

FY23 Year End Dates to Remember

Thursday, June 2

- Labor Reallocations due to Charlotte Bongard by 5:00 PM

Monday, June 5

- Review and funding of all Fund deficits
- All ICDC, W9 and contracts due to Purchasing for FY23 processing of requisitions
- EPAF Spreadsheet (2nd round) due to Academic Affairs (FFA inloads/overloads, Adjunct overloads)

Thursday, June 15

- Requisitions & Change Orders for FY23 **Completed AND Approved** by 3:00 PM
- Requisition & Change Order Security Access Removed at 3:00 PM

Monday, June 19

- Rolling positions into FY24

Tuesday, June 20

- Accounts Payable notified of unneeded Open Commitments/Encumbrances by 12:00 PM

Thursday, June 29

- Accounts Payable Invoices for Goods Received or Services Rendered in FY23 due by 5:00 PM

Thursday, June 22

- Departmental Direct Pay Invoices Due by 5:00 PM (Must be Completed and Approved)
- Direct Pay Access Removed at 5:00 PM

Friday, June 30

- Final FY23 check run processed

Tuesday, June 20

- Concur – Expense Reports Completed for FY23 Submitted and through Approvals by 5pm
- Unused Cash Advances due by 12:00 PM by 5pm

Thursday, June 29

- Departmental Deposits due to Bank no later than 3pm to guarantee posting through the bank by Fiscal Year End.

Thursday, June 28

- FY22 JVs Including Month-End JVs and online Budget JVs due by 12:00 PM to Accounting
- June Month-End Uploads due by 12:00 PM to Accounting
- Accounts Payable Invoices due by 5:00 PM
- Final FY23 Concur Upload

Wednesday, July 5

- All Finance User Security Access Restored by 10:00 AM
- Begin Processing Requisitions, Change Orders, Direct Pay Invoices, Journal Vouchers, Budget Requests, Departmental Deposits, and Miscellaneous Receipts for FY24.
- Concur Estimate Accrual

Monday, July 10

- Non-Labor Budget Cleanup (Entries and Uploads) Due by 12:00 PM
- Departmental Labor Budget Cleanup (Entries & Uploads) – Due by 12:00 PM
- Final Review / Close of Open Commitments (Encumbrances)
- Encumbrance Roll at 5:00 PM
- Last day to enter FY23 invoices by 5:00 PM. After this date, FY23 invoices may be accrued back into prior year.

Friday, July 14

- First check run for FY24 invoices