

Note from the GL Team

Hope everyone had a good and safe Independence Day weekend! We are nearing the home stretch of closing out fiscal year 2021-2022. There is still a little time to get in last minute journal entries to make FY21-22 general ledger adjustments. See deadlines below. Also, please check your JE log/work list to be sure all your current JEs are submitted, approved and posted. Please email us at genacctg@mailbox.sc.edu if you are not aware of the JE processes for year-end or if you have any general questions related to fiscal year end.

GL Tip of the Month

MOVING AND RELOCATION

This month we are going to provide some tips and information on employee relocation and moving. [Moving and Relocation](#) information and forms can be found on the Controller's Office website.

To begin the process, the moving agreement and offer letter should be sent to the MOVING@mailbox.sc.edu. These documents will be forwarded to Mandy Kibler, University Controller, for her signature and the signed moving agreement will be returned to the requestor.

Once the department has the signed moving agreement, they can submit the Employee Relocation and Moving Request form to MOVING@mailbox.sc.edu.

Please send in this order (preferably as one attachment):

- Employee Relocation and Moving Request form – fully signed and completed to include the employee's payroll account code (51200, 51300, etc.)
- Fully Signed moving agreement (to include Mandy's signature)
- Fully signed offer letter
- Backup for items as listed on the form in the same order: Invoices, Bill of Lading, payment verification, mileage map, etc.

Please email the Moving Mailbox at MOVING@mailbox.sc.edu with any questions.

Dates/Deadlines to Remember

Tuesday	July 5, 2022	12:00 PM	Deadline for submission of Payroll retros for 06/30/22 pay period
Wednesday	July 6, 2022	12:00 PM	Deadline to submit all FY22 AP invoices
Wednesday	July 6, 2022	12:00 PM	Deadline to have all FY22 JEs approved (period 913)
Thursday	July 7, 2022	8:00 AM	FY22 Purchasing PO's rolled to FY23
Friday	July 8, 2022	5:00 PM	Deadline to submit June Sales/Use/Admissions Tax Returns
Thursday	July 14, 2022	5:00 PM	Current tentative close of FY22
Monday	July 25, 2022	5:00 PM	Team Card expense reports due for July billing cycle
Monday	July 25, 2022	5:00 PM	Travel Card expense reports due for July billing cycle
Wednesday	July 27, 2022	5:00 PM	P-Card expense reports due for July billing cycle
Friday	July 29, 2022	12:00 PM	July Expense Module Correction forms (APEX) submitted to GL mailbox
Friday	July 29, 2022	12:00 PM	July AP JV Eforms completed and approved in PeopleSoft
Monday	August 1, 2022	5:00 PM	July Journal Entries completed and approved in PeopleSoft
Wednesday	August 3, 2022		Tentative close of GL for July

**Have questions related to
fiscal year end?
Worried you have missed
something?**

**Email the GL Team ASAP at:
genacctg@mailbox.sc.edu**