

Sponsored Program Accounting Year End Deadlines

Fiscal Year 2019

Year end close is quickly approaching. Please note the following deadlines for Sponsored Program Accounting:

- Overdraft incurred in May or earlier will need to be resolved by the end of May. Overdraft occurring in June needs to be resolved by **Friday, June 28, 2019**. Overdraft cannot be carried forward into the next fiscal year.
- All non-salary [journal entries/expense transfer](#) requests for FY '19 should be submitted to your SPA GA with all necessary approvals by **Monday, June 24, 2019**.
- All PAFs and EIFs (excluding LUMC-P) for salary adjustments in FY '19 will need to be received with all necessary approvals by **Friday, June 7, 2019** to ensure they are processed with the final payroll of the fiscal year.
- All LUMC-P salary adjustments in FY '19 will need to be received with all necessary approvals by **Wednesday, June 5**. Please remember that LUMC-P PAFs may take longer to reach SPA than other EIFs/PAFs, sometimes up to a full two weeks in "travel time".
- Lakeside and SON: All supplemental salaries to be paid by June 15th need to be received in SPA, with all necessary approvals, by **Friday, May 31, 2019**.
- For any **grants with a 6/30/19 or earlier end date that are expected to continue into the next fiscal year** SPA will need to have either an Advanced Account Form with appropriate back-up to guarantee expense past the end date in the absence of a fully executed agreement/extension or the fully executed agreement/extension. Find the Advanced Account Authorization Policy and form online at <http://www.luc.edu/spa/policies.shtml>.
- Any payment requisitions or expense reimbursements that need to post in FY '19 should be received electronically by AP at ACCOUNTS-PAYABLES@luc.edu by **5:00 PM CST Friday, June 21, 2019**.
- Any budget appropriations for FY '19 must be submitted to SPA by **Friday, June 28, 2019**.
- Advances in account code 1271 & 1273 incurred prior to May 1, 2019 must be substantiated & reconciled by the end of June. Send completed logs & supporting documentation to GRNTCON@luc.edu
- Pro-card transactions for FY '19 must post on or before **Thursday, June 27** and be approved in PNC Active Pay by **Tuesday, July 2 at 12pm** to be included in FY '19 budgets. Pro-card transactions not meeting the deadlines will be included in FY '19 budgets. *Note:* if items are backordered, for example, and the vendor does not 'run the card' by Thursday, June 27 the charge will likely post in FY '20.
- Non-repetitive wire transfer requests must be in the Treasurer's Office by **12pm CST on Tuesday, June 25**.

*** See the [Finance Key Contacts](#) Page and the [Finance Year End Information Session on 4/24/19](#) for additional information and resources***

- Note: FY '19 budgets will be carried forward to FY '20 in July. In mid-July budgets on sponsored program reports may appear to be \$0.00 and your AU to be overdrawn during the reconciliation/carry-forward process but you may continue to spend on your sponsored AUs normally during this time. Budgets will be viewable again on reports run toward the end of July. Please contact your SPA GA if you have questions about the annual budget reconciliation and carry forward process for the University's sponsored programs.