



YEAR-END 2021 DEADLINES

DEADLINE	ACTIVITY	INSTRUCTIONS	CONTACT
<p>Dates in <u>red</u> are AAOU SSC deadlines, ensure RT tickets are submitted by COB on the specified date listed in <u>red</u>. Dates in <u>black</u> are central deadlines, these are for activities not processed through AAOU SSC, this is also indicated by a note in <u>blue</u> below each deadline that is not handled by AAOU SSC and is handled by the department directly.</p>			
May 26, 2021	Requisition Purchases	<p>FY21 Requisitions must be approved by Department Approver by deadline COB. Barring any *Unforeseen Issues* the Requisition / Purchase Order will be in FY21 as an Encumbrance until it is "Received in PAW".</p> <p>Ideally, this deadline is enough time for items to be Shipped, "Received in PAW", and posted as an Expense in FY21.</p> <ul style="list-style-type: none"> • Requisitions / Purchase Orders after deadline or <u>not</u> "Received in PAW" will display as an Encumbrance in FY21. • If item is <u>not</u> "Received in PAW" by the <i>"Receipt for Goods & Services Deadline"</i>, Encumbrance will roll into the next Fiscal Year. • "Receipt" more closely determines what Fiscal Year the Expense will appear in, so see <i>"Receipts for Goods & Services Deadline"</i> below. <p style="color: blue;">FY22 Requisition: Start entering July 1, 2021.</p>	<p>Elizabeth Moss</p> <p>emoss@umbc.edu</p>
June 1, 2021	Budget Amendments	Email Budget Amendments to adjust the FY21 budget to the Budget Office's contact.	<p>Marlo Zeroth</p> <p>mzeroth@umbc.edu</p>
June 1, 2021	Payroll – Retro	<p>Payroll 2021-025 is Final Payroll in FY21 to accept Retros.</p> <p>Payroll 2022-002 will be next payroll allowing retros. Click HERE for Calendar</p>	<p>Rebecca Struckmeier</p> <p>rstruck@umbc.edu</p>
June 10, 2021	Payment Request	<p>Payment Request must be approved by Department Approver by COB.</p> <p>All payment requests submitted after the deadline be recorded in the next Fiscal Year or if there are any *Unforeseen State Delays*</p> <p>Processing Payment Requests will resume July 1, 2021. Click HERE for Instruction</p>	<p>RT Ticket: Get Help >General Question>AP>Invoice/Payment Inquiry</p>
June 17, 2021*	Travel Request Reimbursement	<p>Travel reimbursement expenses received after deadline will be recorded in next fiscal year or if there are any *Unforeseen State Delays*.</p> <p>Review UMBC's Travel Policy and Procedures.</p>	<p>RT Ticket: Get Help >General Question>AP>Invoice/Payment Inquiry</p>
Estimated: June 17, 2021*	Foundation Reimbursements	<p>USM Foundation is finalizing deadline, this webpage will be updated when new information is available. Visit USM Foundation webpage: USM Foundation to review Foundation Deadline.</p> <p>Please complete RT ticket to the right when USM eDRF has been submitted.</p>	<p>RT Foundation Wire</p>
	PCARD	PCARD_purchases for FY21 should be made by PURCHASE deadline.	<p>Elizabeth Moss</p> <p>emoss@umbc.edu</p>

