FMS 2022 fiscal year-end deadlines and important dates

May 6
Service requests to Facilities Development and Management hoping to be charged in FY 2022 must be submitted by today. There is no guarantee the expense will post in FY 2022.

23 Department deadline to submit FY 2022 requisitions ≥ $25,000 or when one of the following conditions are met —

A.

June 1
Department deadline to submit FY 2022 requisitions < $25,000.

3 Purchasing Card transactions expenses are expected to post in FY 2022 if processed by today.

13 Department deadline to submit change orders on issued purchase orders.

13 Department deadline to submit supplier invoices with a wire payment type to Accounts Payable wire.

16 Final FY 2022 Gas Service cylinder rental interface.

16 Payroll — encumbrances and expenses — interface for the pay period ending June 12, 2022.

17 P-Card transactions with a posted date in PaymentNet by today will interface in FY 2022.

17 Maintenance supply closed for inventory.

17 Procurement deadline to approve FY 2022 requisitions.

20 Deadline to submit requests to purchasing to close POs.

20 Department deadline is noon for guaranteed AR transaction processing.

21 Deadline to submit FY 2021 grant worktag payroll redistributions to the Office for Research and Sponsored Projects Administration.

22 Deadline for bulk mail to Mail Services.

22 Final FY 2021 WebTMA interface.

23 Department deadline to submit supplier invoices to AP for processing in FY 2022.

24 Department deadline to submit FY 2021 travel expense reports to the Travel Science Center — fully approved by 5 p.m.

24 Materials Management — paper and supplies closed for inventory.

24 Deadline to process AP manual warrants for FY 2022 supplier invoices.

24 Final regular mail integration.

24 Gas cylinder closed for inventory.

24 Final FY 2022 P-Card interface.

24 AP deadline for entering FY 2022 supplier invoices.

24 Department deadline for department-approved expense reports.

25 FY 2022 interim allocation run.

30 Noon deadline for overall deposits and deposits related to spend authorizations to Cashiering Services for FY 2022.

30 Travel Service Center deadline to process FY 2022 travel expense reports — fully approved by 5 p.m.

30 Procurement deadline for approving change orders on FY 2022 POs.

30 Procurement deadline to close POs requested by departments.

30 Department deadline for FY 2022 receipts — for goods and services received by June 30, 2022.

30 Deadline for business process approvals on supplier invoices and expense reports for FY 2021 expense posting.

30 Deadline for Internal Revenue Service providers to process FY 2021 internal services delivery documents.

30 Spend and procurement-related activities switched to “close in progress.”

30 Final FY 2022 departmental AR interface.

30 Payroll expenses interface for the pay period ending June 26, 2022.

30 All change orders in progress will be canceled.

FY 2022 documents must have an accounting date of June 2022 to be processed correctly.

July 1
Department deadline to request FY 2022 soft encumbrances.

1 FY 2022 interim allocation run.

1 Encumbrances and pre-encumbrances roll from FY 2022 to FY 2023.

1 Department deadline to request use tax reversals and corrections from Tax Services.

5 FY 2022 interim allocation run.

5 Payroll accrual for June 27–30 will post in FY 2022.

5 FY 2022 remaining payroll encumbrances to unencumber.

5 Approved FY 2022 soft encumbrance requests to be processed.

6 Departments are to start using uncommitted general operating summary actuals and soft encumbrances.

6 Final FY 2022 use tax postings and corrections.

6 FY 2022 interim allocation run.

6 Deadline for all FY 2022 payroll redistributions in PeopleSoft.

7 FY 2022 interim allocation run.

7 Noon department deadline for FY 2022 accounting journals and adjustments to central accounting.

8 FY 2022 interim allocation run.

9 FY 2022 interim allocation run.

11 Final day for the vice president’s offices to balance accounts.

11 Interim allocation run.

11 FY 2023 payroll encumbrances should post to accounts in FY 2023.

12 Final FY 2022 allocation run.

12 Final FY 2022 Financial Services general operating balancing.

15 Fiscal 2022 year-end close.
The below conditions require a May 23 requisition deadline for expected FY 2022 processing:

- An alternate address has been used on the requisition.
- When one or more of the following spend categories is on the requisition:
  - Abatement and decontamination services.
  - Ammunition.
  - Ammunition and handling systems.
  - Arms and ammunition accessories.
  - Charity organizations.
  - Cost of goods sold — CenturyLink.
  - Data storage, transfer, exchange, recovery and conversion services.
  - Employee moving expenses taxable.
  - Explosive materials.
  - Explosives control accessories and supplies.
  - Explosives control machinery and equipment capital.
  - Firearms.
  - Floor coverings.
  - Floor laying services capital.
  - Honorarium, speaker, presenter fees and professional services.
  - Hotels, lodging and meeting facilities.
  - Internet services.
  - Legal services.
  - Postage.
  - Software as a service.
  - Software as a service — noncapital.
  - Software licensing — capital.
  - Software licensing — noncapital.
  - Software licensing.
  - Software maintenance and support services.
  - Software or hardware engineering services — capital.
  - Software purchases boxed or off the self.
  - Speaker or presenter — reimbursed expense.
  - Subscriptions.
  - Surveillance, detection and security system software.
  - Telecommunications — CenturyLink.
  - Window and door installation or erection services — capital.
  - Window treatments.
- When the supplier has been categorized as having a conflict of interest.
- When the requisition has a “pay an invoice” requisition type.
- When one or more lines on the requisition have a $0 unit price or amount.
- When the requisition has one or more lines without a supplier.