Listed below are important cutoff dates and events that will occur during our fiscal 2012 year end process. Refer to these dates to ensure that your transactions are processed appropriately and on time! **NOTE: The Accounts Payable cutoff is June 26th!!**

Remember that goods or services received by June 30th should be expensed this fiscal year. You should make every effort to secure invoices in time for year-end processing. Deadlines specific to Procurement can be found at this web address: [http://finance.tufts.edu/purchasing/files/FY12-Year-End-Purchasing-Guidelines.pdf](http://finance.tufts.edu/purchasing/files/FY12-Year-End-Purchasing-Guidelines.pdf). This includes information pertaining to P-Card deadlines.

Be proactive! Effort Reports for the months of April and May will be distributed on Friday June 1st. Making adjustments for these two months can ease the burden at year-end. Contact your Sponsored Programs Accountant if you have any questions.

June reports will be available on July 3rd. Review the information provided, and report any problems to your school financial administrator. A list of administrators can be found near the end of this correspondence.

**Financial Services Year End 2012 Close Calendar**

**Friday June 1st at 9:00am**  
Mock Effort Reports for April/May are mailed to departments. Please call Laura DeAmato (Medford/Grafton) or Catalina Vasquez (Boston) SPA for any special handling requests!

**Thursday June 14th at 12:00pm**  
April/May Effort Report cutoff – adjustments only to Sponsored Programs Accounting

**Monday June 18th at 4:00pm**  
Capital Expenditure cutoff (affecting FY2012 Deptids, Grants or Funds). Plan ahead/get approvals early. CEA’s initiated after cutoff will be processed in the new fiscal year.

**Friday June 22nd at 4:00pm**  
Keypunch cutoff for expense transfers, paper Interdepartmental Requisitions and journal batches – received by Financial Information Systems.

**Tuesday June 26th at 1:00pm**  
Spreadsheet journal upload cutoff to Financial Information Systems at peoplesoftjournals@tufts.edu.

**Tuesday June 26th at NOON**  
Labor adjustments to Sponsored Programs Accounting.

**Tuesday June 26th at 5:00pm**  
Accounts Payable cutoff – invoices, check vouchers, travel and business expense forms.
Friday June 29th at 11:30am  
Cash deposit cutoff at campus Bursar Offices/Student Service Center & Clinics

Friday June 29th before NOON  
Procurement Card cutoff – posting transactions to FY ’12.

Monday July 2nd– all day  
4th quarter Effort Reports distributed to departments. Please call SPA for any special handling requests!

Monday July 2nd beginning at 8:00pm  
Run 1st set of allocations for June – mock run

Tuesday July 3rd at 10:00am  
June reports available for schools.

Wednesday July 18th at NOON  
4th quarter Effort Reports are due to Sponsored Programs Accounting.

Wednesday July 25th at 3:00pm  
School Operating Statements available (excluding final balancing entries).

Your June reports will be available on July 3rd. Any problems with your reports must be brought to the attention of your school financial administrator as soon as possible. The financial administrator for each school is listed below:

- **Advancement**: Sunny Callahan 7-5336 sunny.callahan@tufts.edu
- **Arts & Sciences**: Marc Miller 7-3269 marc.miller@tufts.edu, Rich Kelley 7-3756 rich.kelley@tufts.edu
- **Central Admin**: Tony Luongo 7-4436 rock.rrottler@tufts.edu
- **Cummings School**: Elizabeth Torres 8-4632 elizabeth.torres@tufts.edu, Joe McManus 8-4734 joseph.mcm anus@tufts.edu
- **Dental School**: Beth Conant 6-6842 beth.conant@tufts.edu, Melanie Hansen 6-6667 melanie.hansen@tufts.edu
- **Engineering School**: Peter Boyajian 7-5792 peter.boyajian@tufts.edu, Scott Sahagian 7-3908 scott.sahagian@tufts.edu
- **Feinstein Famine Ctr**: Rosa Pendenza 7-3574 rosa.pendenza@tufts.edu
- **Fletcher School**: Fran Parisi 7-2412 fran.parisi@tufts.edu, Celia Campbell 7-3080 celia.campbell@tufts.edu
- **Friedman School**: Terre Daly 6-3708 terese.daly@tufts.edu
- **HNRCA**: Deena Strabone 556-3308 deena.strabone@tufts.edu
- **Medical School**: Patti Ambrosia 6-0937 patrice.ambrosia@tufts.edu, Ken Goldsmith 6-6549 kenneth.goldsmith@tufts.edu
- **Operations**: Gary Reinsein 7-2693 gary.reinstein@tufts.edu
- **Tisch College**: Joanne Minassian 7-2002 joanne.minassian@tufts.edu, Ebony Thompson 7-6380 ebony.thompson@tufts.edu
- **UIT**: Marybeth Caputo 7-2615 marybeth.caputo@tufts.edu, Angie Milonas 7-3432 angie.milonas@tufts.edu
Year End Adjusting Entries – Post June 30th
Effort reallocations must be sent to SPA no later than July 18th at NOON! All other school entries should be sent to Rock Rottler or Tony Luongo in Finance and Planning. Please submit all entries in upload form. Finance departments will review and give final approval to all requested entries.