UNIVERSITY CONTROLLER’S OFFICE
2020-2021 YEAR-END 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 18, 2021
- 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 FY21

Monday, June 21, 2021
- 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 Invoice Submission for payment in June
- Last day for Payment Requests AP Approvals for FY21
- Last day for Payroll Retro journal entries (non-USCSP) for payroll ending June 15th and prior

Friday, June 25, 2021
- Last day for journal voucher eforms and expense module correction forms

Wednesday, June 30, 2021
- 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.

Thursday, July 1, 2021
- 12 Noon deadline for Journal Entries for the month of June

Friday, July 2, 2021
- 12 Noon deadline for Payroll Retro journal entries (non-USCSP) for payroll ending June 30th

Wednesday, July 7, 2021
- Deadline for FY21 Invoice Submission
- 12 Noon deadline for FY21 Journal Entries

Thursday, July 8, 2021
- FY21 POs rolled to FY22

Thursday, July 15, 2021
- Fiscal Year 2020-2021 Closed

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