<table>
<thead>
<tr>
<th>Functional Activity</th>
<th>Task</th>
<th>Task Description</th>
<th>Time</th>
<th>Date for FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement</td>
<td>RFQ's/RFP's</td>
<td>Last day to request a bid for equipment and supplies for FY21. Last day for sole source requests for FY21.</td>
<td>5:00 PM</td>
<td>4/30/2021</td>
</tr>
<tr>
<td>FPM</td>
<td>Capital Projects</td>
<td>Last day to contact FPM to initiate capital project budget changes or new capital projects for FY21 business.</td>
<td>5:00 PM</td>
<td>5/3/2021</td>
</tr>
<tr>
<td>Expenses</td>
<td>Spend Authorizations</td>
<td>Last day to create FY2021 Spend Authorizations for FY2021 travel, including cash advances. All Spend Authorizations must have final approvals by 5:00 PM today. Spend Authorizations for FY2022 cannot be created until 7/1/2021.</td>
<td>5:00 PM</td>
<td>6/15/2021</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Flagging of Payables</td>
<td>Accounts Payable begin tagging FAR payables on PO, Supplier Contract and Non-PO supplier payments</td>
<td></td>
<td>6/15/2021</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>ISU Foundation Gift Accounts</td>
<td>Final FY2021 integration 204 with ISU Foundation.</td>
<td></td>
<td>6/15/2021</td>
</tr>
<tr>
<td>Procurement</td>
<td>Purchase Orders</td>
<td>PO’s have to be issued to the supplier, received, invoiced, approved and paid to be FY21 business.</td>
<td>5:00 PM</td>
<td>6/15/2021</td>
</tr>
<tr>
<td>Procurement</td>
<td>P-card</td>
<td>Last day to make p-card transactions to most likely be included in FY21 business. Local businesses may be able to process faster. Transactions must be posted to the Suppliers bank by June 25th to ensure that they arrive in Workday from ISU’s bank by June 29th. Expense report must be approved by June 29th to be included as FY21 business.</td>
<td>5:00 PM</td>
<td>6/20/2021</td>
</tr>
<tr>
<td>Procurement</td>
<td>T&amp;H Card</td>
<td>Last day for T&amp;H card transactions (for things that are charged to the card at time of transaction) to most likely be included in FY21 business. Transactions must be posted to the Suppliers bank by June 24th to ensure that they arrive in Workday from ISU’s bank by June 29th. Expense report must be approved by June 29th to be included as FY21 business.</td>
<td>5:00 PM</td>
<td>6/20/2021</td>
</tr>
<tr>
<td>Procurement</td>
<td>cyBUY - orders</td>
<td>Last day for in stock items for cyBUY orders to ensure they most likely can be shipped and charged prior to FY21. Items with long lead times or that are backordered will most likely be on FY22 business. PCV’s for cyBUY orders must be approved by June 30th to be included as FY21 business.</td>
<td>5:00 PM</td>
<td>6/20/2021</td>
</tr>
<tr>
<td>Payroll</td>
<td>Off-Cycle Payroll</td>
<td>Last day for FY2021 Off-Cycle Payroll Processing - salary only.</td>
<td>12:00 noon</td>
<td>6/24/2021</td>
</tr>
<tr>
<td>Department</td>
<td>Category</td>
<td>Description</td>
<td>Deadline</td>
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<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Purchase Order and Supplier Contract Invoices</td>
<td>Last day for submission of June invoices to Accounts Payable in order to ensure creation of invoice vouchers and campus approvals by 6/30/2021 deadline.</td>
<td>5:00 PM 6/25/2021</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>Expense Reports</td>
<td>Last day to approve FY2021 Expense Reports in Workday. SPECIAL NOTE TO APPROVERS - Please do not approve any Expense Reports in Workday after 5:00 PM on 6/29/2021. Resume approvals of Expense Reports at 8:00 AM on 7/1/2021.</td>
<td>5:00 PM 6/29/2021</td>
<td></td>
</tr>
<tr>
<td>Procurement</td>
<td>T&amp;H Card</td>
<td>T&amp;H Card transactions are reconciled and approved through the expense report process. Last day to approve FY2021 Expense Reports in Workday. SPECIAL NOTE TO APPROVERS - Please do not approve any Expense Reports in Workday after 5:00 PM on 6/29/2021. Resume approvals of Expense Reports at 8:00 AM on 7/1/2021.</td>
<td>5:00 PM 6/29/2021</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Purchase Order and Supplier Contract Invoices</td>
<td>Last day to approve Purchase Order (PO) and Supplier Contract Invoices for FY2021. NOTE - WIRE PAYMENTS need to be approved and received by Treasurer's Office by 12:00 noon. Payments by any other payment type need final approval in Workday by 3:00 PM. Any PO or Supplier Contract Invoice that has not received final approval for payment in Workday by 3:00 PM will post to July and FY2022. Wire payment deadline is 12:00 noon. All other payment types deadline is 3:00 PM.</td>
<td>6/30/2021</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Non-PO and Non-Supplier Contract Invoices</td>
<td>Last day to approve Non-PO/Non-Supplier Contract Invoices for FY2021. NOTE - WIRE PAYMENTS need to be approved and received by Treasurer's Office by 12:00 noon. Any Non-PO or Non-Supplier Contract Invoice that has not received final approval for payment in Workday by 3:00 PM will post to July and FY2022. Wire payment deadline is 12:00 noon. All other payment types deadline is 3:00 PM.</td>
