UNIVERSITY OF South Carolina

UNIVERSITY CONTROLLER'S OFFICE

2021-2022 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 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.