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A SUMMARY OF YEAR END DEADLINES*
FY23

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Wednesday, May 31	Last day for departments to submit Advance Account requests to SPA that need to be set up prior to the end of the fiscal year
Friday, June 2	Departments should run the UV_UNRECONCILED_CHECKS query to review checks that may need to be voided before fiscal year end
Wednesday, June 14	Reallocation of P-Card journals dated June 2nd
Thursday, June 15	Last day for requests for use of F_108 dollars due from units to FAB
Friday, June 16	All ePARS due to Human Resource Services for final FY23 semi-monthly payroll
Friday, June 16	Last FY23 payroll distributions to Payroll Services
Friday, June 16	Last FY23 bi-weekly wage transfers due to Payroll Services
Friday, June 16	All computer orders received by this date will be processed for priority FY23 budgets (*Note, if the computers ordered have not arrived before year-end, the purchase will move to FY24 per accounting requirements. Order early! All computer orders placed after this date will be processed in FY24.*)
Tuesday, June 20	All payroll and benefit forms due to Human Resource Services for final FY23 bi-weekly payroll
Friday, June 23	Last day to charge items on P-Card and have them post as FY23 transactions
Friday, June 23	Travel expense reports for FY23 trips must be submitted by end of business day (access turned off at end of day for travel expense reports; approvers access turned off June 27th; turned back on the morning of Monday, July 3rd)
Friday, June 23	Requisitions for FY23 Purchase Orders by end of business day (access turned off at end of day to requisitions; turned back on the morning of Monday, July 3rd)
Monday, June 26	Deadline for supervisors to approve biweekly payable time for final June bi-weekly payroll
Monday, June 26	Deadline for supervisors to approve semi-monthly payable time for final June semi-monthly payroll
Monday, June 26	University Store purchases (FY23 orders filled)
Tuesday, June 27	Travel expense reports for FY23 trips must be approved by end of business day
Tuesday, June 27	Travel expense paperwork to Disbursement Center by noon
Wednesday, June 28	Last Shop Stores FY23 orders
Friday, June 30	University Store & Shop Stores closed for inventory
Friday, June 30	Petty Cash close out paperwork to General Accounting and deposit with Treasury Services by noon
Friday, June 30	All cash or checks for FY23 gifts due to Foundation by 9:00 am
Friday, June 30	Cash and checks to Treasury Services by noon
Friday, June 30	Print & Mail Center FY23 work completed

*These dates represent University-level Deadlines. Your department's business manager may set earlier dates to meet these deadlines.

Friday, June 30	Tag all movable equipment purchased in FY23 and send documentation to Financial and Costing Accounting by today
Wednesday, July 5	Last FY23 retroactive distributions processed
Wednesday, July 5	Last day to request a new customer ID for FY23 billing
Thursday, July 6	Deadline to submit list of FY23 POs to roll into FY24 to Purchasing Services
Thursday, July 6	Deadline for all journal entries with late operational cost transfers to be submitted
Thursday, July 6	FY23 inventory adjustments due to General Accounting
Friday, July 7	Petty Cash replenishment vouchers to General Accounting
Friday, July 7	Deadline for departments collecting taxes to submit sales reports and related journal entries or Billing invoices to Tax Administration by 3pm
Friday, July 7	Invoices on PO's to Disbursement Center by end of business day
Friday, July 7	Check requests to Disbursement Center for non-PO invoices by end of business day
Monday, July 10	Reallocation of P-Card transactions for 6/25 cycle completed by noon
Wednesday, July 12	FY23 Budget transfer journals submitted <u>and approved</u>. *You must change the journal date to 6/30/23 for any entered in July*
Wednesday, July 12	Peoplesoft AR billings for FY23 services must be ready, for invoices scheduled to post on July 19th. *You must use a 6/30/23 accounting date on all FY23 invoices entered in July*
Thursday, July 13	Last FY23 Departmental Journal entries. *You must replace the default journal date with 6/30/23 for all FY23 journals initiated in July*
Thursday, July 13	Last IC (internal) billings for FY23 services. *You must use a 6/30/23 journal date for those entered in July*
Friday, July 14	Last Dean's Office journal entries. *You must replace the default journal date with 6/30/23 for all FY23 journals initiated in July*
Friday, July 21	Close Period 12 (June Close)
Wednesday, July 26	Close Adjustment Period 998 (Final Close)

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