

**University of Cincinnati
Controller's Office
FY 2016 Closing Schedule
By Category/Date**

Form/Task	Processing Office	Contact
SAP Closing Schedule		
June 30, 2016 Thursday		
Commitment Carry Forward Including Purchase Orders and Fund Reservations - FY16 to FY17 (UC Flex will be unavailable beginning 5 PM)	Controller's Office	Jeff Newell (63236)
July 11, 2016 Monday		
12th Month Close (UC Flex will be unavailable beginning 3 PM)	Controller's Office	Jeff Newell (63236)
July 25, 2016 Monday		
13th Month Close	Controller's Office	Jeff Newell (63236)
October 14, 2016 Friday		
Annual Report to be submitted to Columbus (one day prior to actual due date)	Controller's Office - Reporting	Controller's Office (63152)
Departmental Reporting		
July 12, 2016 Tuesday		
12th Month Ledgers available in BW - do not run reports until a notice is posted on the portal	On-line	
July 26, 2016 Tuesday		
13th Month Ledgers available in BW - do not run reports until a notice is posted on the portal	On-line	

These forms/documents must be submitted to the appropriate processing office by 4:00 PM on the day indicated.

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Start Dates		
May 02, 2016 Monday		
FY17 Rental/Service/Maintenance/Lease Agreements (must enter requisition date of 7/1/16)	Purchasing	Chad Anton (62388)
June 20, 2016 Monday		
FY17 Term Contract Release Orders (only if the FY17 contract is available); document date must be FY17 date	Purchasing	Chad Anton (62388)
July 01, 2016 Friday		
FY17 Purchase Requisitions	Purchasing	Chad Anton (62388)

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Departmental Deadlines		
May 15, 2016 Sunday		
FY17 RSML Agreements - Last Day Purchasing Can Guarantee Them Sent to the Vendors by 7/1/16	Purchasing	Chad Anton (62388)
May 31, 2016 Tuesday		
PCR: Personnel Change Request to Reclass Salary/Wages Expense	Government Cost Compliance	Patrick Clark (62628)
June 01, 2016 Wednesday		
FY16 Change Orders - Last Day Purchasing Can Guarantee Processing	Purchasing	Chad Anton (62388)
FY16 Purchase Requisitions - Last Day Purchasing Can Guarantee Processing	Purchasing	Chad Anton (62388)
June 24, 2016 Friday		
A113: Travel Expense Report	Accounts Payable	Larry Caras (66772)
A114: Request For Payment	Accounts Payable	Patrice Hill (66746)
A151 & A152 Remittance Advice - Forms processed on- line, send hardcopy to Cashier's Office (Cashier's Office must receive hard copy by 3 PM on June 24)	Cashier's Office	Nicole Morgan (64252)
Central Stores online orders	Central Stores	Natashia Sanders-Southall (65677)
P-Card Charges - Last Day Bank will Post for FY16	On-line	
P-Card Charges - FY16 File Uploaded to SAP	On-line	

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June 30, 2016 Thursday		
A114 - Petty Cash (by 3:00 pm)	Accounts Payable	Desiree Smith (66773)
A123: Administrative Action Recommendation	Budget Management	Kelly Beck (60378)
Bookstore Orders Charged to FY16	On-line	
Delete FY16 Funds Reservations for Travel	Controller's Office	Jeff Newell (63236)
External Invoice Billing Request - Posted by A/R (due by noon)	Treasurer's Office	Susan Albonetti (64793)
External Invoice Billing Request - Posted by Departments	On-line	
FY16 Funds Reservations	On-line	
FY16 Term Contract Release Orders	Purchasing	Chad Anton (62388)
P-Card Charges Posted/Allocated in SAP (noon deadline)	Accounts Payable	Desiree Smith (66773)
Small Dollar Invoices Posted (by 3:00 pm)	Accounts Payable	Desiree Smith (66773)
July 07, 2016 Thursday		
A169: Transfer of Expense or Billing	Controller's Office	Jeff Newell (63236)
Delete FY16 Invalid Parked or on Hold Transactions	On-line	
July 08, 2016 Friday		
Accrue Accounts Receivables	Treasurer's Office	Susan Albonetti (64793)
Parked FY16 Transactions that Need to be Posted by the Controller's Office	Controller's Office	Jeff Newell (63236)
August 19, 2016 Friday		
Final unused general funds calculation (Budget Office to run reports)	Budget Management	Kelly Beck (60378)

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