



YEAR – END 2020 DEADLINES

DEADLINE	ACTIVITY	INSTRUCTIONS	CENTRAL OFFICE CONTACT
<p>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 <u>not processed</u> through AAOU SSC, this is also indicated by a note in blue below each deadline that is <u>not handled by AAOU SSC</u> and <u>is handled by the department directly</u>.</p>			
May 26, 2020	Requisition Purchases	<p>FY20 Requisitions must be approved by Department Approver by deadline COB. Barring any <i>*Unforeseen Issues*</i> the Requisition / Purchase Order will be in FY20 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 FY20.</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 FY20. If item is <u>not</u> "Received in PAW" by the <i>"Receipt for Goods & Services Deadline"</i>, Encumbrance will roll into FY21. "Receipt" more closely determines what Fiscal Year the Expense will appear in, so see <i>"Receipts for Goods & Services Deadline"</i> below. <p>FY21 Requisition: Start entering July 1, 2020.</p>	Elizabeth Moss emoss@umbc.edu
June 1, 2020	Budget Amendments	Submit Budget Amendments to adjust the FY20 budget to the AAOU SSC via RT.	
June 1, 2020	Payroll – Retro	Payroll 2020-025 is Final Payroll in FY20 to accept Retros. Next Payroll that will accept Retros is 2021-002.	Rebecca Struckmeier rstruck@umbc.edu
Pcard PURCHASE* June 19, 2020* <hr style="width: 10%; margin: 10px auto;"/> Pcard REALLOCATION* June 29, 2020 <small><i>*not handled by AAOU SSC, handled by department</i></small>	PCard	<p>PCARD <u>purchases</u> for FY20 should be made by PURCHASE deadline.</p> <p><i>*Continue to use Pcard. The transactions after this deadline might be in FY21.</i></p> <hr style="width: 100%;"/> <p>PCARD <u>reallocations</u> for FY20:</p> <ul style="list-style-type: none"> Reallocate transactions loaded on June 22-29 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, 2020.</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>	Elizabeth Moss emoss@umbc.edu
June 15, 2020 <small><i>for non-enabled suppliers in PAW processed via AAOU SSC</i></small> June 22, 2020* <small><i>*for enabled suppliers in PAW processed by department</i></small>	Receipts for Goods & Services	<p>Enter FY20 Receipts <u>along with invoices / supporting documents to AP.</u></p> <p>Receipts that miss deadline or are missing the invoices / supporting documents will be paid in the <u>next</u> Fiscal Year. Click HERE for Instructions.</p>	Linda Rothfus
June 22, 2020* <small><i>*not handled by AAOU SSC, handled by department</i></small>	Off-Campus	Please email Off-Campus billing request forms to Contact by	Jasmine Zacharias

	Billing Invoice	deadline for FY20. Click here for Off-Campus Billing webpage.	zacharia@umbc.edu
June 15, 2020	Payment Request	Payment Request must be approved by Department Approver by COB. All payment requests submitted after the deadline be recorded in the next Fiscal Year or if there are any *Unforeseen State Delays* Processing Payment requests will resume on Monday, July 1, 2020.	Linda Rothfus
June 15, 2020	Payroll – DBE's	Payroll DBE for PR 2020-026 must be completed online by COB.	Rebecca Struckmeier rstruck@umbc.edu
June 22, 2020* <small>*not handled by AAOU SSC, handled by department</small>	Travel Request Reimbursement	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 .	Linda Rothfus
June 22, 2020* <small>*not handled by AAOU SSC, handled by department</small>	Petty Cash/ Working Fund	Petty Cash received by deadline will be in FY20. Click Here for Petty Cash Form & Instructions . Working Fund checks issued by COB on deadline will be recorded as expenditures for FY20, only if the check has been reconciled. (All paperwork, receipts and/or money has been returned to the Working Fund Custodian.)	Linda Rothfus
June 22, 2020* <small>*not handled by AAOU SSC, handled by department</small>	Inventory & Plant Accounting	All DocuSign inventory changes, additions, or deletion requests must be received by deadline to be recorded in FY20. Click HERE to get to DocuSign Form and other information . When UMBC reopens, schedule time to pick up official Property Tags.	Tina Carter-Brown tcbrown@umbc.edu
June 17, 2020	R*STARS Inter-agency Payment	Payment Transactions must be approved by Departmental Approver by COB. Be sure to include required items to ensure item gets into FY20:	Linda Rothfus
RestrictedFunds June 18, 2020 UnrestrictedFunds June 23, 2020	Journal Entry	Earlier deadline for Restricted Funds: 1114,1115,1253. Journals must be approved by Department Approver by COB of deadline. "Journal Date" dictates the Fiscal Year, please back-date journal to 6/30/20 for Unrestricted Journals for FY20.	
June 30, 2020* <small>*not handled by AAOU SSC, handled by department</small>	Cash Receipts / Deposits	Cash receipts / received on or before deadline must be delivered to the Departmental Deposit Office, 300 Administration Building. Click for SBS Departmental Deposit webpage . • Everything must be received by 12:00 PM For departments that process their <u>own</u> deposits, paperwork for deposits pertaining to FY20 must be forwarded to Student Business Services (SBS) by June 30, 2020 . Any items received after the cutoff times will be posted to next Fiscal Year.	Vanchon Brooks vbrooks@umbc.edu
June 30, 2020	–	Central Departments will have the following available for REX Finance Reports: Payroll Accrual, Aux. Admin Overhead, and Deferred Summer Revenue by date.	Rebecca Struckmeier rstruck@umbc.edu
July 1, 2020	Payroll – DBE	Payroll- DBE FY21 is open.	Rebecca Struckmeier rstruck@umbc.edu
Happy 4th of July Weekend !!!			
July 15, 2020 State Deadline	R*STARS Inter-agency Receipt Transactions	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.	John Alfano alfanoj@umbc.edu

Once received by State Deadline, transactions will be recorded in PeopleSoft Finance by July 24, 2020 to be included in FY20 if **R*Stars Notice Form** is complete.

Please follow instructions for the **R*Stars Notice Form**: [Here](#). Keep a copy of all supporting documentation.