UNIVERSITY OF PITTSBURGH
OFFICE OF THE CONTROLLER
DEPARTMENTAL CLOSING SCHEDULE FOR FISCAL YEAR 2016

CUTOFF DATE	**DEPARTMENT ACTIVITY**	**CUTOFF TIME**
TUESDAY JUNE 14	CUTOFF FOR ANY TRANSACTIONS (PRISM OR THE PANTHEREXPRESS SYSTEM) TO BE APPROVED BY PURCHASING SERVICES	**5:00 PM** (a)
	CUTOFF FOR PAPER DISBURSEMENTS, T&Bs, TRAVEL ADVANCES, AND PETTY CASH REIMBURSEMENTS TO THE PAYMENT PROCESSING DEPARTMENT	**5:00 PM** (b)
	PURCHASE ORDERS (PRISM OR THE PANTHEREXPRESS SYSTEM) MUST BE INVOICED AND FULLY MATCHED TO GUARANTEE THAT THE EXPENSE WILL AFFECT FY 2016 LEVEL REPORTS	**5:00 PM**
THURSDAY JUNE 16	FINAL FY 2016 SALARY/WAGE COST TRANSFERS FOR **ALL** ACCOUNTS TO FINANCIAL RECORDS SERVICES	**5:00 PM**
MONDAY JUNE 20	LAST DAY FOR PCARD PURCHASES TO AFFECT FY 2016 LEVEL REPORTS	(c)
WEDNESDAY JUNE 22	CUT OFF FOR SPECIALTY FORM INVOICES IN THE PANTHEREXPRESS SYSTEM	**5:00 PM**
	CUTOFF FOR ONLINE T&Bs (PRISM INTERNET EXPENSES APPLICATION)	**5:00 PM**
MONDAY JUNE 27	FINAL ENTRY OF ON-LINE SPAR MODIFICATIONS AND TERMINATION OF USER ACCESS	**5:00 PM** (d)
THURSDAY JUNE 30	ALL JUNE CASH REPORTS (OTHER THAN DIRECT DEPOSITS) MUST BE RECEIVED IN THE STUDENT PAYMENT CENTER	**NOON**
	CUTOFF FOR ON-LINE PCARD APPLICATION TRANSFERS TO AFFECT FY 2016 LEVEL REPORTS	**3:30 PM**
	CUTOFF FOR NON-RESEARCH BUDGET MODIFICATION REQUESTS TO THE BUDGET AND FINANCIAL REPORTING DEPARTMENT	**5:00 PM**
FRIDAY JULY 1	CUTOFF FOR ALL GL FILE TRANSFERS FROM AUTHORIZED DEPARTMENTS **NOTE: ACCOUNT CORRECTIONS RELATED TO THESE FILES ARE DUE BY 3:00 PM**	**10:30 AM**
	ALL PAPER DIRECT DEPOSIT CASH REPORTS MUST BE RECEIVED IN THE GENERAL ACCOUNTING DEPARTMENT	**NOON**
	ALL PAPER JOURNAL ENTRIES MUST BE RECEIVED IN THE FINANCIAL RECORDS SERVICES DEPARTMENT (NSCTs, IDCs, JEs) **NOTE: ENTRIES RECEIVED AFTER THIS DATE AND TIME WILL BE ENTERED AS JULY 2016 BUSINESS BY THE FINANCIAL RECORDS SERVICES DEPARTMENT**	**NOON**

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TUESDAY JULY 5	CUTOFF FOR ON-LINE PRISM GL USERS **NOTE: ENTRIES MADE AFTER THIS DATE AND TIME WILL BE POSTED FOR JULY 2016 BUSINESS**	**10:30 AM** (e)
MONDAY JULY 11	JUNE PRELIMINARY LEVEL REPORTS AVAILABLE ON-LINE	(f)
EARLY OCTOBER	JUNE FINAL LEVEL REPORTS AVAILABLE ON-LINE	

(a) PRISM and PantherExpress transactions submitted to the Purchasing Services Department from June 1, 2016 to June 14, 2016 will be processed on a priority basis. Any exceptions must be approved by a Vice-Chancellor. Budgets for most research grants can be carried forward to the next fiscal year. A few unique types cannot. Please clearly indicate on the requisition that **"Funds must be spent in the Current Fiscal Year"**. Please indicate the type of special grant to which the purchase will be charged. The Purchasing Services Department will make every effort to process these orders by fiscal year-end. Remember, purchase order amounts are not reflected on your level reports until an invoice is received in Payment Processing from the vendor. Any purchase orders or service contracts for which the goods or services are received or performed after June 30, 2016, will not affect departmental budgets until FY 2017.

(b) Vendor invoices received that do not match a University purchase order will not be paid. Please ensure that any invoice discrepancies (NOIDS) are corrected by May 31, 2016.

(c) PCard transactions occurring on, or prior to, June 20, 2016 will affect departmental budgets in FY 2016 provided that the vendor submits the transaction to PNC Bank by June 20, 2016. Thus, there is a possibility that PCard purchases made on or before June 20, 2016 may not affect FY 2016 departmental budgets.

(d) SPARS modified on-line after the deadline will be processed for July 2016 activity. Any on-line SPAR processed after the deadline which relates to FY 2016 activity will not be credited back to departmental entity 02 or 03 accounts.

(e) All batches that remain "non-postable" at the established cutoff date and time will be posted as July 2016 (FY 2017) business unless immediately corrected upon notification by Budget & Financial Reporting.

(f) **NOTE:** Departments will not have the opportunity to post adjustments to their accounts after receipt of the June Preliminary level reports. It is essential that departments review and adjust their level reports prior to the June Preliminary close to ensure that the level reports are properly stated.