

# FY24 YEAR-END DEADLINES

## SUMMARY OF FINANCIAL DATES

DATE	TIME DUE	ITEMS	DEPARTMENT
Tuesday, May 21, 2024 through Wednesday, June 12, 2024	5:00 PM	Request Suppliers send all open invoices including Utility invoice for processing to <a href="mailto:accountspayable@fau.edu">accountspayable@fau.edu</a>	Procurement
Monday, June 3, 2024	5:00 PM	Close open Purchase Orders fully invoiced, punchout PO's completed and other PO's as appropriate	Procurement
Friday, June 14, 2024	5:00 PM	Last day for 2024 Spend Authorizations	Procurement
Monday, June 17, 2024	5:00 PM	Last day 2024 Requisitions can be created. Must be approved (all unapproved Requisitions will be closed)	Procurement
	5:00 PM	Last day for 2024 Change Orders to be sent to Purchasing	Procurement
	5:00 PM	Last day for new 2024 Expense Reports	Procurement
Monday, June 17, 2024 through Sunday, June 30, 2024	3:00 PM on June 30, 2024	Blackout travel processing period begins –exceptions need to be reported to <a href="mailto:Travel@fau.edu">Travel@fau.edu</a> as all ER's need to be fully approved to expense correctly in FY24.	Procurement
Monday, June 17, 2024	5:00 PM	Departments to send final request to keep 2024 Purchase Orders open (roll forward) to <a href="mailto:purchasing@fau.edu">purchasing@fau.edu</a> Note: Purchase orders will only roll forward if they are not tied to the FY24 budget and can be committed to the FY25 budget.	Procurement
	5:00 PM	Last day for 2024 P-Card charges (Limits reduced to \$1.00)	Procurement
Thursday, June 20, 2024	9:00 AM	Last day to process on demand payroll checks	Payroll
	5:00 PM	Last day for final approval of new 2024 FREVVO (stipend) requests	Various Departments
Friday, June 21, 2024	5:00 PM	Disable Punchouts	Procurement
	5:00 PM	Last day 2024 Purchase Orders to be sent to Suppliers	Procurement
Friday, June 21, 2024	2:00 PM	All time entries for Pay Period #13 must be submitted and fully approved	Payroll
Monday, June 24, 2024	11:00 AM	Last Pay Period in FY2024 Closes (PP#13)	Payroll
	11:59 PM	Last day to submit 2024 Internal Service Delivery Entries	Research Accounting or General Accounting
Tuesday, June 25, 2024	8:00 AM	First day to submit Payroll Accounting Adjustments for <b>FY2025</b>	Payroll
Wednesday, June 26, 2024	8:00 AM	First day 2025 Requisitions can be created (dated for 7/1/24)	Procurement
	8:00 AM	First day 2025 Purchase Orders to be sent to Suppliers (PO Date July 1, 2024)	Procurement
	8:00 AM	Re-enable Punchouts	Procurement
	9:00 AM	2024 Expense Reports In-Process or Draft status will be closed	Procurement
	11:00 AM	2024 Spend Authorizations will be mass closed, excluded are travels with cash advance request.	Procurement
	3:00 PM	2024 Purchase Orders designated to stay open will be rolled forward and applied to FY25 funds	Procurement
	3:00 PM	2024 Supplier Contracts will be rolled	Procurement
	3:00 PM	2024 Purchase Orders begin close process (unless requested to remain open)	Procurement

