

**FISCAL YEAR END 2022
DEADLINE INFORMATION**



Dates in **red** are AAOU SSC deadlines, ensure RT tickets are submitted by COB on the specified date listed in **red**. Dates in **black** are central deadlines, these are for activities not processed through AAOU SSC, this is also indicated by a note in **blue** below each deadline that is not handled by AAOU SSC and is handled by the department directly.

Close Purchase Orders

For instructions to close Purchase Orders for Year-End, please open an RT click here: [Close PO Instructions](#).

May 25, 2022 – Requisitions

FY22 Requisitions must be approved by Department Approver by COB. Requisition / Purchase Order after deadline or with [*Unforeseen Issues*](#) may appear as an encumbrance.

Contact: Elizabeth Moss(emooss@umbc.edu)

Ideally, this deadline is enough time for item to be Shipped then “Received in PAW” to post as an expense in FY22 — barring any [*Unforeseen Issues*](#) or missing items below:

- Items not “Received in PAW” by **“Receipt for Goods & Services Deadline”**, will be Encumbrance, which will roll into the next Fiscal Year.
- “Receipt” more closely determines what Fiscal Year the Expense will appear. See **“Receipt for Goods & Services Deadline”** below.

May 31, 2022 – Budget Amendment

Email Budget Amendments to adjust the **FY22** budget to the Budget Office. **Contact:** Marlo Zeroth – mzeroth@umbc.edu

May 31, 2022 –Payroll Retro

Payroll 2022-025 is Final Payroll in FY22 to accept Retros. Payroll 2023-002 will be next payroll allowing retros. [See Payroll Calendar](#)

**June 10, 2022 –
Payment Request**

Help: [RT: Get Help
>General
Question>AP](#)

Payment Request must be approved by Department Approver by COB.

All payment requests submitted after the deadline will be recorded in the next Fiscal Year or if there are any [*Unforeseen State Delays*](#)

Processing Payment Requests will resume July 1, 2022. [Click HERE for Instruction](#)

**June 17, 2022* –
Travel
Reimbursement**

Help: [RT: Get Help
>General
Question>AP](#)

**not handled by AAOU SSC,
handled by department*

Travel reimbursement expenses received after deadline will be recorded in next fiscal year or if there are any [*Unforeseen State Delays*](#).

Review UMBC's [Travel Policy and Procedures](#).

**June 17, 2022* –
Pcard
PURCHASE**

**not handled by AAOU SSC,
handled by department*

Pcard PURCHASE for FY22 should be made by PURCHASE deadline.

CONTINUE TO USE PCARD. Transactions after deadline may post later.

**June 29, 2022* –
Pcard
REALLOCATION**

**not handled by AAOU SSC,
handled by department*

Pcard REALLOCATION:

- Reallocate transactions loaded on June 24-29 daily after 11:00am.
- Reallocate until June 29 at 11:59 PM.

If UMBC experiences unforeseen bank delays this week, any unallocated transactions will post to the default chartstring on June 30, 2022.

Any Pcard charges after Reallocation Deadline will be in next Fiscal Year. NOTE: Reallocation of **both** May and June charges will be required in order to meet year-end fiscal deadlines with the State of Maryland.

**June 14, 2022 –
Payroll DBE's**

Payroll DBE for PR 2022-026 must be completed online by COB. [Click HERE "Straddle Fiscal-Year" DBE Instructions.](#) **Contact:** Justin Hopkins (hopkins3@umbc.edu)

June 14, 2022 –
*(for **non-enabled** suppliers in PAW processed via AAOU SSC)*

Enter Receipts along with invoices / supporting documents to AP.

June 21, 2022* -
*(for **enabled** suppliers in PAW processed by department)*

- 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 next Fiscal Year. [Click HERE for Instructions.](#)

**Receipt for Goods,
Services**

**June 21, 2022* –
Petty Cash**

**not handled by AAOU SSC,
handled by department*

Petty Cash received by deadline will be in FY2022. <https://businessservices.umbc.edu/petty-cash/>

**June 21, 2022* –
Off-Campus Billing**

**not handled by AAOU SSC,
handled by department*

Please email Off-Campus billing request forms to Jasmine Zacharia (zacharia@umbc.edu) by deadline. [Click HERE for Off-Campus Billing webpage.](#)

**June 21, 2022* –
Working Fund Check**

**not handled by AAOU SSC,
handled by department*

Working Fund checks issued by COB will be recorded as expenditures for FY22, *only* if the check has been reconciled. (All paperwork, receipts and/or money has been returned to the Working Fund Custodian.) **Help:** [RT: Get Help >General Question>AP](#)

**June 23, 2022* –
Inventory & Plant**

**not handled by AAOU SSC,
handled by department*

All [DocuSign](#) inventory changes, additions, or disposition requests must be picked up by Student Workforce by deadline to be recorded in FY22.

Accounting

**not handled by AAOU SSC,
handled by department*

[Click HERE for Inventory webpage.](#) **Contact:** Tina Carter-Brown
(tcbrown@umbc.edu)

June 16, 2022 – R*STARS Inter- Agency Payment

R*STARS Payment Transactions must be approved by Departmental Approver by COB. Be sure to include required items to ensure item gets into FY22: [Click HERE for Instructions.](#) **Help:** [RT: Get Help >General Question>AP](#)

June 23, 2022* - Foundation Reimbursement

**not handled by AAOU SSC,
handled by department*

Visit USM Foundation for **NOON** Reimbursement Details [USM Foundation](#). Please complete RT ticket when USM eDRF has been submitted. [RT Foundation Wire](#)

June 17, 2022 – Restricted Journals

Journal Entry Earlier deadline for Restricted Funds: 1114,1115,1253. Journals must be approved by Department Approver by COB of deadline.& [Join Deadline Calendar](#)

June 29, 2022* – Cash Receipts / Deposits

**not handled by AAOU SSC,
handled by department*

Items received on or before deadline must be delivered to Student Business Services, 300 Administration Building. [Click for SBS Departmental Deposit webpage.](#)

- Everything must be received by 12:00 PM **NOON**

For departments that process their own deposits, paperwork for deposits pertaining to FY22 must be received by Student Business Services (SBS) by deadline. Any items received after the cutoff times will be posted to next Fiscal Year. Contact: Amita Naik anaik@umbc.edu

June 23, 2022 –Unrestricted Journals

Journals must be approved by Department Approver by COB of deadline. Restricted Funds have an earlier deadline.

“Journal Date” dictates the Fiscal Year, please back-date journal to **6/30** for Unrestricted Journals for FY22. [Click HERE for Instructions](#)

June 30, 2022

Central Departments will have the following available for REX Finance Reports: [Payroll Accrual](#), Aux. Admin Overhead, and Deferred Summer Revenue by deadline.

July 1, 2022

Payroll- DBE FY23 is open. [Click here for “Straddle Fiscal-Year” DBE Instructions](#)

PO Rollover FY22 for purchase orders waiting for delivery of items and receipts to be entered.

R*STARS Inter-Agency Receipt*

**not handled by AAOU SSC,
handled by department*

Departments expecting transactions from another State agency must coordinate directly with that agency to ensure processing. Contact the applicable agency to verify that the agency has posted each transaction. **Highly Recommended: Coordinate with agencies ~2 weeks prior to the State’s deadline.**

Once received by State Deadline, transactions will be recorded in PeopleSoft Finance by July 15, 2022 to be included in FY22 if **R*Stars Notice RT ticket** is complete.

Please follow instructions for the **R*Stars Notice RT Ticket: [Here](#). Contact: John Alfano.**