<td>6/30/2021</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Accounts Receivable Feed</td>
<td>Last feed of ad hoc payments from Accounts Receivable in order to be paid in final payment settlement run.</td>
<td>12:00 noon 6/30/2021</td>
<td></td>
</tr>
<tr>
<td>Cash Sales</td>
<td>Cash and Check Sales</td>
<td>Cash Sales must be approved in Workday AND cash/checks delivered to Treasurer's Office by 2:00 PM for FY2021 business. Any cash/checks received after 2:00 PM will still post to June and FY2021.</td>
<td>2:00 PM 6/30/2021</td>
<td></td>
</tr>
<tr>
<td>Settlements</td>
<td>Settlement Payments - EFT</td>
<td>Final FY2021 payment settlements by Electronic Funds Transfer (EFT).</td>
<td>3:00 PM</td>
<td>6/30/2021</td>
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<tr>
<td>Settlements</td>
<td>Settlement Payments - Checks/Wires</td>
<td>Final FY2021 payment settlements by Check or Wire.</td>
<td>3:00 PM</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>Procurement</td>
<td>Non-Catalog Requisitions</td>
<td>Last day for creating FY2021 Non-Catalog Requisitions. Any Non-catalog Requisitions that are not finalized by 5:00 PM in Workday will automatically post to July and FY2022.</td>
<td>5:00 PM</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>Procurement</td>
<td>P-Card</td>
<td>Last day for FY2021 P-Card transaction verifications and approvals. Any P-Card transaction that has not received final approval in Workday by 5:00 PM will post to July and FY2022.</td>
<td>5:00 PM</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>Procurement</td>
<td>Purchase Orders and Change Orders</td>
<td>Last day for FY2021 Purchase Orders (POs) and Change Orders to be approved. Any POs and Change Orders that have not received final approval in Workday by 5:00 PM will post to July and FY2022.</td>
<td>5:00 PM</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>Procurement</td>
<td>cyBUY</td>
<td>Last day to verify and approve cyBUY (PCV) transactions for FY2020. Any cyBUY transactions that have not received final approval in Workday by 5:00 PM will post to July and FY2022.</td>
<td>5:00 PM</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>Procurement</td>
<td>Requests for Proposals and Requests for Quotes</td>
<td>While RFP’s and RFQ’s can go out at any time, it is unlikely that bids will be completed, ordered, and paid this fiscal year. Additionally, transactions that need to be completed for FY2021 will take priority until 5:00 PM on 6/30/2021.</td>
<td>5:00 PM</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>Expenses</td>
<td>Expense Reports with Outstanding Spend Authorizations Cancelled</td>
<td>FY2021 Expense Reports in process or draft status will be canceled at 4 PM ONLY if there is a corresponding Spend Authorization. FY2021 Spend Authorizations cannot be rolled into next year. Canceled Expense Reports with FY2021 Spend Authorizations will need to be copied/re-entered for payment in FY2022.</td>
<td>4:00 PM</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>Internal Billings - Through Improved Service Delivery (ISD)</td>
<td>Internal Billings - Manual</td>
<td>Last FY2021 posting of June Internal Billings - ISD staff run integration INT-006.</td>
<td>5:00 PM</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>Internal Billings - Auto feed</td>
<td>Internal Billings - Accounts Receivable</td>
<td>Last FY2021 Accounts Receivable/automatic nightly feed for Internal Billings.</td>
<td>6/30/2021</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Task</td>
<td>Description</td>
<td>Date</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Internal Billings - Auto feed</td>
<td>Internal Billings - FP&amp;M</td>
<td>Last FY2021 FP&amp;M billing/automatic nightly feed for Internal Billings.</td>
<td>6/30/2021</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>Tuition Distribution</td>
<td>Final tuition distribution must be completed on or before.</td>
<td>5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Treasurer’s Office</td>
<td>Interest Earnings</td>
<td>Final distribution of interest earnings for FY21 on or before.</td>
<td>5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Year-End Close in Progress</td>
<td>Workday finance processes changed to close in progress except for Payroll.</td>
<td>5:01 PM</td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Revenue/Offset Control Closing</td>
<td>Closeout revenue/offset control programs</td>
<td>6/30/2021</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td>Spend Authorizations</td>
<td>FY2021 Spend Authorizations still in process will be mass closed.</td>
<td>5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Settlements</td>
<td>Settlement Payments</td>
<td>All settlement payments now post to FY2022.</td>
<td>7/1/2021</td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Faculty Start-Ups</td>
<td>First funding run for June 2021 faculty start-ups. No reversals should be</td>
<td>7/1/2021</td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Accounts Payable Discounts</td>
<td>Distribution of A/P discounts EIB processed</td>
<td>7/2/2021</td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Capital Project Funding</td>
