

Functional Activity	Task	Task Description	Time	Date for FY 2021 Close
Procurement	RFQ's/RFP's	Last day to request a bid for equipment and supplies for FY21. Last day for sole source requests for FY21.	5:00 PM	4/30/2021
FPM	Capital Projects	Last day to contact FPM to initiate capital project budget changes or new capital projects for FY21 business.	5:00 PM	5/3/2021
Expenses	Spend Authorizations	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.	5:00 PM	6/15/2021
Accounts Payable	Flagging of Payables	Accounts Payable begin tagging FAR payables on PO, Supplier Contract and Non-PO supplier payments		6/15/2021
Financial Accounting	ISU Foundation Gift Accounts	Final FY2021 intergration 204 with ISU Foundation.		6/15/2021
Procurement	Purchase Orders	PO's have to be issued to the supplier, received, invocied, approved and paid to be FY21 business.	5:00 PM	6/15/2021
Procurement	P-card	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 30th. PCV must be approved by the 30th to be included as FY21 business.	5:00 PM	6/20/2021
Procurement	T&H Card	Last day for T&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.	5:00 PM	6/20/2021
Procurement	cyBUY - orders	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 buisness.	5:00 PM	6/20/2021

Payroll	Off-Cycle Payroll	Last day for FY2021 Off-Cycle Payroll Processing - salary only.	12:00 noon	6/24/2021
Accounts Payable	Purchase Order and Supplier Contract Invoices	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.	5:00 PM	6/25/2021
Expenses	Expense Reports	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.	5:00 PM	6/29/2021
Procurement	T&H Card	T&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.	5:00 PM	6/29/2021
Accounts Payable	Purchase Order and Supplier Contract Invoices	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.	6/30/2021
Accounts Payable	Non-PO and Non-Supplier Contract Invoices	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.	6/30/2021
Accounts Payable	Accounts Receivable Feed	Last feed of ad hoc payments from Accounts Receivable in order to be paid in final payment settlement run.	12:00 noon	6/30/2021
Cash Sales	Cash and Check Sales	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.	2:00 PM	6/30/2021

Settlements	Settlement Payments - EFT	Final FY2021 payment settlements by Electronic Funds Transfer (EFT).	3:00 PM	6/30/2021
Settlements	Settlement Payments - Checks/Wires	Final FY2021 payment settlements by Check or Wire.	3:00 PM	6/30/2021
Procurement	Non-Catalog Requisitions	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.	5:00 PM	6/30/2021
Procurement	P-Card	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.	5:00 PM	6/30/2021
Procurement	Purchase Orders and Change Orders	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.	5:00 PM	6/30/2021
Procurement	cyBUY	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.	5:00 PM	6/30/2021
Procurement	Requests for Proposals and Requests for Quotes	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.	5:00 PM	6/30/2021
Expenses	Expense Reports with Outstanding Spend Authorizations Cancelled	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.	4:00 PM	6/30/2021
Internal Billings - Through Improved Service Delivery (ISD)	Internal Billings - Manual	Last FY2021 posting of June Internal Billings - ISD staff run integration INT-006.	5:00 PM	6/30/2021
Internal Billings - Auto feed	Internal Billings - Accounts Receivable	Last FY2021 Accounts Receivable/automatic nightly feed for Internal Billings.		6/30/2021
Internal Billings - Auto feed	Internal Billings - FP&M	Last FY2021 FP&M billing/automatic nightly feed for Internal Billings.		6/30/2021
Tuition	Tuition Distribution	Final tuition distribution must be completed on or before.	5:00 PM	6/30/2021
Treasurer's Office	Interest Earnings	Final distribution of interest earnings for FY21 on or before.	5:00 PM	6/30/2021

Financial Accounting	Year-End Close in Progress	Workday finance processes changed to close in progress except for Payroll	5:01 PM	6/30/2021
Financial Accounting	Revenue/Offset Control Closing	Closeout revenue/offset control programs		6/30/2021
Expenses	Spend Authorizations	FY2021 Spend Authorizations still in process will be mass closed.	5:00 PM	6/30/2021
Financial Accounting	Faculty Start-Ups	First funding run for June 2021 faculty start-ups. No reversals should be processed until 7/9/21		7/1/2021
Financial Accounting	Accounts Payable Discounts	Distribution of A/P discounts EIB processed		7/2/2021
Financial Accounting	Capital Project Funding	Final FY2021 funding allocations for capital projects		7/2/2021
Payroll	Payroll Time Entries	Final FY2021 time entries for FY2021 Payroll must be submitted and fully approved by 12:00 noon today; This is for time worked through 6/30/21.	12:00 noon	7/2/2021
Financial Accounting	Account Receivable	Final approval by Closing Accountant Role of loan servicer payment and cancellation process completed 7/1/2021		7/2/2021
Financial Accounting	Entries	Close Accounting Journals and Accounting Adjustments for FY2021. All entries should be processed completely by noon or they will be cancelled.	5:00 PM	7/2/2021
Financial Accounting	Budget Amendments	Close Budget Amendments for FY2021 (does not include grants budgets). All budget amendments must be approved and completed by noon. Uncompleted items after this time will be cancelled.	5:00 PM	7/2/2021
Financial Accounting	Equipment Depreciation	Final equipment depreciation posted for FY21		7/6/2021
Payroll	Payroll Finalization	Last Payroll finalization and posting in June, FY2021; This includes time captured through 6/30/2021.		7/7/2021
Payroll	Settlement Payments - Payroll	Final Payroll settlement run; Posts to July.		7/7/2021
Payroll	Payroll Accounting Adjustments	Last day for Payroll Accounting Adjustments for FY2021. Must be fully approved by 5:00 PM today.	5:00 PM	7/7/2021
Payroll	Payroll Obligations	Clear out Payroll Obligations and set for new year (Edit Company Payroll Commitment Options to close FY21 and open FY22)	After 5:01 PM	7/7/2021
Financial Accounting	Payroll	Close Payroll Processes for June 2021	5:01 PM	7/7/2021
Financial Accounting	Fringe benefits	Last FY2021 processing to redirect fringe benefit allocations	After 5:01 PM	7/7/2021
Financial Accounting	Faculty Start-Ups	Final FY2021 funding run for faculty start-ups		7/8/2021
Payroll	Payroll	Off cycle payroll due for pay date 07/09/2021	Noon	7/8/2021

Financial Accounting	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.	3:00 PM	7/8/2021
Financial Accounting	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.	3:00 PM	7/9/2021
Financial Accounting	Faculty Start-Ups	Faculty Start Up: adjustments can be begin (dated FY22)		7/9/2021
Sponsored Programs	SPA Year-End Activities	Grants invoicing and reporting for June can begin		7/9/2021
Sponsored Programs	F&A Revenue Distribution	Final FY21 F&A revenue distribution and GU F&A closing entries complete	12:00 noon	7/12/2021
Financial Accounting	Close To Processing	FY2022 entries generated, tested and finalized		7/16/2021
Financial Accounting	Roll Forward Processing	FY2022 Workday roll forward process job - Restricted Funds		7/21/2021
Payroll	Payroll	FY2022 Initial Payroll Commitments process job (need to wait for new fringe rates)		7/23/2021
Financial Accounting	Roll Forward Processing	FY2022 Legislative and Advance Commitment Budget Carry Forward Job		7/31/2021