

Fiscal Year 2021 Close-Out Calendar

Budget Category	Last day for provision of chargeback services	Last day to submit to Accounts Payable fully approved direct expense forms (add note) (until 4:00PM ET)	Last day to enter and approve FY21 purchase requisitions (until 4:00PM ET)	Last day for departments to fully approve FY21 Chrome River expense reports (until 11:59PM ET)
Unrestricted Activities: Operating Budgets Research Centers Faculty Seed Grants Auxiliaries	Friday, June 11	Thursday, June 24	Thursday, June 24	Thursday, June 24
Restricted Activities: Grant Match Faculty Start-up Budgets Grant and Contract Budgets Restricted/Designated Budgets Plant Fund Project Budgets Agency Budgets	Friday, June 11	Thursday, June 24	Thursday, June 24	Thursday, June 24

All FY21 blanket orders in the supply category accounts codes 734002, 734010, 734016, 734020, 734095, 734096, 734098, and 734099 will not roll into FY22 and will not be available beyond Thursday, June 24, 2021. Thus, attention to these standing orders should occur now in order for supplies to be received and invoices approved prior to close of business (4:00PM ET) on Friday, June 25, 2021.

Requisitions not fully approved by the above date will be charged to FY22.

After the close of business (4:00PM ET) Friday, June 25, 2021 through Thursday, July 1, 2021 Highlander eMerchant will be available for initiating Supplier Requests as well as creating FY22 shopping carts and manage outstanding receiving. These transactions, however, will not be reflected in Banner Finance until FY22 (beginning Friday, July 2, 2021).

Finance systems are scheduled to resume normal FY22 activities on Friday, July 2, 2021.

Change orders on FY21 blanket POs are prohibited in FY22.

If you have any questions with respect to the year-end process and close-out, please contact your Business Manager or the office of Financial Systems & Innovation by sending an email to financesecurity@njit.edu