

JUNE 2019

PAYROLL
 PROCUREMENT
 ACCOUNTS PAYABLE
 ACCOUNTING



Northeastern University

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
26	27	28	29	30	31	1	
2	3	4	5	6	7 FY19 Salary Adjustments Due to HR/Payroll	8	
9	10	11	12	13	14 Purchase, Req and Change orders can be processed until today; reqs not transferred to purchase order by June 21st will be deleted Last Day to submit FY19 Fund Requests to Accounting Office	15	
16	17	18	19	20	21 Reqs not transferred to purchase order by today will be deleted Completed/approved paper travel reimbursements (guest/student only) for individual travel rec'd by today will be posted to FY19 Last day to submit FY19 journal vouchers to Accounting Office via K2 for inclusion in FIRST FY19 CLOSING	22	
23	24	25	26 FY19 Salary Adjustments submitted by June 7th processed by Payroll	27	28	29	
30	1	NOTES					<i>Budget Transfers for FY19 must be completed by June 30, 2019. Budget Transfers cannot be backdated.</i>

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3	4 Holiday	5	6
7	8	9	10	11	12 Salary adjustments related to payroll processed between 6/8-6/30 due to HR/Payroll Last Day to submit DPAY invoices <\$25,000 to Accounts Payable for inclusion in FY19	13
14	15	16	17 Last Day to submit FY19 correcting journal vouchers to Accounting Office via K2	18 Last day to submit DPAY's meeting FY19 prepaid expense criteria to Accounting Office	19 Last Day to process FY19 transactions in Concur; Reports rec'd after today will be charged to FY20 Last day to submit invoices >\$25,000 for goods/services performed in FY19 to Accounts Payable for inclusion in FY19	20
21	22	23	24 FY19 Salary Adjustments submitted by July 12th processed by Payroll	25	26 SECOND CLOSE FY19 Balance Forward to FY20 (3,5,6,7,8 Funds) P19XX Encumbrances Roll to FY20	27
28	29	30	31 SECOND CLOSE FY19 Reports Available	1	2	3
4	5	NOTES				