

Fiscal Year-End Schedule
June 30, 2022

As we near the end of FY22, please review the year-end processing deadlines listed below. The deadlines for various financial activities are necessary to facilitate an effective and efficient year-end accounting close and to allow for proper preparation of the University's financial reports.

Requisitions and Change Orders

➤ Fiscal Year 2022

For requisitions and change orders to be charged to the fiscal year 2022 budgets, transactions must be completed and **approved** by 3:00 PM Thursday, June 16th to ensure sufficient time for Purchasing to generate the purchase orders. There should be NO purchase orders, change orders, or requisitions with a FY22 **transaction date** entered after June 16th. Requisition and change order security access will be removed at 3:00 PM Thursday, June 16th, and restored on Friday, July 1st by 10:00 a.m.

➤ Fiscal Year 2023

Beginning Friday, July 1st all requisitions must be entered in FY23 with a July 2022 transaction date. Requisition and change order security access will be restored on Friday, July 1st.

Open Commitments (Encumbrances)

- All open commitments (e.g., encumbrances) should be reviewed to determine if they are needed. If no longer needed, Accounts Payable should be notified as soon as possible but no later than Tuesday, June 21st by 12:00 PM. All standing (open) purchase orders other than grant funds and plant project funds should be closed in the old fiscal year.
- The University will roll (carry forward) encumbrances into FY23 to include the corresponding budget entries. Change orders can only be processed against purchase orders where encumbrances have rolled to the new fiscal year. Purchase orders closed in FY22 cannot be reopened in the new fiscal year. To help determine if a purchase order was rolled from FY22 to FY23, users can access the detail encumbrance activity (FGIENCD) which will show E090 code for any FY22 encumbrance that rolled to FY23.

New Vendor Setup and Service Contracts

- All ICDC, W-9, and contracts due for vendor setup for FY22 invoice processing must be submitted to purchasing no later than Monday June 6th.

Regular and Direct Pay Invoices

- Direct Pay Invoices
Vendor invoices mailed directly to the departments should be entered and approved by departments (\$400.00 or less) by 5:00 PM Thursday, June 23rd if invoice is for goods received or services rendered in FY22.
- Departmental access to process direct pay invoices will be removed at 5:00 PM Thursday, June 23rd to ensure no new direct pay invoices are processed for FY22. Direct pay invoicing access will be reinstated by 10:00 AM Friday, July 1st to allow for FY23 processing.
- Regular Invoices
Vendor invoices mailed directly to the departments need to be approved and forwarded to Accounts Payable for processing no later than 5:00 PM Wednesday, June 22nd and Wednesday, June 29th, **if payment is for goods received or services rendered in FY22.**
- Please contact vendors if an invoice for goods received or services performed in FY22 has not been received by year-end. Encumbrances will be rolled at 5:00 PM Tuesday, July 5th which will cause the system to no longer allow invoice posting to FY22. **Please adhere strictly to this schedule as vendor liabilities are determined from the invoices which directly impact the financial statements.** A final FY22 check run will be processed on Friday, June 24th.

Outstanding Expense Reports – Concur / Cash Advances

- Concur expense reports for travel completed in FY22 must be submitted and through approvals by Tuesday, June 21st. Upload will be processed and dated June 24th in Banner.
- All unused cash advances for travel must be returned by 12:00 PM Tuesday, June 21st as all cash advances for travel should be liquidated at year-end.

Approvals

- Direct pays – Deadline for FY22 approval is 5:00 PM Thursday, June 23rd.
- Requisitions & Change Orders – Deadline for FY21 approval is 3:00 PM Thursday, June 16th.
- Requisition & Change Orders security access removed at 3:00PM Thursday, June 16th.
- Concur – Approvals for FY22 expense should be completed by Tuesday June 21st.

Budgets

- Budget JV's (Cleanup) Deadline for FY22 budget JV approval is 12:00 PM Wednesday, July 6th.

Departmental Deposits & Miscellaneous Receipts - **NEW**

- June 28th- Last day to make deposits in the Huntington Bank **night Drop** and email the Touchnet deposit information to Kelly Normand in Student financial Services, to post by the 30th.
- June 29th-: All departmental deposits are to be **deposited by taking INSIDE the Huntington Bank Branch to a Teller and the Touchnet deposit information emailed to Kelly Normand in Student Financial Services by 3:00 PM Wednesday, June 29th** to ensure documents are processed and forwarded to the Accounting Office to allow sufficient time to process transactions for year-end close.
 - Please contact Kelly Normand if any questions after this deadline.

Journal Vouchers & Uploads

- All journal vouchers (JV's) – this includes month-end entries, departmental JV's, and department uploads – for FY22 activity should be delivered by the end of the day on June 29th to the Accounting Office.
- YE cleanup budget entries and budget uploads can be completed until 12:00 PM on Wednesday, July 8th.

Labor Reallocations

- All FY22 labor reallocations need to be sent to Ed Shepard by 5:00 PM on Thursday, June 2nd.