

Laney College
Business Services
 2021 Year-End Close Timeline

Transaction	CAMPUS DATE
Purchasing Cut-off (Fund 01 and any categorical /grants that terminate June 30) Requisitions and Purchase Orders - Tangible Items/ Goods	April 13, 2021 2nd Tuesday
Purchasing Cut-off (Fund 01 and any categorical/ grants that terminate June 30) Requisitions and Purchase Orders - Services	May 18, 2021 3rd Tuesday
Purchasing Cut-off (Other Funds) Requisitions and Purchase Orders	May 18, 2021 3rd Tuesday
Deposits Cut-off (Checks due to District Office)	June 21, 2021
Warehouse Cut-off (Stores and Warehouses Orders)	June 4, 2021
Service Agreement / Contracts (ICCs) Cut-off	N/A See above
Personnel Actions Final Day to submit FY2020-21 Payroll Adjustment ePAFs Final Day to submit Summer Session ePAFs (20-21/21-22)	June 15, 2021
Accounts Payable Cut-off (Invoices to District AP)	July 16, 2021
Payroll Adjustment Requests Cut-off	July 26, 2021
Journal Entries Cut-off (Expense Transfers)	July 30, 2021
Accruals from 2020-21	July 30, 2021

Key Notes:

- The dates listed above are the last processing dates for various types of transactions. If multiple steps are required before a transaction can be fully posted, you must consider all steps and ensure that the last step takes place according to the dates on that list. For instance, if you are processing a transaction that requires an increase to an encumbrance (PO). You must cancel or adjust encumbrance(s) before **Tuesday April 13, 2021** for Unrestricted General Fund and **Tuesday, May 18, 2021** for all other funds. This will provided a sufficient unencumbered balance for the claim to be successfully posted on the due date.
- The dates listed above are the last processing dates for various types of transactions. If multiple steps are required before a transaction can be fully posted, you must consider all steps and ensure that the last step takes place according to the dates on that list.
- Personnel Action Forms (ePAFs) requesting payment for any assignments with a start date prior to July 1, 2021 must be approved by the College President (for colleges) or the Vice Chancellors (for district offices) prior to Wednesday, June 30, 2021. This deadline is necessary for the District to timely and accurately close its books. Receipt of Personnel Action Forms after this date may delay the processing of payment and delay actual payment to employee.