

## Important Dates for Year End 2018-2019

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- **June 25:** Last day for Deposits at Wells Fargo by close of business day.
- **June 25 by end of business day:** Last day to enter vouchers in the system. Vouchers entered after this date will be denied and will need to be re-entered on July 1.
- **June 27 at 10am:** Last day to submit Auditor Transfer.
- **June 27:** At 9 pm, the reconciliation jobs run to close qualified requisitions and purchase orders.
- **June 28:** Last warrant due date of the current fiscal year.
- **June 28:** Recommended date for your Inventory to be completed.
- **July 1:**
  - Start of the new fiscal year.
  - First day to enter new vouchers against current year (2019-2020) purchase orders.
  - First day to post for Period 998.
  - Requisition and POs for the new year when generated defaults to the current date.
- **From July 1 to July 8:**
  - Receive items with a June date.
  - Do not close POs for accruals, if applicable.
  - Do not close POs for rollover, if applicable.
  - Manually close non-qualified POs using the override function via the Buyer's Workbench page.
  - Manually close non-qualified requisition using the override function via the Requester's Workbench page. Note that Requisitions do not rollover to the new year.
- **July 2:** First day commercial warrants are issued for 2019-2020.
- **July 4:** At 9 pm, the reconciliation jobs run close qualified requisitions and purchase orders.
- **July 8:** Last day to finalize Purchase Orders. All open qualified POs will rollover to the new year.
- **July 9:** Financial Accounting runs PO Rollover and Receipt Accrual processes. Financial Accounting sends report to the district. District can run the reports.
- **July 10:** First day vouchers can be submitted on prior year (2018-2019) purchase orders.
- **July 15:** Last day to post for Period 12.
- **July to September 3:** Clear any 2018-2019 pre-encumbrances and encumbrances prior to closing books. Run the FAR\_ENCUMBRANCE\_LEDGER query to review and clear any 2018-2019 pre-encumbrances and encumbrances prior to closing books.
- **September 3:** Last day to post for Period 998.

**Note:** Financial Accounting department opens and closes accounting periods.