<td>Final FY2021 funding allocations for capital projects</td>
<td>7/2/2021</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll Time Entries</td>
<td>Final FY2021 time entries for FY2021 Payroll must be submitted and fully</td>
<td>12:00 noon</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>approved by 12:00 noon today; This is for time worked through 6/30/21.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Account Receivable</td>
<td>Final approval by Closing Accountant Role of loan servicer payment and</td>
<td>7/2/2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>cancellation process completed 7/1/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Entries</td>
<td>Close Accounting Journals and Accounting Adjustments for FY2021. All</td>
<td>5:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>entries should be processed completely by noon or they will be cancelled.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Budget Amendments</td>
<td>Close Budget Amendments for FY2021 (does not include grants budgets). All</td>
<td>5:00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>budget amendments must be approved and completed by noon. Uncompleted</td>
<td></td>
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<td></td>
<td></td>
<td>items after this time will be cancelled.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Equipment Depreciation</td>
<td>Final equipment depreciation posted for FY21</td>
<td>7/6/2021</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll Finalization</td>
<td>Last Payroll finalization and posting in June, FY2021; This includes time</td>
<td>7/7/2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>captured through 6/30/2021.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>Settlement Payments - Payroll</td>
<td>Final Payroll settlement run; Posts to July.</td>
<td>7/7/2021</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll Accounting Adjustments</td>
<td>Last day for Payroll Accounting Adjustments for FY2021. Must be fully</td>
<td>5:00 PM</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>approved by 5:00 PM today.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Task Description</td>
<td>Deadline</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll Obligations Clear out Payroll Obligations and set for new year (Edit Company Payroll Commitment Options to close FY21 and open FY22)</td>
<td>After 5:01 PM 7/7/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Payroll Close Payroll Processes for June 2021</td>
<td>5:01 PM 7/7/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Fringe benefits Last FY2021 processing to redirect fringe benefit allocations</td>
<td>After 5:01 PM 7/7/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Faculty Start-Ups Final FY2021 funding run for faculty start-ups</td>
<td>7/8/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll Off cycle payroll due for pay date 07/09/2021</td>
<td>Noon 7/8/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Final June Accounting Journals Final accounting journals for FY2021 can now be completed Units should create accounting journals and save the journal Once saved email Joe Golwitzer Tina Stanley Erin Johnson and Kristine Riley with the journal number so final processing can take place All journals need to be created saved and Central Finance emailed on or before 3:00 PM in order to be posted to June DO NOT process journals impacting grants</td>
<td>3:00 PM 7/8/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>AES and COOP Ext Direct Appropriation Closeout Final accounting journals for FY2021 to close out AES and COOP Direct Appropriations can now be completed Units should create accounting journal and save the journal Once saved email Joe Golwitzer Tina Stanley Erin Johnson and Kristine Riley with the journal number so final processing can take place All journals need to be created saved and Central Finance emailed on or before 3:00 PM in order to be posted to June DO NOT process journals impacting grants</td>
<td>3:00 PM 7/9/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Faculty Start-Ups Faculty Start Up adjustments can be begin (dated FY22)</td>
<td>7/9/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td>SPA Year-End Activities Grants invoicing and reporting for June can begin</td>
<td>7/9/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored Programs</td>
<td>F&amp;A Revenue Distribution Final FY21 F&amp;A revenue distribution and GU F&amp;A closing entries complete</td>
<td>12:00 noon 7/12/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Close To Processing FY2022 entries generated tested and finalized</td>
<td>7/16/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Roll Forward Processing FY2022 Workday roll forward process job Restricted Funds</td>
<td>7/21/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>Payroll FY2022 Initial Payroll Commitments process job (need to wait for new fringe rates)</td>
<td>7/23/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>Roll Forward Processing FY2022 Legislative and Advance Commitment Budget Carry Forward Job</td>
<td>7/31/2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>