Business Services Accounting
Year-End Closing, Fiscal Year 2023
Key Dates

SOU Due Date	Description
May 1	**Period #1 is opened for next year 2023-2024 transactions**
June 9	**All FY 23 POs must be input and approved, for goods and services to be received by June 30th. POs can be processed later if there will be a shortened delivery time associated with being able to receive the items prior to the end of the year, and deliver the invoice to the Service Center.**
June 16	**Payroll Obligations** –All FY23 Payroll obligations due to Payroll Office.
June 16	**US Bank Purchasing Card**: Transactions purchased by June 17 will be charged to FY23 funds (if received by June 30). P-Card Transactions occurring June 17 -June 26, will be charged to FY23 if appearing on June statement. Charges subsequent to June 26, will be posted to next fiscal year.
June 23	**Higher One Reimbursements** deadline. All Higher One reimbursement to students for FY23 must be in the Service Center by close of business.
June 29	**Deliver all** *on hand Cash* **Deposits to Service Center.**
June 28	**All Division/Departments deliver all new incoming Deposits to Service Center. Any checks brought over on the 30th may potentially miss the deposit deadlines and not be recorded until the following day. These will be manually accrued back to the previous fiscal year as appropriate.**
June 30	**Purchase orders** for goods and services **received by June 30**, must be processed, approved, and posted.
June 30	**Travel Reimbursement Request Forms submitted to Service Center** for all completed travel in FY2023. Last day to submit to Service Center for processing is June 30.
June 30	**Payroll Redistributions** must be received by Payroll Services by June 29. Re-distributions for June by 7/1 at latest for final payroll feed.
June 30	**STUDENT SIS: No Data Entry to student accounts** and to the miscellaneous deposit forms (temporarily shut down at 5PM, and reopen after midnight)
July 1	**Re-establish SIS data entry capabilities** for the TFAMISC, TSAAREV, and TSASPAY forms.
July 7	**FY23 Donation Pledges**: **Submit a list of any pledges** that are outstanding as of 6/30/23 and which are made directly to the University, if any.
July 7	All **FY23 Invoices** must be input and approved at all levels before noon. All invoices for current year should be in by 6/30 AND goods/services <u>received by June 30</u>.
July 7	Final day to backdate invoices to be posted to period 12 of FY2023. FY2023 related invoices coming in after this date will need to be accrued by JV to recognize in Period 14.
July 7	**Clearing of Purchasing Card Charges** – Clear all goods and services received by June 26th Statement drop- date. If not on statement, then expensed next year.
July 7	**Overdrawn Accounts**: Where possible, departments should clear all deficits before closing period 12 financial statements.
July 10	**Close Period 12 at 5PM.** Period 12 Journal Voucher cut off**.** All JV transactions must be input by noon
July 11	**Period 12 Financial Reports available** to departments through Cognos.
July 18	All **Period 14 JVs** should be input and cleared out of departmental approval queues.
July 24	**CLOSE PERIOD 14 ("SOFT CLOSE")** 5pm
July 26	**Period 14 Financial Reports** available to departments through Cognos.