A SUMMARY OF YEAR END DEADLINES*
FY24

Friday, 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, May 31	Departments should run the UV_UNRECONCILED_CHECKS query to review checks that may need to be voided before fiscal year end
Friday, June 14	Last day for requests for use of F_108 dollars due from units to FAB
Friday, June 14	All ePARS due to Human Resource Services for final FY24 semi-monthly payroll
Friday, June 14	All payroll and benefit forms due to Human Resource Services for final FY24 bi-weekly payroll
Friday, June 14	Last FY24 payroll distributions to Payroll Services
Friday, June 14	Last FY24 bi-weekly wage transfers due to Payroll Services
Friday, June 14	All computer orders received by this date will be processed for priority FY24 budgets (*Note, if the computers ordered have not arrived before year-end, the purchase will move to FY25 per accounting requirements. Order early! All computer orders placed after this date will be processed in FY25.*)
Monday, June 17	Reallocation of P-Card journals dated June 2nd
Friday, June 21	Requisitions for FY24 Purchase Orders by end of business day (access turned off at end of day to requisitions; turned back on the morning of Monday, July 1st)
Monday, June 24	Last day to charge items on P-Card and have them post as FY24 transactions
Monday, June 24	Travel expense reports for FY24 trips must be submitted by end of business day (access turned off at end of day for travel authorizations and expense reports; approvers access turned off June 25th; turned back on the morning of Monday, July 1st)
Monday, June 24	Deadline for supervisors to approve biweekly payable time for final June bi-weekly payroll
Monday, June 24	Deadline for supervisors to approve semi-monthly payable time for final June semi-monthly payroll
Tuesday, June 25	Travel expense paperwork to Disbursement Center by noon
Tuesday, June 25	Travel expense reports for FY24 trips must be approved by end of business day
Wednesday, June 26	University Store purchases (FY24 orders filled)
Wednesday, June 26	Last Shop Stores FY24 orders
Friday, June 28	University Store & Shop Stores closed for inventory
Friday, June 28	All cash or checks for FY24 gifts due to Foundation by 9:00 am
Friday, June 28	Cash and checks to Treasury Services by noon
Friday, June 28	Petty Cash close out paperwork to General Accounting and deposit with Treasury Services by noon
Friday, June 28	Print & Mail Center FY24 work completed

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

Friday, June 28	Tag all movable equipment purchased in FY24 and send documentation to Financial and Costing Accounting by today
Wednesday, July 3	Invoices on PO's to Disbursement Center by end of business day
Wednesday, July 3	Check requests to Disbursement Center for non-PO invoices by end of business day
Wednesday, July 3	Last FY24 retroactive distributions processed
Wednesday, July 3	Last day to request a new customer ID for FY24 billing
Friday, July 5	Deadline to submit list of FY24 POs to roll into FY25 to Purchasing Services
Friday, July 5	Deadline for all journal entries with late operational cost transfers to be submitted
Friday, July 5	FY24 inventory adjustments due to General Accounting
Friday, July 5	Petty Cash replenishment requests to General Accounting
Monday, July 8	Deadline for departments collecting taxes to submit sales reports and related journal entries or Billing invoices to Tax Administration by 3pm
Tuesday, July 9	Reallocation of P-Card transactions for 6/25 cycle completed by noon
Wednesday, July 10	FY24 OPS Budget transfer journals submitted <u>and approved</u>. *You must change the journal date to 6/30/24 for any entered in July*
Wednesday, July 10	Peoplesoft AR billings for FY24 services must be ready, for invoices scheduled to post on July 17th. *You must use a 6/30/24 accounting date on all FY24 invoices entered in July*
Thursday, July 11	Last FY24 Departmental Journal entries. *You must replace the default journal date with 6/30/24 for all FY24 journals initiated in July*
Thursday, July 11	Last IC (internal) billings for FY24 services. *You must use a 6/30/24 journal date for those entered in July*
Friday, July 12	Last Dean's Office journal entries for FY24. *You must replace the default journal date with 6/30/24 for all FY24 journals initiated in July*
Friday, July 19**	Close Period 12 (June Close)
Wednesday, July 24**	Close Adjustment Period 998 (Final Close)

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**Tentative date