

# Finance Center 2021 Fiscal Year-End Transactional Processing Schedule

Process/Task	Submission	Deadline:
<b>Cash Receipts</b>		
Cash Deposits by 12:00 PM	Cashier's Office	Wed, 6/30/2021
<b>Journal Entries, Corrections, and Transfers (including AP Corrections)</b>		
Financial Report Review for Corrections of transactions prior to 4/30	Corrections and Journal eForm	<b>Now</b>
Financial Report Review for Corrections of transactions prior to 5/31	Corrections and Journal eForm	Mon, 6/14/2021
Financial Report Review for Corrections of transactions prior to 6/30	Corrections and Journal eForm	Wed, 7/7/2021
<b>Payable Payments</b>		
All Invoice & Other Payment Requests by 12PM	Payment Request eForm	Fri, 7/2/2021
Note: Clearly mark all Payment Requests either FY2021 or FY2022 to ensure it is applied to the correct FY		
Student Prizes and Awards by 12PM	Student Prize & Award eForm	Tues, 7/6/2021
<b>Payroll</b>		
FY2021 Labor Reports Review for Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll MYLS eForm for Future Payroll	Mon, 6/14/2021
FY2022 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (no need to wait until FY2022)
FY2021 Biweekly PA Requests (new hires, terminations, transfers, etc)	General Request eForm	Fri, 6/11/2021
FY2021 Exempt PA Requests (new hires, terminations, transfers, etc)	General Request eForm	Fri, 6/18/2021
FY2021 Biweekly PTO	Kronos	Sat, 6/19/2021
<b>PCard</b>		
FY2021 Purchases Completed	PCard	Tues, 6/15/2021
All FY2021 PCard Receipts	PCard eForm	Fri, 7/2/2021
<b>Purchase Orders/Requisitions</b>		
Purchase Requests	Purchase Request eForm	Tues, 6/29/2021
Note: Goods or Services must be delivered by June 30th to be applied to FY2021		Wed, 6/30/2021
<b>Reimbursements/Expense Reports and Corporate Pay Card</b>		
All Travel/Business Expense Payment Requests or Expense Report with Cash Advances	Payment Request eForm or Expense Report Request eForm	Wed, 6/23/2021
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	Fri, 7/2/2021
Dartmouth Employees - Finance Center creation of Expense Report*	iExpense Expense Report	Wed, 6/30/2021
Dartmouth Employees - Self Service*	iExpense Expense Report	Thurs, 7/1/2021
*Note: iExpense Expense Report Approvals must be received by		Fri, 7/2/2021
Dartmouth Employees - Finance Center creation of Expense Report for expenses after 7/1/2021	iExpense Expense Report	Begins: Tues, 7/13/2021
<b>Accelerated Payroll</b>		
<b>Student Payroll, Memorial Day</b>		
Record all hours for 5/16 - 5/29	All Student Employees	Thurs, 5/27
Time Detail Report Run	Finance Center	Fri, 5/28, 7:00am
Corrections and Approval Complete	Student Supervisors	Fri, 5/28, Noon
Finance Centers Approval Complete	Finance Center	Fri, 5/28, 4:00pm
<b>Bi-Weekly Payroll, July 4th</b>		
Record all hours for 6/20 - 7/3	All Biweekly Non-Union	Thurs, 7/1
Time Detail Reports Run	Finance Center	Fri, 7/2, 7:00am
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, 7/2 11:00am
Finance Center Approval (Non-Union) Complete	Finance Center (Non-Union)	Fri, 7/2, 4:00pm
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, 7/4, 9:00am
Finance Center Approval Complete	Sunday, July 4, 4:00pm	Sun, 7/4, 4:00pm