

JUNE 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Payroll Pay Date	3
4	5 Capital Asset Department verification lists distributed (est.)	6	7 Regular FY17 AP Invoice Process	8	9	10 Pcard mid-month end date
11	12	13	14 Regular FY17 AP Invoice Process	15 Pcard mid-month updates & approvals due	16 Payroll Pay Date	17
18 <i>Mandatory POE Training 1:30-3:30pm 6/26</i> RESCHEDULED	19	20 <i>Mandatory POE Training 3:10-4:30pm updated time</i>	21 <i>Mandatory POE Training 1:30-3:30pm</i> Regular FY17 AP Invoice Process	22	23 LAST date to post FY17 POs & PO changes Adopt Budget in Logos	24
25	26 Capital Asset list verifications due Pcard end-of-month end date Deadline for revenue deposits to Funds 274, 743, 744, 745	27 LAST REGULAR FY17 AP Invoice deadline 2:00pm	28 LAST Regular FY17 AP Invoice Process <i>Mandatory POE Training 9:00-11:00am</i> RESCHEDULED	29	30 Payroll Pay Date Project C/O Deadline to ACM	

Reminders for June:

- ⇒ Monitor budgets and transfer as needed
 - ⇒ Attend year-end training session
 - * **Attendance is MANDATORY** for all POEs, if you do not sign up, you will be assigned to a session
 - ⇒ **Deadline to create NEW FY17 POs is Friday, 6/23**
 - ⇒ Review POs: **all FY17 PO changes must be posted by Friday 6/23**
 - ⇒ **Procurement cards may be used anytime throughout the month**
 - ⇒ POEs and users will have inquiry access only to NWS after 6/27
 - * **DO NOT create new POs (after 6/23)**
 - * **DO NOT create new invoices related to POs (after 6/27)**
- Any POs created after 6/23 and/or invoices created after 6/27 will be deleted by Finance**

JULY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2 FY18 Budget Available	3 4pm Deadline: Regular FY18 Invoice Process P-card end-month updates & approvals due	4 CLOSED for 4th of July Holiday	5 Regular FY18 AP Invoice Process	6 Mandatory POE Training 1:30-3:30 pm	7 Payroll Pay Date Split Payroll: 6 days FY17, 8 days FY18	8
9	10 Pcard mid-month end date	11 2pm Deadline: Regular FY18 Invoice Process	12 Regular FY18 AP Invoice Process	13	14 4pm Deadline: Special FY17 AP Invoice Process Pcard mid-month updates & approvals due	15
16	17 Special FY17 AP Invoice Process	18 2pm Deadline: Regular FY18 Invoice Process	19 Regular FY18 AP Invoice Process	20	21	22
23	24	25 2pm Deadline: Regular FY18 Invoice Process Pcard end-of-month end date	26 Regular FY18 AP Invoice Process	27	28 4pm Deadline: FINAL Special FY17AP Invoice Process Payroll Pay Date	29
30	31 FINAL Special FY17 AP Invoice Process					100% FY18 rates

Reminders for July:

FYE INVOICE PROCESSING RULES

FY17 Batches = 6/30/17 (or less) invoice dates & GL dates

FY17 Invoice w/ FY17 PO in FY17 batch

FY17 Invoice w/o PO in FY17 batch

FY18 Batches = invoice dates > 7/1/17

FY18 Invoice w/ FY18 PO in FY18 batch

FY18 Invoice w/o PO in FY18 batch

FY18 Invoice w/ FY17 PO HOLD until 8/4

⇒ DO NOT enter in a batch until 8/4

OTHER GUIDELINES

⇒ **NO NEW FY17 POs or FY17 Change POs**

⇒ Changes to FY17 & prior POs can be made **AFTER closing is complete on 8/4**

⇒ **Budget transfers:** use correct FY & date, i.e. 6/30 date is FY17; 7/1 is FY18

⇒ If an invoice has a **July date**, but the **work was performed in June**; add to a **FY17 batch**, use **6/30 as the invoice date in NWS**, and write a note on the invoice confirming the true date

⇒ All p-card transactions should **note the appropriate FY FIRST in the comments**. For example, "FY2017 purchase of stapler" or "FY2018 pest control"

AUGUST 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 2pm Deadline: Regular FY18 Invoice Process <hr/> Pcard end- month updates & approvals due	2 Regular FY18 AP Invoice Process	3 FYE Closing Process <hr/> No un-posted FY17 POs or invoices	4 Year End Process Complete <hr/> Begin entry of FY18 invoices with FY17 POs	5
6	7 Project Carryovers Posted <hr/> External Auditors on-site (8/7-8/18)	8 2pm Deadline: Regular FY18 Invoice Process	9 Regular FY18 AP Invoice Process	10 Pcard mid- month end date	11 Payroll Pay Date	12
13	14 External Auditors on-site (8/7-8/18)	15 2pm Deadline: Regular FY18 Invoice Process	16 Regular FY18 AP Invoice Process <hr/> Pcard mid- month updates & approvals due	17	18	19
20	21	22 2pm Deadline: Regular FY18 Invoice Process	23 Regular FY18 AP Invoice Process	24	25 Payroll Pay Date <hr/> Pcard end-of- month end date	26
27	28	29 2pm Deadline: Regular FY18 Invoice Process	30 Regular FY18 AP Invoice Process	31		

Reminders for August:

- ⇒ ANY POs in the PO & Change PO process on 8/4/17 will be removed by Finance
- ⇒ HOLD FY17 invoices with a PO not paid in the last FY17 check run (7/31/17) until after FYE close is complete (8/4/17), any such invoices will be deleted by Finance
- ⇒ The City's external auditors will be here the weeks of August 7th and August 14th, any required documentation for the audit is due to Finance by 8/4/17
- ⇒ **AP invoices and PO will be back to business-as-usual on 8/4/17**