

**Business Services Accounting
Year-End Closing, Fiscal Year 2024
Key Dates**

SOU Due Date	Description
June 10	Purchase Orders – Last day to issue a Purchase Order for inclusion in FY24
June 14	Procurement – Purchases to be included in FY2024 should be completed.
June 14	Payroll Obligations –All FY24 Payroll obligations due to Payroll Office.
June 24	Higher One Reimbursements deadline. All Higher One reimbursements to students for FY24 must be in the Service Center by close of business.
June 28	Deliver all <i>on hand Cash Deposits</i> to the Bursar’s office by noon.
June 28	All departments Deliver all new incoming Department Deposits to Bursar’s office by noon. 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 28	Purchase orders for goods and services received by June 30 , must be processed, approved, and posted.
June 28	Expenditure reports Submitted to Service Center for all completed travel in FY24.
June 28	Payroll Redistributions should be received by Payroll Services by June 28. Re-distributions for June by 7/1 at latest.
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)
June 30	Re-establish SIS data entry capabilities for the TFAMISC, TSAAREV, and TSASPAY forms.
July 1	US Bank Purchasing Card: Transaction verifications and cost reallocations need to be completed by close of business
July 3	Deadline for final Payroll Adjustments involving FY24. Final June payroll feed run on 7/5.
July 5	All FY24 Invoices must be input and approved at all levels before 10am to insure a payment is issued to the vendor that day. All invoices for current year should be in by 6/30 AND goods/services received.
July 8	FY24 Donation Pledges: Submit a list of any pledges that are outstanding as of 6/30/24 and which are made directly to the University, if any.
July 8	Clearing of Purchasing Card Charges – Clear all goods and services received by June 27th Statement drop- date. If not on statement, then expensed next year.
July 8	Overdrawn Accounts: Where possible, departments should clear all deficits before closing period 12 financial statements.
July 8 4pm	Period 12 Journal Voucher cut off. All JV transactions must be input by 4 p.m.
July 8 5pm	Close in Progress
July 19	All Period 12 JVs should be input and cleared out of departmental approval queues.
July 22 5pm	CLOSE PERIOD 12 (“SOFT CLOSE”)