, & Equipment (FF&E) requisitions to Purchasing & Ancillary Services (PaAS). Minimum lead time is 6-8 weeks, excluding unforeseeable delays. Delivery must occur and Hilltop Shop (HTS) receipt posted by 5:00 pm on Monday, 5/31/2021.
04/02/2021	Friday	All requisitions should indicate the FY to charge in the comment field of the HTS order. For non- catalog orders, please indicate lead time and date required. Service orders must indicate the date(s) services will be rendered.
04/06/2021	Tuesday	FY22 will be open in Banner and Hilltop Shop for orders that will be delivered, or services to be rendered on or after 6/1/2021. If goods/services are received prior to 6/1/2021, the expenditures will be charged to FY21. However, ABS will use discretionary thresholds when recording these expenditures close to the end of the fiscal year. Punch-out orders will not be processed against FY22 until Monday, 6/1/2021.
04/09/2021	Friday	Review open purchase orders (POs) issued before 3/1/2021. Please email purchasing@usfca.edu indicating POs to close. Please include PO#, Vendor Name and remaining encumbrance amount.
04/16/2021	Tuesday	FY21 March reports available on ePrint
05/13/2021	Thursday by noon	<p>p-REQS: Last day to submit and approve FY21 p-REQs to create Banner PO (non-HTS order).</p> <p>Conditions:</p> <ol style="list-style-type: none"> 1. This requisition type is ONLY used if the vendor is not active in HTS and there is an active Banner vendor number set-up correctly. This includes valid Certificate of Insurance (COI) on file, order-to/remit-to addresses, ACH, etc. 2. Delivery must be posted by 5:00pm on Monday, 5/31/2021 by CentralReceiving. Please email purchasing@usfca.edu by noon on Monday, 5/31/2021. Indicate the PO#, quantity and date the item was received or the date the service was rendered. 3. The vendor must submit the invoice through the USF vendor portal on or before 5/31/2021.
05/14/2021	Friday	Final review of FY21 open POs. Please email purchasing@usfca.edu indicating POs to close. Please include PO#, Vendor Name, and remaining encumbrance.
05/14/2021	Friday	Standard Stationery and Business Card Orders: (Copy Mill Printing & Graphics)
05/14/2021	Friday	Last day to approve final proofs for standard business cards/stationery orders to receive items by Monday, 5/31/2021. Special orders are not included. Please contact CopyMill Printing & Graphics to obtain estimated delivery date. Please ensure the PO number is referenced.

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05/17/2021	Monday	FY21 April reports available on ePrint
05/20/2021	Thursday	Concur Invoice: Last day to approve invoices and wire requests. Concur Expense: Last day to submit expense reports.
05/21/2021	Friday	Duplicating: Last day to submit dropbox orders and email orders to CopyMill Printing & Graphics for delivery by 5/31/2021. Large and special orders are not included. Please contact CopyMill Printing & Graphics to obtain estimated delivery date. Please ensure you reference the print job number.
05/25/2021	Tuesday	Last day for cash & check departmental deposits. Please send any <u>checks</u> (with respective support and DDRs) via intercampus mail through the mailroom by Tuesday 5/25/21. The intercampus mail envelope should specify, "ABS Controller's Group." Also include the sending department, and seal the envelope with packing tape to help reduce any tampering efforts.
05/25/2021	Tuesday	Last day to approve Concur expense reports for out-of-pocket and p-Card charges related to FY21.
05/28/2021	Monday	Hilltop Shop (HTS): Last day for departments to post PO delivery and service receipts to qualify for FY21. Departments may verify posted receipts in HTS. Conditions: 1. Delivery or services were rendered on or before 5/28/2021. 2. Vendor must submit invoices through the USF Vendor Portal on or before 5/28/2021.
05/28/2021	Friday by Noon	Banner POs from p-REQs (non-HTS order): Last day for departments to notify Central Receiving by emailing purchasing@usfca.edu to post receipts on Banner POs for FY21. Indicate the PO#, quantity and date the item was received or the date the service was rendered. Departments may verify posted receipts in SSB. Conditions: 1. Delivery or services were rendered on or before 5/28/2021. 2. The vendor must submit the invoice to ABS on or before 5/28/2021.
05/31/2021	Monday	Last day of Fiscal Year 2021
05/31/2021	Monday	Last day to submit recurring journals
06/01/2021	Tuesday	First day to submit HTS punch-out store orders for FY22 expenditures.
06/07/2021	Monday	Last day to submit Contract & Grant expense transfers/corrections
06/15/2021	Tuesday	First preliminary May reports available on ePrint
06/18/2021	Friday	Last day to submit invoices to be processed for FY21. If invoices are not available for submission, but goods and services were received prior to 6/1/21, please provide the following details of items to be booked as an accrual for FY21 to accounting: 1. FOAP the expenditure should be charged to. 2. Amount for the anticipated invoice.

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		3. Name of the respective vendor and goods and/or services provided. 4. Relevant documentation to support expenditure (i.e. email correspondence w/vendor)
06/18/2021	Friday	Last day to submit final corrections, expense transfers, and budget transfers for FY21
06/26/2021	Saturday	Second preliminary May reports available on ePrint
07/09/2021	Friday	Financial Certifications by Management are due.
08/25/2021	Wednesday	FY22 June & July Month end reports available on ePrint
09/01/2021	TBD	Final FY21 reports available on ePrint
09/15/2021	Wednesday	FY22 August reports available on ePrint
10/15/2021	Friday	FY22 September reports available on ePrint
11/16/2021	Tuesday	FY22 October reports available on ePrint
12/15/2021	Wednesday	FY22 November reports available on ePrint
01/14/2022	Friday	FY22 December reports available on ePrint
02/15/2022	Tuesday	FY22 January reports available on ePrint
03/15/2022	Tuesday	FY22 February reports available on ePrint
04/15/2022	Friday	FY22 March reports available on ePrint
05/16/2022	Monday	FY22 April reports available on ePrint