

FY23 YEAR-END DEADLINES

SUMMARY OF FINANCE DATES

DATE	TIME DUE	ITEMS	DEPARTMENT
Tuesday, May 23, 2023 through Monday, June 12, 2023	5:00 PM	Request Suppliers send all open Utility invoices for processing to accountspayable@fau.edu	Procurement
	5:00 PM	Request Suppliers send all open invoices/statements to accountspayable@fau.edu	Procurement
Thursday, June 1, 2023	5:00 PM	Close of open Purchase Orders fully invoiced, punchout PO's completed and other PO's as appropriate	Procurement
Wednesday, June 14, 2023	5:00 PM	Last day for 2023 Spend Authorizations	Procurement
Friday, June 16, 2023	5:00 PM	Last day 2023 Requisitions can be created. Must be approved (all unapproved Requisitions will be closed)	Procurement
	5:00 PM	Last day for 2023 Change Orders to be sent to Purchasing	Procurement
	5:00 PM	Last day for new 2023 Expense Reports	Procurement
Friday, June 16, 2023 through Friday, June 30, 2023	3:00 PM on June 30, 2023	Blackout travel processing period. Last-minute paper Spend Authorizations may be used and sent to APIquiries@fau.edu for review and processing, if an urgent need arises	Procurement
Sunday, June 18, 2023	5:00 PM	Departments to send final request to keep 2023 Purchase Orders open (roll forward). Note: Purchase Orders should roll forward if the services/goods will be provided post 7/1/23 only)	Procurement
	5:00 PM	Last day for 2023 P-Card charges (Limits reduced to \$1.00)	Procurement
Tuesday, June 20, 2023	9:00 AM	Last day to process on demand payroll checks	Payroll
	5:00 PM	Last day for final approval of new 2023 FREVVO (stipend) requests	Various Departments
Wednesday, June 21, 2023	5:00 PM	Disable Punchouts	Procurement
	5:00 PM	Last day 2023 Purchase Orders to be sent to Suppliers	Procurement
Thursday, June 22, 2023	2:00 PM	All time entries for Pay Period #13 must be submitted and fully approved	Payroll
	11:59 PM	Last day to submit Accounting Adjustments	General Accounting
Friday, June 23, 2023	11:00 AM	Last Pay Period in FY2023 Closes (PP#13)	Payroll
	11:59 PM	Last day to submit 2023 Internal Service Delivery Entries	Research Accounting or General Accounting
	11:59 PM	Accounting Adjustments need to be fully approved	General Accounting
Monday, June 26, 2023	8:00 AM	First day to submit Payroll Accounting Adjustments for FY2023	Payroll
	11:00 AM	In Progress Accounting Adjustments will be cancelled	General Accounting
Tuesday, June 27, 2023	8:00 AM	First day 2024 Requisitions can be created (dated for 7/1/23)	Procurement
	8:00 AM	First Day 2024 Purchase Orders to be sent to Suppliers (PO Date July 1, 2023)	Procurement
	8:00 AM	Re-enable Punchouts	Procurement
	9:00 AM	2023 Expense Reports In-Process or Draft status will be closed	Procurement
	11:00 AM	2023 Spend Authorizations will be mass closed	Procurement

	11:00 AM	2023 Spend Authorizations will be mass closed	Procurement
	3:00 PM	2023 Purchase Orders designated to stay open will be rolled forward and applied to FY24 funds	Procurement
	3:00 PM	2023 Supplier Contracts will be rolled	Procurement
	3:00 PM	2023 Purchase Orders will be closed (unless requested to remain open)	Procurement
Thursday, June 29, 2023	11:59 PM	2023 Internal Service Delivery Entries need to be fully approved	Research Accounting or General Accounting
Friday, June 30, 2023	2:00 PM	Final Full Settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY23	Treasury
	11:59 PM	In Progress 2023 Internal Service Delivery Entries will be cancelled	Research Accounting or General Accounting
Saturday, July 1, 2023	10:00 AM	Run new fiscal year commitments	Payroll
Monday, July 3, 2023	8:00 AM	First day for 2024 Expense Reports	Procurement
	8:00 AM	First day for 2024 Spend Authorizations	Procurement
	9:00 AM	First day for 2024 P-Card charges (Limits reinstated)	Procurement
Wednesday, July 5, 2023	9:00 AM	First Pay Period in FY2024 (PP#14) opens	Payroll
Wednesday, July 12, 2023	5:00 PM	Last day for 2023 Supplier Invoice/Expense Report Accruals	Procurement
	11:59 PM	Last day to submit all Payroll Accounting Adjustments for FY2023	Payroll
	11:59 PM	Last day to submit 2023 Journal Entries	General Accounting
Thursday, July 13, 2023	11:59 PM	2023 Payroll Accounting Adjustments need to be fully approved	Payroll
	11:59 PM	2023 Journals Entries need to be fully approved	General Accounting
Friday, July 14, 2023	11:00 AM	In Progress Payroll Accounting Adjustments will be cancelled	Payroll
	11:00 AM	In Progress Journal Entries will be cancelled	General Accounting
	11:59 PM	Last day for 2023 Budget Amendments	Budget Office
On-Going	N/A	Close of stale Spend Authorizations by departments	Procurement

