

**University of Cincinnati  
Controller's Office  
FY 2018 Closing Schedule  
By Category/Date**

Form/Task	Processing Office	Contact
<b>SAP Closing Schedule</b>		
<b>June 29, 2018</b> <b>Friday</b> Commitment Carry Forward Including Purchase Orders and Fund Reservations - FY18 to FY19 (UC Flex will be unavailable beginning 5 PM)	Controller's Office	Jeff Newell (63236)
<b>July 10, 2018</b> <b>Tuesday</b> 12th Month Close (UC Flex will be unavailable beginning 3 PM)	Controller's Office	Jeff Newell (63236)
<b>July 24, 2018</b> <b>Tuesday</b> 13th Month Close	Controller's Office	Jeff Newell (63236)
<b>October 16, 2018</b> <b>Tuesday</b> Annual Report to be submitted to Columbus (one day prior to actual due date)	Controller's Office - Reporting	Controller's Office (63152)
<b>Departmental Reporting</b>		
<b>July 11, 2018</b> <b>Wednesday</b> 12th Month Ledgers available in BW - do not run reports until a notice is posted on the portal	On-line	
<b>July 25, 2018</b> <b>Wednesday</b> 13th Month Ledgers available in BW - do not run reports until a notice is posted on the portal	On-line	

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<b>Start Dates</b>		
<b>May 01, 2018</b> <b>Tuesday</b>		
FY19 Rental/Service/Maintenance/Lease Agreements (must enter requisition date of 7/1/18)	Purchasing	Chad Anton (62388)
<b>June 18, 2018</b> <b>Monday</b>		
FY18 Term Contract Release Orders (only if the FY19 contract is available); document date must be FY19 date	Purchasing	Chad Anton (62388)
<b>July 02, 2018</b> <b>Monday</b>		
FY19 Purchase Requisitions	Purchasing	Chad Anton (62388)

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<b>Departmental Deadlines</b>		
<b>May 18, 2018</b> <b>Friday</b>		
FY19 RSML Agreements - Last Day Purchasing Can Guarantee Them Sent to the Vendors by 7/1/17	Purchasing	Chad Anton (62388)
<b>May 31, 2018</b> <b>Thursday</b>		
PCR: Personnel Change Request to Reclass Salary/Wages Expense	Government Cost Compliance	Lisa Deckard (64846)
<b>June 01, 2018</b> <b>Friday</b>		
FY18 Change Orders - Last Day Purchasing Can Guarantee Processing	Purchasing	Chad Anton (62388)
FY19 Purchase Requisitions - Last Day Purchasing Can Guarantee Processing	Purchasing	Chad Anton (62388)
<b>June 22, 2018</b> <b>Friday</b>		
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 23)	Cashier's Office	Nicole Morgan (64252)
Central Stores online orders	Central Stores	Natashia Sanders-Southall (65677)
<b>June 25, 2018</b> <b>Monday</b>		
A113: Travel Expense Report	Accounts Payable	Patrice Hill (66746)
A114: Request For Payment	Accounts Payable	Patrice Hill (66746)
<b>June 28, 2018</b> <b>Thursday</b>		
A114 - Petty Cash (by 3:00 pm)	Accounts Payable	Patrice Hill (66746)
P-Card Charges - Last day Concur will feed for FY18	On-line	
P-Card Charges Submitted and Approved in Concur by 5pm	Accounts Payable	Patrice Hill (66746)

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<b>Form/Task</b>	<b>Processing Office</b>	<b>Contact</b>
<b>June 29, 2018      Friday</b>		
A123: Administrative Action Recommendation	Budget Management	Kelly Beck (60378)
Bookstore Orders Charged to FY18	On-line	
Delete FY18 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	
FY18 Funds Reservations	On-line	
FY18 Term Contract Release Orders	Purchasing	Chad Anton (62388)
Small Dollar Invoices Posted (by 3:00 pm)	Accounts Payable	Tina Huston (66772)
<b>July 02, 2018      Monday</b>		
P-Card Charges - Concur File Uploaded to SAP	On-line	
<b>July 09, 2018      Monday</b>		
A169: Transfer of Expense or Billing	Controller's Office	Jeff Newell (63236)
Accrue Accounts Receivables	Treasurer's Office	Susan Albonetti (64793)
Delete FY18 Invalid Parked or on Hold Transactions	On-line	
Parked FY18 Transactions that Need to be Posted by the Controller's Office	Controller's Office	Jeff Newell (63236)
<b>August 20, 2018      Monday</b>		
Final unused general funds calculation (Budget Office to run reports)	Budget Management	Kelly Beck (60378)

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