University of Miami
Fiscal Year ending May 31, 2013

YEAR END DEADLINES

(Note - Medical campus may have earlier deadlines, please refer to memo from Medical Finance)

Dates below reflect when information must be received in central offices

Description	***1st Preliminary Departmental Closing***	***2nd and Final Department Closing***
Purchase Orders - create or change orders for old year.	May 31 (1:00 pm)	Not Applicable
Cash receipts to Bursar's Office	May 31 (1:00 pm)	Not Applicable
Payments:		
• eChecks & Travel cards • eBERFs/BERFs (employee reimbursement) • Accounts Payable invoices	June 4	June 14 (12:00 noon)
Journal entries and transfers:		
• Payroll & default salaries	June 4	June 14 (9:00 am)
• Cash receipts journals to Controller's Office	June 4 (5:00 pm)	Not Applicable
• Sponsored "6" accounts - other than payroll	June 7	June 20
• Other than payroll & other than sponsored accts.	June 7	June 24 (12:00 noon)
Revenue deferrals & expense accruals journal entries	June 7	June 20
Interdepartmental Requisitions (IDR):		
• Manual (IDR forms, Journals)	June 7	June 17
• On-line	May 31	Not Applicable
FRS System Close	June 11	June 26
Reports –RDS (online)(*):	**AVAILABLE ON**	**AVAILABLE ON**
• Labor distribution	June 5 (**)	June 24
• Report 90's	June 12	June 27

(*) – Report 90's and Labor Distribution reports can be accessed on-line via the Report Distribution System (RDS) the day after the system produces the reports.

(**) – Salary information on Report 90's and Labor Distribution reports for 1st Preliminary Closing will not reflect the same information. This was done to allow all payroll journal entries received to date to be reflected on FRS on a timely basis. Therefore, only for 1st closing, FRS will have more up-to-date information.