Friday, June 28, 2024	2:00 PM	Final Full Settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY24	Treasury
	11:59 PM	2024 Internal Service Delivery Entries need to be fully approved	Research Accounting or General Accounting
Sunday, June 30, 2024	11:59 PM	In Progress 2024 Internal Service Delivery Entries will be cancelled	Research Accounting or General Accounting
Monday, July 1, 2024	10:00 AM	Run new fiscal year commitments	Payroll
Monday, July 1, 2024	8:00 AM	First day for 2025 Expense Reports	Procurement
	8:00 AM	First day for 2025 Spend Authorizations	Procurement
	9:00 AM	First day for 2025 PCard charges (Limits reinstated)	Procurement
Tuesday, July 2, 2024	9:00 AM	First Pay Period in FY2025 (PP#14) opens	Payroll
Monday, July 8, 2024	5:00 PM	Last day for 2024 Supplier Invoice/Expense Report Accruals above <b>\$2,500</b>	General Accounting Procurement
Monday, July 15, 2024	5:00 PM	Last day for 2024 Supplier Invoice/Expense Report Accruals above <b>\$5,000</b>	General Accounting Procurement
	11:59 PM	Last day to submit all Payroll Accounting Adjustments for FY2024	Payroll
	11:59 PM	Last day to submit 2024 Journal Entries and Accounting Adjustments	General Accounting
Tuesday, July 16, 2024	11:59 PM	2024 Payroll Accounting Adjustments need to be fully approved	Payroll
	11:59 PM	2024 Journals Entries and Accounting Adjustments need to be fully approved	General Accounting
Wednesday, July 17, 2024	11:00 AM	2024 In Progress Payroll Accounting Adjustments will be cancelled	Payroll
	11:00 AM	2024 In Progress Journal Entries and Accounting Adjustments will be cancelled	General Accounting
	11:59 PM	Last day for 2024 Budget Amendments to be fully approved	Budget Office
Thursday, July 18, 2024	8:00 AM	Payroll Accounting Adjustment access reinstated	Payroll

## POINTS OF CONTACT

Department	Points of Contact
<b>Procurement Services:</b>  Purchasing  Accounts Payable  Travel and Expense P-card Administration	For purchase orders email: <a href="mailto:purchasing@fau.edu">purchasing@fau.edu</a> Send all invoices to: <a href="mailto:accountspayable@fau.edu">accountspayable@fau.edu</a> Maria Yerganian @ <a href="mailto:myerganian@fau.edu">myerganian@fau.edu</a> or 7-2917 Melodi Ramtallie @ <a href="mailto:mramtallie@fau.edu">mramtallie@fau.edu</a> or 7-6650 Ailene Dionzon-Finelli @ <a href="mailto:adionzonfinelli@fau.edu">adionzonfinelli@fau.edu</a> or 7-3045 Gianella Diaz @ <a href="mailto:diazg2014@fau.edu">diazg2014@fau.edu</a> or 7-3087 For travel inquiries email: <a href="mailto:Travel@fau.edu">Travel@fau.edu</a> For pcard issues email: <a href="mailto:Pcard@fau.edu">Pcard@fau.edu</a>
<b>Financial Accounting:</b>  General Accounting Property Management	Lien McMullen @ <a href="mailto:lmcmullen@fau.edu">lmcmullen@fau.edu</a> or 7-3767 Ilias Gyftopoulos @ <a href="mailto:gyftopou@fau.edu">gyftopou@fau.edu</a> or 7-2927
<b>Payroll, Timekeeping Payroll Accounting</b>  Payroll Timekeeping Payroll Accounting	Annie Yahinian Head @ <a href="mailto:ayahinia@fau.edu">ayahinia@fau.edu</a> or 7-4273 Anely Cabrera @ <a href="mailto:cabreraa@fau.edu">cabreraa@fau.edu</a> or 7-2862 Tammy Kolotkin @ <a href="mailto:tkolotkin@fau.edu">tkolotkin@fau.edu</a> or 7-3609
<b>Budget:</b>	Milena Alban @ <a href="mailto:malban@fau.edu">malban@fau.edu</a> or 7-2804
<b>Research Accounting: ISD</b>	Michael Simcox @ <a href="mailto:msimcox@fau.edu">msimcox@fau.edu</a> or 7-4993

