

**University of Cincinnati  
Controller's Office  
FY 2017 Closing Schedule  
By Category/Date**

| Form/Task  | Processing Office               | Contact                     |
|--|---------------------------------|-----------------------------|
| <b>SAP Closing Schedule</b>  |                                 |                             |
| <b>June 30, 2017</b> <b>Friday</b><br>Commitment Carry Forward Including Purchase Orders and Fund Reservations - FY17 to FY18 (UC Flex will be unavailable beginning 5 PM) | Controller's Office             | Jeff Newell (63236)         |
| <b>July 11, 2017</b> <b>Tuesday</b><br>12th Month Close (UC Flex will be unavailable beginning 3 PM)   | Controller's Office             | Jeff Newell (63236)         |
| <b>July 25, 2017</b> <b>Tuesday</b><br>13th Month Close  | Controller's Office             | Jeff Newell (63236)         |
| <b>October 16, 2017</b> <b>Monday</b><br>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 12, 2017</b> <b>Wednesday</b><br>12th Month Ledgers available in BW - do not run reports until a notice is posted on the portal                                    | On-line                         |                             |
| <b>July 26, 2017</b> <b>Wednesday</b><br>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, 2017</b> <b>Monday</b>  |                   |                    |
| FY18 Rental/Service/Maintenance/Lease Agreements<br>(must enter requisition date of 7/1/17)                    | Purchasing        | Chad Anton (62388) |
| <b>June 19, 2017</b> <b>Monday</b>   |                   |                    |
| FY18 Term Contract Release Orders (only if the FY18<br>contract is available); document date must be FY18 date | Purchasing        | Chad Anton (62388) |
| <b>July 01, 2017</b> <b>Saturday</b>   |                   |                    |
| FY18 Purchase Requisitions   | Purchasing        | Chad Anton (62388) |

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| <b>Departmental Deadlines</b>   |                            |                                   |
| <b>May 19, 2017</b>   | <b>Friday</b>              |                                   |
| FY18 RSML Agreements - Last Day Purchasing Can Guarantee Them Sent to the Vendors by 7/1/17   | Purchasing                 | Chad Anton (62388)                |
| <b>May 31, 2017</b>   | <b>Wednesday</b>           |                                   |
| PCR: Personnel Change Request to Reclass Salary/Wages Expense   | Government Cost Compliance | Patrick Clark (62628)             |
| <b>June 01, 2017</b>  | <b>Thursday</b>            |                                   |
| FY17 Change Orders - Last Day Purchasing Can Guarantee Processing   | Purchasing                 | Chad Anton (62388)                |
| FY17 Purchase Requisitions - Last Day Purchasing Can Guarantee Processing   | Purchasing                 | Chad Anton (62388)                |
| <b>June 23, 2017</b>  | <b>Friday</b>              |                                   |
| A113: Travel Expense Report   | Accounts Payable           | Patrice Hill (66746)              |
| 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 23) | 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 FY17   | On-line                    |                                   |
| P-Card Charges - FY17 File Uploaded to SAP  | On-line                    |                                   |
| <b>June 29, 2017</b>  | <b>Thursday</b>            |                                   |
| P-Card Charges Submitted and Approved in Concur by 5pm  | Accounts Payable           | Patrice Hill (66746)              |

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| <b>June 30, 2017      Friday</b>   |                     |                         |
| A114 - Petty Cash (by 3:00 pm)   | Accounts Payable    | Patrice Hill (66746)    |
| A123: Administrative Action Recommendation                                 | Budget Management   | Kelly Beck (60378)      |
| Bookstore Orders Charged to FY17   | On-line             |                         |
| Delete FY17 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             |                         |
| FY17 Funds Reservations  | On-line             |                         |
| FY17 Term Contract Release Orders  | Purchasing          | Chad Anton (62388)      |
| Small Dollar Invoices Posted (by 3:00 pm)                                  | Accounts Payable    | Tina Huston (66772)     |
| <b>July 07, 2017      Friday</b>   |                     |                         |
| A169: Transfer of Expense or Billing                                       | Controller's Office | Jeff Newell (63236)     |
| Accrue Accounts Receivables  | Treasurer's Office  | Susan Albonetti (64793) |
| Delete FY17 Invalid Parked or on Hold Transactions                         | On-line             |                         |
| Parked FY17 Transactions that Need to be Posted by the Controller's Office | Controller's Office | Jeff Newell (63236)     |
| <b>August 18, 2017      Friday</b>   |                     |                         |
| Final unused general funds calculation (Budget Office to run reports)      | Budget Management   | Kelly Beck (60378)      |

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