**FY20 Year End Processing Deadlines**

**Business, Cashiers, and Purchasing Offices**

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| --- | --- |
| Transaction Type | Deadline (12:00pm) |
| Corrections, Internal Payments, and Transfers to Business Office | 06/05/2020 |
| Service Clearings to Business Office | 06/05/2020 |
| Cash Advance Requests Workflow Approved in GUS Cloud | 06/05/2020 |
| Pcard Expense Items Workflow Approved in GUS Cloud (through 6/3 statement) | 06/08/2020 |
| Outgoing Wire Transfers to Business Office | 06/09/2020 |
| New Supplier Requests to Purchasing Office | 06/10/2020 |
| Refund Requests to Cashiers Office (transcripts, registrations, etc.) | 06/17/2020 |
| Cash Advance Reconciliation Expense Reports Submitted/Approved in GUS Cloud | 06/18/2020 |
| Deposits to Cashier’s Office | 06/18/2020 (3:00pm) |
| Change Funds to Cashier’s Office | 06/18/2020 (3:00pm) |
| Expense Reports Workflow Approved in GUS Cloud | 06/22/2020 |
| Invoices Workflow Approved in GUS Cloud | 06/22/2020 |
| Requisitions and Purchase Orders Workflow Approved in GUS Cloud | 06/30/2020 |
| Pcard Expense Items Workflow Approved in GUS Cloud (6/4-6/30) | 07/10/2020 |
| Purchasing Office Bids | Contact Brad |

All GUS Cloud transactions must be **Workflow Approved** by the above dates/times to make it into FY20 processing. If a transaction has been submitted, but is pending any kind of approval, it will be processed with FY21 funds. If a transaction should not be processed until FY21, please do not submit it until 07/01/2020.

Remember to use dashboard reports to monitor cost center balances and correct any negative balances before 06/05/2020.

**FY20 Year End Processing Deadlines**

**PSU Foundation**

|  |  |
| --- | --- |
| Transaction Type | Deadline (12:00pm) |
| Foundation Deposits - 1 of 2 deadlines | 6/18/2020 |
| Foundation Deposits - 2 of 2 deadlines\* | 7/2/2020 |
| State BPC using **Foundation funds** - all statements thru July 20 \*\* | 7/10/2020 |
| Foundation Budgeted Accounts - Fund 412U \*\*\* | 7/10/2020 |
| Foundation Pro Card- (cards issued by PSU Foundation) | 7/10/2020 |

\* FY is determined by when revenue was earned or date on checks. Take checks, cash and credit cards to Advancement Services Office ASAP.

\*\* Transactions dated June 6th -June 30th must by a FY20 transactions regardless of BPC statement date. Date of service also determines the appropriate FY. Pay invoices and process EXP ASAP.

\*\*\* Purchases or dates of services on or before 6/30 will be a FY20 transaction for all expenditures; i.e. EXPs, REQs, Invoices, POs.

Note: Foundation will accrue all transactions that have a transaction date or date of services on or before 6/30/20 to FY20 by journal entry when the transaction originally posts to FY21.