## PROCUREMENT

### Purchase Orders/Supplier Contracts:

- Procurement Services will close all FY2024 Purchase Orders between June 26, 2024 to June 28, 2024, unless the Purchase Order has been designated to roll forward into FY25. **The fund balance of the PO will re-obligate funds in FY25 from the new FY budget.** Funds from FY24 do not roll forward with the purchase order. On Friday, June 28, 2024, all Supplier Contracts will be rolled into FY2025 unless otherwise requested or termed.
- PO roll forward request **should only** be used when the term of the agreement or the purchase spans the fiscal year. Otherwise, the PO will be closed effective 6/30/24 and a new REQ for FY25 should be created, resulting in a new PO.
- Please review the following **Purchase Order reports** as early as possible and run again prior to Monday, June 17, 2024, to determine which FY2024 POs should be designated to roll and re-obligate funds in FY25. These reports are available to anyone in the following Workday security groups: **Cost Center Accountant, Cost Center Manager, Departmental\_Purchasing\_Analyst\_FAU, Departmental Financial Analyst\_FAU and Finance Auditor.**
  1. **FAU\_FIN Purchase Order Obligations**
    - o “Obligation Remaining” = Funds still OBLIGATED on budget.
  2. **FAU\_FIN Purchase Order Obligations by CC Hierarchy**
    - o “Obligation Remaining” = Funds still OBLIGATED on budget.
    - o Can ONLY be run by CC Hierarchy – Report results will breakdown each PO by SmartTag/CC/Supplier

## CONTRACTS & AGREEMENTS

The last day for FY24 contracts or contracts seeking approval and signature to renew in July 2024 is **Friday, June 21, 2024**. Please note, these agreements/contracts/quotes require additional review and approval from the University’s General Counsel’s office or other departments such as OIT. Please plan accordingly as additional lead time is needed. Should you have any emergency request(s), please email us at [mramtallie@fau.edu](mailto:mramtallie@fau.edu) or [myerganian@fau.edu](mailto:myerganian@fau.edu)

## TRAVEL & EXPENSE

### Spend Authorizations:

- If you are traveling during the last 10 days of June, please be sure your Spend Authorization is fully approved prior to Friday, June 14<sup>th</sup>.
  - o If you have urgent travel that comes up last minute after Friday, June 14<sup>th</sup>, please contact [Travel@fau.edu](mailto:Travel@fau.edu) to assist.
  - o June 2024 **Spend Authorization where a cash advance was requested** will remain open until the expense report is submitted in FY2025. Should there be any additional expenditures related to FY2024 travel that were not expensed in FY2024, **a traveler does not need to re-enter a new Spend Authorization in FY2025.** (Example: Travel date is August 2024. In June 2024, airfare is purchased on a P-Card for August Travel. If this charge (or additional charges – hotel, per-diem, etc. that take place in August) was not expensed in FY2024, the FY2024 Spend Authorization should be used to create and process the expense report in FY2025.
  - o Note- All other FY2024 Spend Authorizations will be closed by June 26, 2024. New Spend Authorizations will need to be processed in July 2024 to reinstate any that still have open travel dates.
- FY25 Spend Authorizations – 1st day to process in Workday is July 1, 2024.
  - o Note – Should there be any additional expenditures related to FY2024 travel that were not expensed in FY2024, **a traveler must re-enter a new Spend Authorization in FY2025** to commit the funds and process an Expense Report. (Example: Travel date is August 2024. In June 2024, airfare is purchased on a P-Card for August Travel. If this charge (or additional charges that take place in August) was not expensed in FY2024, a new Spend Authorization must be created in FY2025 to process this charge as well as any additional items (hotel, per-diem, etc.).
- Student and ECM Non-worker Reimbursements – Any FREVVO (stipend request) forms pending approval as of Thursday, June 20<sup>th</sup> will be paid out of FY2024 funds.
- Here are 2 reports that you can run to identify **Spend Authorizations with remaining balances**. These reports are available to anyone in the following Workday security groups: Cost Center Accountant, Cost Center Manager Departmental Financial Analyst\_FAU and Finance Auditor.
  1. **FAU\_FIN Extract Spend Auths Encumb Bal – Departmental**
    - o “Spend Authorization Remaining Balance” = Funds still COMMITTED on budget.
    - o Can be run by SmartTag, Cost Center, Grant, or project (any combinations)
  2. **FAU\_FIN Extract Spend Auths Encumb Bal - Departmental by CC Hierarchy**
    - o “Spend Authorization Remaining Balance” = Funds still COMMITTED on budget.
    - o Can ONLY be run by CC Hierarchy – Report results will breakdown each SA by SmartTag/CC/Fund/Employee

