

2017 – 2019 Biennium Close Cut-off Calendar

Note: These dates are subject to change. Please check the website for the latest information.

JUNE 2019				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10 Deadline for: Ariba: P2I for Foreign Nationals	11	12	13	14
17 Deadline for: Close Open Balances Ariba General Order Approvals Other Ariba Payment Transactions	18	19	20	21 Deadline for: ProCard purchases CTA Purchases
24	25	26 Deadline for Refund Check Requests Check Requests	27	28 Deadline for Credit Memos

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JULY 2019				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 July 4 th Holiday	5
8 Deadline for: Ariba Invoices ProCard/CTA Reconciliation	9 Deadline for: Revolving Funds Field Advance Spend Downs	10 Deadline for: *Recommended: MyFD Expense Transfers w/ Central Office Review	11	12
15 Deadline for:: ISD / CTI submitted to Financial Reporting Cash Transmittals (CTs) to B&A Use Tax Corrections Journal Vouchers (GCA JVs)	16	17 Deadline for: MyFD Expense Transfers w/ Central Office Review	18	19
22	23	24 Last Day for Campus MyFD Expense Transfers and JVs Final Adjusting CTs FASTRANS Uploads	25	26 Dean's Day MyFD Expense Transfers and JVs - Deans & VPs Only Cash Transmittals - Deans & VPs Only
29	30	31		