

## Harvard Library/Harvard College Library - Fiscal 2016 Summary of key yearend dates

Area	Deadline	Comments
<b>Collections</b>		
Vendor Setup	June 10th - to Finance by 5pm	For vendors to be paid in FY16, paperwork hand delivered or faxed to Jill Hiller
EDI invoices	June 10th - System stops loading	EDI invoice loads will resume on Monday July 11th at 5am
Pcard Use	June 13th - stop pcard use for collections whenever possible	Pcard Sweeps to be reviewed daily: Pcard Sweep June 29th 3pm (transactions 6/10-6/16) Pcard Sweep June 30th 3pm (transactions 6/17-6/23) Pcard Sweep July 7th 3pm (transactions 6/24-6/30)
Aleph Amazon-Lib invoice	June 17th - All Amazon-Lib lines added to invoice and invoice paperwork to Finance by 5pm	Finance will send details of May/June Amazon-Lib invoice to shoppers by end of day June 14th
Stop, Voided, Re-Deposit checks	June 20th - to Finance by 5pm	Send to Jill Hiller (HL) or Lucy Khoumjian (HCL)
Cash/Check & Wire Transfer Info to Finance	June 21st by 5pm	Send to Jill Hiller (HL) or Lucy Khoumjian (HCL)
Order Loader (bibs, holdings etc)	June 21st - Cutoff for order loader items	Order loader will resume on Friday July 8th
Aleph Invoices - Regular	June 21st - REG invoices to Finance 5pm	Invoices should be hand delivered if close to the deadline
Pcard paperwork	June 24th - All 6/29, 6/30 & 7/7 Pcard sweep paperwork must be reviewed and rcd to HLF by 5pm	Send to Jill Hiller (HL) or Lucy Khoumjian (HCL)
Aleph Adjustment Invoices	June 27th - ADJ invoices to Finance by 5pm	Invoices should be hand delivered if close to the deadline
Receiving Collections	June 30th - FY16 receipts may continue until 5pm	FY17 receiving resumes Tuesday July 5th
Aleph budget Freeze	June 30th - System Freeze June 30th 6pm to July 4th 8am	No invoice activity or budget activity allowed
FY17 Invoice activity	July 8th by end of day- Finance to communicate Aleph available for budget use	Begin entering FY17 invoices and placing FY17 orders
Order Loader (bibs, holdings etc)	July 8th - Resumes loading	
EDI invoices	July 11th - Resumes loading	

<b>Non-Collections</b>		
Vendor Setup	June 10th - to Finance by 5pm	For vendors to be paid in FY16 paperwork hand delivered or faxed to Aidan Alleyne (HL) or Lucy Khoumjian (HCL)
Web Vouchers	June 10th - Web Travel Authorization Forms (WR-TAFs) - approved and ticketed by 5pm	Email to Leah Nickel (HL) or Lucy Khoumjian (HCL)
Web Reimbursement	June 21st by 5pm	Leah Nickel (HL) or Lucy Khoumjian (HCL)
Wire Transfer Payments	June 21st by 5pm	Leah Nickel (HL) or Lucy Khoumjian (HCL)
Cash/Check deposits	June 22nd by 5pm	Deposits should be hand delivered to Aidan Alleyne (HL) or Lucy Khoumjian (HCL)
Pcard Use	June 22nd - cutoff for FY16 transactions	Pcard Sweeps to be reviewed daily: Pcard Sweep June 29th 3pm (transactions 6/10-6/16) Pcard Sweep June 30th 3pm (transactions 6/17-6/23) Pcard Sweep July 7th 3pm (transactions 6/24-6/30)
HCOM paper invoices (pmt requests)	June 24th - approved in system and paper invoice to Finance by 5pm	Leah Nickel (HL) or Lucy Khoumjian (HCL)
HCOM Transactions (catalog vendors)	June 29th - to Finance by 5pm	Leah Nickel (HL) or Lucy Khoumjian (HCL)
Journal Entries - Intertub billing and adjustment journal deadline	July 7th - Journals to Finance by 3pm	Paperwork to be received by Ellen Greene by 3pm
Journal Entries - Journals within Tub 195 deadline	July 14th - Journals to Finance by 3pm	Paperwork to be received by Ellen Greene by 3pm

**June 2016**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 New Vendor setup for vendors to be paid in FY16 to finance by 5pm  Aleph EDI invoices - system stops loading  Web Travel Authorization Forms (WR-TAFs) - approved and ticketed by 5pm	11
12	13 Pcard - stop using for collections when possible	14 Finance sends May/June Amazon-Lib billings by end of day	15	16	17 Amazon-lib lines added to invoice and paperwork to Finance by 5pm	18
19	20 Request for stopped, voided, redeposit checks to finance by 5pm	21 Regular Aleph invoices and wires - to Finance by 5pm  Web Reimbursement reports must be received by Finance 5pm  Order Loader Cutoff	22 Cutoff for FY16 non-collection pcard purchasing  Cash/Check deposits - to Finance by 5pm	23	24 HCOM paper invoices approved in system and to Finance by 5pm  All 6/29, 6/30 & 7/7 Pcard sweep paperwork must be reviewed and rcd to HLF by 5pm	25
26	27 Adjustment Aleph invoices - to Finance by 5pm	28	29 Pcard Sweep 3pm 6/30 sweep  HCOM catalog transactions (ie WB Mason) to Finance by 5pm	30 Pcard Sweep 3pm 7/7 sweep  Collection Receiving Cutoff for FY16	Notes:	
				Aleph Acquisition system freeze (June 30th 6pm - July 4nd 8am)		

July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					Aleph Acquisition system freeze (June 30th 6pm - July 4nd 8am)	
3	4 Independence Day	5	6	7	8	9
Aleph Acquisition system freeze (June 30th 6pm - July 4nd 8am)		Resume Receiving in Aleph - 8am		Pcard Sweep 3pm sweep  Journals - Intertub billing and adj journals due to HL Finance 3pm	Order loader - resume for FY17  1st Close: Journal deadline 2 p.m  HL Finance to communicate Aleph is available for budget use - begin entering FY17 invoices and FY17 orders	
10	11 EDI - resume for FY17 at 5am	12	13	14 Journals -Tub 195 only journals due to HL Finance 3pm	15 2nd Close: Journal deadline 2 p.m	16
17	18	19	20	21	22 3rd Close: Journal deadline 2 p.m	23
24	25	26	27	28	29	30

Legend: Collections  
 Legend: Non Collections  
 Legend: Both