

Key Closing FY 2017-2018 Dates

5/31	Deadline for payroll reallocations for pay dates ranging from 4/1/18 - 4/30/18
6/8	All PAR's and other pay documents for special, extra, grant or any other type of compensation, must be received by Human Resources.
6/13	Deadline for payroll reallocations for pay dates ranging from 5/1/18 - 5/31/18
6/15	Cutoff date for receipts to be submitted to Student Account Services for FY 2017-2018 petty cash disbursements
6/15	Cut off date for Mail/Distribution Services
6/15	Cutoff date to purchase copy cards (copy machines)
6/15	Copying Services requisitions for texts and NCR forms must be received by Copy Center.
6/19	Cutoff date for procurement card charges for grants that end 6/30/18.
6/19	Cutoff date for purchases made via procurement card to ensure 6/30 posting date
6/27	Final FY18 vendor and student checks written
6/29	All cash received must be deposited with Student Account Services by 12 p.m.
6/30	Deadline for FY18 payroll reallocations for pay dates 6/1-6/16
6/30	All goods or services charged to FY 2017-2018 must be received
6/30	FY 18 ends
7/1	Delivery of orders purchased with new-year funds can be received
7/2	Cutoff date for procurement card reconciliation
7/5	Old-year travel expenses must be submitted in SAP.
7/6	First FY19 check run
7/6	All NKU Foundation receipts in transit at June 30 must be deposited and posted
7/6	Information regarding FY 2017-2018 payables is due to the Office of the Comptroller
7/6	Cutoff date to reconcile procurement card for June 26-30 purchases
7/6	Cutoff date to notify Purchasing of all outstanding payables for Project POs, Grant Pos, and Personal Services Contracts
7/6	Goods receipt of purchase order for goods and services received prior to June 30 must be entered in SAP
7/6	Parked documents to be charged against FY 2017-2018 must be in Accounts Payable
7/9	Deadline for FY18 interdepartmental billings to be submitted in MyNKU
7/9	Cutoff date to notify the Office of the Comptroller of all outstanding credits/revenues (receivables) due to NKU
7/10	Deadline for FY18 payroll reallocations for pay date 6/30/18
7/13	Deadline for FY18 recodes to be submitted in MyNKU
7/16	Deadline for FY18 payroll reallocations for pay dates 6/17-6/30
7/20	Deadline for FY18 Interdepartmental bill and recode workflow approval
8/3	Budget transfers due to the Office of the Comptroller

Vertical line on the left side of the page.