



UNIVERSITY OF  
**SOUTH CAROLINA**

## 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 31<sup>st</sup>
- Deadline to settle Travel Advances with end dates on or before May 31<sup>st</sup>
- Deadline to settle Business Expense and Participant Prepaid Cards for projects that ended on or before May 31<sup>st</sup>
- 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 15<sup>th</sup> 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 30<sup>th</sup>

#### 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](mailto:blackbu4@mailbox.sc.edu) if you have any questions concerning these deadlines.