

FY18 Year End Dates Calendar

Deadline	Summary
April 2nd	First day requisitions for FY 2018 can be entered into the Quall Financial System.
April 23rd	Requisitions for goods or services requiring competition expending this year's (FY18) remaining funds to Procurement Services.
May 7th	Requisitions for Open Purchase Orders & Service Purchase Orders need fiscal year (FY18).
May 18th	New organizations or re-mapping existing accounts identified to Budget.
May 21st	Requisitions for goods or services not requiring competition expending this year's (FY 2018) remaining funds to Procurement Services.
June 1st	Deadline to order HP configure-to-order (CTO) (Special Order) Computers. All cancelled Special Course Fee Accounts (2xxxxx) must be cleared of any balances.
June 1st	Last day for new account requests to be submitted for Budget Construction by 7:00 p.m.
June 1st	Viola Plus reports available for campus.
June 6th	Draft FY18 Budget Allocations to colleges & units.
June 6th	Changes to account attributes and close accounts no longer needed (Budget Construction Only) by 7:00 p.m.
June 8th	Petty Cash and Charge Fund Confirmations.
June 9th	Viola Plus reports available for campus.
June 12th	Hourly TCP (Time Clock Plus) Approvals for RPT 4/8 by 11:59 p.m.
June 12th	Gift with Fund transfer request forms by 4:00 p.m.
June 13th	Final FY18 Budget Allocations to colleges and units.
June 14th	Budget Construction input process begins.