As fiscal year is fast approaching, the following guidelines/deadlines have been established in order to ensure a smooth fiscal year-end.

**Friday, June 17, 2022**
- 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 FY22

**Monday, June 20, 2022**
- Deadline to settle Cash Advances with end dates on or before May 31st
- Deadline to settle Travel Advances with end dates on or before May 31st
- Deadline to settle Business Expense and Participant Prepaid Cards for projects that ended on or before May 31st
- Deadline for Invoice Submission for payment in June
- Last day for Payment Requests AP Approvals for FY22
- Last day for Payroll Retro journal entries (non-USCSP) for payroll ending June 15th and prior

**Friday, June 24, 2022**
- Last day for journal voucher eforms and expense module correction forms

**Thursday, June 30, 2022**
- 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.
- VISA Travel Card Expense Reports for June billing cycle must be fully approved in PeopleSoft by noon.

**Friday, July 1, 2022**
- 12 Noon deadline for Journal Entries for the month of June

**Tuesday, July 5, 2022**
- 12 Noon deadline for Payroll Retro journal entries (non-USCSP) for payroll ending June 30th

**Wednesday, July 6, 2022**
- Deadline for FY22 Invoice Submission
- 12 Noon deadline for FY22 Journal Entries

**Thursday, July 7, 2022**
- FY22 POs rolled to FY23

**Thursday, July 14, 2022**
- Fiscal Year 2021-2022 Closed

Please email blackbu4@mailbox.sc.edu if you have any questions concerning these deadlines.