### Expense Reports:

- FY2024 Expense Reports – last day to process new Expense Reports in Workday is Monday, June 17, 2024 @ 5:00PM.
  - o All In Progress Expense Reports (draft or in progress status) will be cancelled on Wednesday, June 26<sup>th</sup>, 2024 @ 9:00AM. New Expense Reports will need to be processed as a result of the cancellations.

## P-CARD

- 2024 P-Card charges– Last day to use the P-Card is Monday, June 17, 2024. (Blackout period starts June 17, 2024, at 5:00PM through Sunday, June 30, 2024)
  - o On an exception basis, arrangements may be made to retain a functional P-Card for documented business travel, recurring charges, or a critical need during the blackout period. Please send the request along with supporting documentation to [pcard@fau.edu](mailto:pcard@fau.edu) by June 14, 2024.

## ACCOUNTS PAYABLE

### Supplier Invoices:

- Reach out to your Suppliers and request open invoices in May and early June.
- Request that Suppliers send 2024 invoices as early as possible, ideally by Wednesday, June 12, 2024, in PDF format to [accountspayable@fau.edu](mailto:accountspayable@fau.edu).
- If invoices are sent directly to departments, do not hold them. Forward to [accountspayable@fau.edu](mailto:accountspayable@fau.edu) immediately. **Be sure each invoice is clearly marked with the correct purchase order number.** Invoices without purchase order numbers will not be processed in a timely fashion.
- An AP Specialist (an employee in the central Procurement department) will denote a "2024" or a "2025" in the invoice memo field to indicate the appropriate expense period for accruals starting July 1, 2024. The AP Specialist will process the Supplier invoice in the fiscal year as specified **by the date on the invoice business document**. Invoices dated 6/30/24 or before will be processed in FY24, provided they are received on time. Invoices dated 7/1/24 or after will be processed in FY25. \* Please note - this is a change to how it was handled in the prior fiscal years. Reach out to the A/P department if questions as indicated in the Points of Contact Box on page 3 or visit Procurement Payables FAQ's @ <https://www.fau.edu/procurement/files/faq-payables.pdf>

## INTERNAL SERVICE DELIVERY

Last day to submit FY2024 Internal Service Delivery entries is Monday, June 24, 2024, at 11:59 PM. All "In Progress" Internal Service Delivery entries will be cancelled at 11:59 PM, Sunday, June 30, 2024, if not fully approved. New Internal Service Delivery entries will need to be processed as a result of any cancellations.

## PAYROLL ACCOUNTING

Payroll Accounting Adjustments for FY2024 can be processed between June 25-July 12, 2024. This timeframe includes the task of submitting the Payroll Accounting Adjustment.

- Access to the Create Payroll Accounting Adjustment task will be removed for all users at 8 a.m. on July 13, 2024.
- All submitted Payroll Accounting Adjustments must be approved by 11:59 p.m. on July 15, 2024.
- All "in progress" Payroll Accounting Adjustments will be cancelled at 11 am. on July 16, 2024.
- Access to Create Payroll Accounting Adjustment task will be reinstated on Monday, July 17 for FY2025 PAAs.

## NOTE REGARDING THE FAU FOUNDATION:

To those throughout the University who manage FAU Foundation (FAUF) gifts and other Foundation related funding, since the FAUF has substantially grown over the last year, FAUF will be issuing a separate year-end task guidance. While many of the FAUF tasks do closely follow the FAU year-end calendar dates/times, there are some key differences due to their company specific e-Cards and other FAUF processes and reports. Also, it is important to note that not all FAU fiscal community members have FAUF funding or FAUF related transactions.