**Summary Schedule for FY2021 Transactions and Reporting**

This is the summary schedule for all FY2021 transactions and reporting which you can print and use as a quick reference.

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| **Date** | **Time** | **Event** |
| Friday, May 21st  | 5 p.m. | Completed FY2021 project proposals and construction authorizations processed in CAPS |
| Monday, May 24th  | 5 p.m. | CoA values to be disabled that require approval submitted through CSMA |
| Thursday, June 3rd  | 5 p.m. | Funds and sub activities with status “Ready to be disabled” in GMAS sent to CSMA for processingCoA values to be disabled that do not require approval submitted through CSMA |
| Friday, June 4th  | 12 p.m. | Stopped and re-deposited checks to Cash Management |
|  | 5 p.m. | Escheat checks to be re-deposited to Cash Management |
| Friday, June 11th | 5 p.m. | Completed FY2021 construction close requests processed in CAPS |
| Wednesday, June 16th  | 12 p.m. | Voided and re-deposited checks to Cash Management |
|  | 5 p.m. | Requests for new vendors or for changes to existing ones submitted via the Supplier Portal to AP vendor setup group |
| Thursday, June 17th  | 1. p.m.
 | Initial A/P cutoff – invoices received by A/P will be processed in FY21 by end of business day 6/24 |
| Wednesday, June 23rd  | 5 p.m. | AP Adjustment forms for Fixed Assets entered into OracleCredit vouchers with validated bank deposit slips for deposits made through June 22nd to Cash ReceiptsMass. Taxable Sales Deposit forms for deposits made through June 22nd to Cash Receipts |
| Thursday, June 24th  | 3 p.m. | PCard sweep for transactions loaded between June 4 and June 10 |
|  | 3:30 p.m. | Final invoices to be processed in FY21 entered and approved by tubs; related invoices to Accounts Payable |
|  | 4 p.m. | Credit vouchers with foreign checks to Cash ReceiptsCredit vouchers accompanied by cash or checks to Cash Receipts |
|  | 5 p.m. | Concur reports submitted and approved by 5 p.m. |
| Friday, June 25th  | 3 p.m. | PCard sweep for transactions loaded between June 11 and June 17 |
|  | 5 p.m. | Fixed Assets trade-in information to Financial Accounting & Reporting via Fixed Assets email addressFixed Assets equipment related to a sale retired in Oracle Assets and info to Financial Accounting & Reporting via Fixed Assets email address |
| Monday, June 28th | 12 p.m. | Credit vouchers with validated bank deposit slips 6/18 through 6/25 to Cash Receipts Office |
|  | 3 p.m. | PCard sweep for transactions loaded between June 18 and June 24 |
|  | 5 p.m. | A/P Adjustments for Fixed Assets approved in Oracle |
| Tuesday, June 29th  | 10 a.m. | First closing sponsored funds cost transfer requests to OSP |
| Wednesday, June 30th  | 4 p.m. | Cutoff date for customer setup with Central A/R billingTemplates for A/R invoices and credit memos to be entered by A/R to Central |
|  | 5 p.m. | First closing General Ledger feed deadlineAccounts payable closes for FY2021 |
| Thursday, July 1st  | 12 p.m. | Credit vouchers w/ validated deposit slips for 6/23-6/30 to cash receiptsMass. Taxable Sales Deposit forms for deposits made 6/23-6/30 to Cash Receipts Office |
|  | 2 p.m. | First closing manual and ADI spreadsheet journal entry deadline (including interdepartmental billing JVs) |
|  | 5 p.m. | WIP placed in Service Notification forms sent to FAR via fixed assets email address |
| Friday, July 2nd  | 9 a.m. | Data warehouse updated for first closing resultsActuals data 6/1-7/2 available in HUBS Reporting Application |
| Tuesday, July 6th | 10 a.m. | Second closing sponsored funds Cost Transfer requests to OSP |
| Wednesday, July 7th | 4 p.m. | Central A/R feeds entered into A/R systemA/R invoices & credit memos entered by tubs in to A/R system |
|  | 5 p.m. | Fixed assets mass additions queue cleared; all transactions posted to either a capital or CIP assetNon cash retirement of fixed assets and impairments in Oracle AssetsCentral A/R closing |
| Thursday, July 8th | 9 a.m. | Fixed assets final FY21 close |
|  | ~mid afternoon~ | Tubs run reports for Fixed Asset reconciliations after notification from Financial Accounting & Reporting that Oracle Fixed Assets is closed |
|  | 5 p.m. | Second closing G/L feed deadline |
| Friday, July 9th | 2 p.m. | Second closing manual and ADI spreadsheet journal entry deadline (including interdepartmental billing JVs) |
| Saturday, July 10th | 9 a.m. | Data warehouse updated for second closing resultsActuals data 7/2-7/9 available in HUBS Reporting Application |
| Tuesday, July 13th  | 10 a.m. | Third closing sponsored funds Cost Transfer requests to OSP |
| Thursday, July 15th | 5 p.m. | Third closing G/L feed deadline |
| Friday, July 16th | 2 p.m. | Third closing manual and ADI spreadsheet journal entry deadline |
| Saturday, July 17th  | 9 a.m. | Data warehouse updated for third closing resultsActuals data 7/10-7/16 available in HUBS Reporting Application |
| Friday, July 23rd  | 9 a.m. | Fourth closing |
| Saturday, July 24th  | 9 a.m. | Data warehouse updated for fourth closing resultsActuals data 7/17-7/23 available in HUBS Reporting Application |
| Wednesday, July 28th | 5 p.m. | Fifth closing |
| Thursday, July 29th | 9 a.m. | Data warehouse updated for fifth closing resultsActuals data 7/24-7/28 available in HUBS Reporting Application |