



UNIVERSITY CONTROLLER'S OFFICE

2019-2020 YEAR-END GUIDANCE AND DEADLINES

As fiscal year is fast approaching, the following guidelines/deadlines have been established in order to ensure a smooth fiscal year-end.

Friday, June 19, 2020

- Deadline for Non-Employees and Students TRVs
- Travel Employee Expense Reports in PeopleSoft must be in the queue for approval by Travel Office
- Employee Reimbursement Non-Travel Expense Reports in PeopleSoft must be in the queue for approval by Accounts Payable
- Deadline to submit requisitions to Purchasing for **FY2019-2020**

Monday, June 22, 2020

- Deadline to settle Cash Advances with end dates on or before May 31st
- Deadline to settle Travel Advances with end dates on or before May 31st
- Deadline to settle Business Expense and Participant Prepaid Cards for projects that ended on or before May 31st
- Deadline for **FY2019-2020** Invoice Submission for payment in June
- Last day for journal voucher eforms and expense module correction forms
- Last day for Payment Requests AP Approvals for **FY2019-2020**
- Last day for Payroll Retro journal entries (non-USCSP) for payroll ending June 15th and **prior**

Tuesday, June 30, 2020

- All Match Exceptions and Budget Overrides completed by 3:30pm
- Final June Pay cycles to be run at 4:00pm
- VISA Purchasing Card Expense Reports for June billing cycle must be fully approved in PeopleSoft by noon.
- VISA Team Card Expense Reports for June billing cycle must be fully approved in PeopleSoft by noon.
- VISA Travel Card Expense Reports for June billing cycle must be fully approved in PeopleSoft by noon.

Wednesday, July 1, 2020

- 12 Noon deadline for Journal Entries for the month of June

Thursday, July 2, 2020

- Deadline for **FY2019-2020** Invoice Submission for payment in **FY2019-2020**
- 12 Noon deadline for Payroll Retro journal entries (non-USCSP) for payroll ending June 30th

Wednesday, July 8, 2020

- 12 Noon deadline for **FY2019-2020** Journal Entries
- **FY2019-2020** POs rolled to **FY2020-2021**

Wednesday, July 15, 2020

- **Fiscal Year 2019-2020** Closed

Please email blackbu4@mailbox.sc.edu if you have any questions concerning these deadlines.