<p>Pcard PURCHASE <i>*June 18, 2021*</i></p> <hr/> <p>Pcard REALLOCATION <i>June 29, 2021*</i></p> <p><i>*not handled by AAOU SSC, handled by department</i></p>		<p>*CONTINUE TO USE PCARD. Transactions after deadline might be in FY22.</p> <hr/> <p>PCARD <u>reallocations</u> for FY21:</p> <ul style="list-style-type: none"> • Reallocate transactions loaded on June 21-29 daily after 11:00am. • Reallocate until June 29 at 11:59 PM. <p>If UMBC experiences unforeseen bank delays this week, any unallocated transactions will post to the default chartstring on June 30, 2021.</p> <p>Any Pcard charges after Reallocation Deadline will be in <u>next</u> Fiscal Year.</p> <p>NOTE: In the month of June, reallocation of both May and June charges will be required in order to meet year-end fiscal deadlines with the State of Maryland.</p>	
<p>*IMPORTANT*</p> <p>June 14, 2021</p> <p><i>for non-enabled suppliers in PAW processed via AAOU SSC</i></p> <p>June 21, 2021*</p> <p><i>for enabled suppliers in PAW processed by department</i></p>	<p>Receipts for Goods & Services</p>	<p>Enter FY21 Receipts <u>along with invoices / supporting documents to AP.</u></p> <ul style="list-style-type: none"> • If item is not “Received in PAW” by the “Receipt for Goods & Services Deadline”, Encumbrance will roll into next Fiscal Year. • “Receipts” that miss deadline or are missing the invoices or supporting documents will be paid in the <u>next</u> Fiscal Year. Click HERE for Instructions. 	<p>RT Ticket: Get Help >General Question>AP>Invoice/Payment Inquiry</p>
<p>June 21, 2021*</p> <p><i>*not handled by AAOU SSC, handled by department</i></p>	<p>Off-Campus Billing Invoice</p>	<p>Please email Off-Campus billing request forms to Contact by deadline. Click here for Off-Campus Billing webpage.</p>	<p>Jasmine Zacharias zacharia@umbc.edu</p>
<p>June 14, 2021</p>	<p>Payroll – DBE’s</p>	<p>Payroll DBE for PR 2021-026 must be completed online by COB. Click “Straddle Fiscal-Year” DBE Instructions.</p>	<p>Rebecca Struckmeier rstruck@umbc.edu</p>
<p>June 21, 2021*</p> <p><i>*not handled by AAOU SSC, handled by department</i></p>	<p>Working Fund</p>	<p>Working Fund checks issued by COB on deadline will be recorded as expenditures for FY21, *only* if the check has been reconciled. (All paperwork, receipts and/or money has been returned to the Working Fund Custodian.)</p>	<p>RT Ticket: Get Help >General Question>AP>Invoice/Payment Inquiry</p>
<p>June 23, 2021*</p> <p><i>*not handled by AAOU SSC, handled by department</i></p>	<p>Inventory & Plant Accounting</p>	<p>All DocuSign inventory changes, additions, or disposition requests must be picked up by Student Workforce by deadline to be recorded in FY21. Click HERE to get to Docusign Form and other information.</p> <p>When UMBC reopens, schedule time to pick up official Property Tags.</p>	<p>Tina Carter-Brown tcbrown@umbc.edu</p>
<p>June 16, 2021</p>	<p>R*STARS Inter-agency Payment</p>	<p>R*STARS Payment Transactions must be approved by Departmental Approver by COB.</p> <p>Be sure to include required items to ensure item gets into FY21: Click HERE for Instructions.</p>	<p>RT Ticket: Get Help >General Question>AP>Invoice/Payment Inquiry</p>
<p>RestrictedFunds June 17, 2021</p> <hr/> <p>UnrestrictedFunds June 23, 2021</p>	<p>Journal Entry</p>	<p>Earlier deadline for Restricted Funds: 1114,1115,1253.</p> <p>Journals must be approved by Department Approver by COB of deadline.</p> <p>“Journal Date” dictates the Fiscal Year, please back-date journal to 6/30 for Unrestricted Journals for FY21. Click HERE for Instructions to backdate Journal.</p>	<p>Join Deadline Calendar</p>
<p>June 29, 2021 *</p>	<p>Cash Receipts /</p>	<p>Cash receipts / received on or before deadline must be</p>	<p>Vanchon Brooks</p>

<p><i>*not handled by AAOU/SSC, handled by department</i></p>	<p>Deposits</p>	<p>delivered to Student Business Services, 300 Administration Building. Click for SBS Departmental Deposit webpage.</p> <ul style="list-style-type: none"> Everything must be received by 12:00 PM <p>For departments that process their <u>own</u> deposits, paperwork for deposits pertaining to FY21 must be received by Student Business Services (SBS) by deadline. Any items received after the cutoff times will be posted to next Fiscal Year.</p>	<p>vbrooks@umbc.edu</p>
<p>June 30, 2021*</p> <p><i>*not handled by AAOU/SSC, handled by department</i></p>	<p>Various</p>	<p>This is the Campus Department Journal Deadline including Spreadsheet Billing. Department approver must approve by this date.</p> <p>Central Departments will have the following available for REX Finance Reports: Payroll Accrual, Aux. Admin Overhead, and Deferred Summer Revenue by deadline.</p>	<p>Rebecca Struckmeier rstruck@umbc.edu</p>
<p>July 1, 2021</p>	<p>Payroll – DBE</p>	<p>Payroll- DBE FY22 is open. Click here for “Straddle Fiscal-Year” DBE Instructions</p>	<p>Rebecca Struckmeier rstruck@umbc.edu</p>
<p>Happy 4th of July Weekend !!!</p>			
<p>July 15, 2021*</p> <p>State Deadline</p> <p><i>*not handled by AAOU/SSC, handled by department</i></p>	<p>R*STARS Inter-agency Receipt Transactions</p>	<p>Departments expecting transactions from another State agency <u>must</u> coordinate directly with that agency to ensure processing. Call the applicable agency directly to verify that the agency has posted each transaction. Highly Recommended: Coordinate with agencies ~2 weeks prior to the State’s deadline rather than waiting to see if your receipt is processed.</p> <p>Once received by State Deadline, transactions will be recorded in PeopleSoft Finance by July 16, 2021 to be included in FY21 if R*Stars Notice RT ticket is complete.</p> <p>Please follow instructions for the R*Stars Notice RT Ticket: Here. Keep a copy of all supporting documentation.</p>	<p>Open RT Ticket “R*STARS Receivable – Funds for UMBC”</p>