

FY24 Year End Dates to Remember

Friday May 3

- Any laptop computer, i-pads, etc. must be ordered

Friday May 24

- Any Amazon orders for computer related items must be ordered

Tuesday May 28

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

Friday May 31

- Review and fund all deficit budgets and fund balances, cleanup is to be completed by 3:00 PM

Monday, June 3

- All ICDC, W9 and contracts due to Purchasing for FY24 processing of requisitions

Thursday, June 13

- Requisitions & Change Orders for FY24 **Completed AND Approved** by 3:00 PM
- Requisition & Change Order Security Access removed at 3:00 PM

Tuesday, June 18

- Accounts Payable to be notified of unneeded Open Commitments/Encumbrances by 12:00 PM
- Unused Cash Advances due by 12:00 PM (noon)

Tuesday, June 25

- Concur – expense reports completed for FY24 **submitted and through Concur Office approval by 5:00 PM**

Wednesday, June 26

- Accounts Payable Invoices for Goods Received or Services Rendered in FY24 due by 5:00 PM
- Departmental Deposits via drop box to Huntington Bank and deposit information emailed to Kelly Normand

Thursday, June 27

- FY24 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
- Departmental Deposits due to Bank (inside) no later than 3:00 PM to guarantee posting through the bank by Fiscal Year End and email to Kelly Normand.

Friday, June 28

- Final Accounts Payable FY24 check run processed
- Banner Finance will be unavailable for any entry beginning at noon (related to rolling into FY25)

Monday, July 1

- Banner Finance opened backup for query (this related to rolling into FY25)
- Final Salary Savings Report will be run by Position Control prior to rolling of positions
- Rolling positions into FY25 (target three-day window this is the first day)

Wednesday, July 3

- All Finance User Security Update Access Restored by 10:00 AM
- Begin Processing Requisitions, Change Orders, Direct Pay Invoices, Journal Vouchers, Budget Requests, Departmental Deposits, and Miscellaneous Receipts for FY25.
- Any known amounts over \$15,000 owed to vendors for FY24 not yet invoiced are to be brought to the attention of the Disbursements Office so that Accrual entries can be created and entered, this includes retainage

Friday, July 5

- Project funds final cleanup Due by 3:00 PM

Wednesday, 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

Friday, July 12

- First check run for FY25 invoices

Important reminder: completed and approved means in and approved by the final office (Purchasing/Concur/Accounts Payable/Accounting/etc.) associated with the specific items. This does not happen instantly some folks in your approval flow may not be available at the last minute, plan accordingly.