POINTS OF CONTACT

Department	Points of Contact
Procurement Services: Purchasing Accounts Payable Travel and Expense P-Card Administration	Maria Bimonte-Yerganian @ mbimonteyergania@fau.edu or 7-2917 Melodi Leigh Ramtallie @ mramtallie@fau.edu or 7-6650 Fernanda Pierre @ fpierre@fau.edu or 7-3045 Send all invoices to: accountspayable@fau.edu For pcard issues email: Pcard@fau.edu
Financial Accounting: General Accounting Property Management	Lien McMullen @ lmcmullen@fau.edu or 7-3767 Natalia Rusakova @ nrusakova@fau.edu or 7-6266 Ilias Gyftopoulos @ gyftopou@fau.edu or 7-2927
Payroll, Timekeeping Payroll Accounting Payroll Timekeeping Payroll Accounting	Annie Yahinian Head @ ayahinia@fau.edu or 7-4273 Anely Cabrera @ cabreraa@fau.edu or 7-2862 Tammy Kolotkin @ tkolotkin@fau.edu or 7-3609
Budget:	Milena Alban @ malban@fau.edu or 7-2804
Research Accounting: ISD	Michael Simcox @ msimcox@fau.edu or 7-4993

PROCUREMENT

Purchase Orders/Supplier Contracts:

- Procurement Services will close all FY2023 Purchase Orders between June 28 to June 30, 2023, unless the Purchase Order has been designated to roll forward into FY24. **The fund balance of the PO will re-obligate funds in FY24 from the new FY budget.** Funds from FY23 do not roll forward with the purchase order. On June 30, 2023, all Supplier Contracts will be rolled into FY2024 unless otherwise requested or termed.
- To request a Purchase Order to roll forward into the next fiscal year, **please submit a “Create Request” In Workday, using “Roll Purchase Orders to New Fiscal Year.”** Once in WD, include a brief description of the request, the # of POs rolling and attach a list, using excel. All POs listed must be in the format of (PO-P2312XXXXX). Complete all requests by Friday, June 16, 2023. Should you have any questions, please feel free to email us at purchasing@fau.edu. **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 6/30/23 and a new REQ for FY24 should be created, resulting in a new PO.
- Please review the following **Purchase Order reports** as early as possible and run again prior to June 16, 2023 to determine which FY2023 PO's should be designated to roll and re-obligate funds in FY24. 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 FY 23 contracts or contracts seeking to renew in July 2023 is **Monday, June 19, 2023.** 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 or mbimonteyergania@fau.edu.

TRAVEL & EXPENSE

Spend Authorizations:

- If you are traveling during the last 10 days of June, please be sure to enter your Spend Authorization in advance of June 14th.
 - o If you have urgent travel that comes up last minute after June 14th, please contact APInquiries@fau.edu to assist.
 - o Note- All FY2023 Spend Authorizations will be closed by June 14, 2023. New Spend Authorizations will need to be processed in July 2023 to reinstate any that still have open travel dates.
- 2023 Spend Authorizations – 1st day to process in Workday is July 1, 2023.
 - o Note – Should there be any additional expenditures related to FY2023 travel that were not expensed in FY2023, a traveler must re-enter a new Spend Authorization in FY2024 to commit the funds and process an Expense Report. (Example: Travel date is August 2023. In June 2023, 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 FY2023, a new Spend Authorization must be created in FY2024 to process this charge as well as any additional items (hotel, per-diem, etc.). **Please pay special attention to all 2023 Spend Authorizations where a Cash Advance was requested.**
- Student and ECM Non-worker Reimbursements – Any FREVVO (stipend request) forms pending approval as of Tuesday, June 20th will be paid out of FY2023 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 o “Spend Authorization Remaining Balance” = Funds still COMMITTED on budget.
- o 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 o “Spend Authorization Remaining Balance” = Funds still COMMITTED on budget.
- o o Can ONLY be run by CC Hierarchy – Report results will breakdown each SA by SmartTag/CC/Fund/Employee

Expense Reports:

- FY2023 Expense Reports – last day to process new Expense Reports in Workday is June 16, 2023 @ 5:00PM.
 - o All In Progress Expense Reports will be cancelled on Tuesday, June 27th, 2023 @ 9:00AM, if not fully approved. New Expense Reports will need to be processed as a result of the cancellations.

P-CARD

- 2023 P-Card charges– Last day to use the P-Card is June 18, 2023. (Blackout period June 18, 2023 (after 5:00PM) through June 30, 2023)
 - 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.

ACCOUNTS PAYABLE

Supplier Invoices:

- Reach out to your Suppliers and request open invoices in early June.
- Request that Suppliers send 2023 invoices as early as possible, ideally by June 10th, in electronic format to accountspayable@fau.edu.
- If invoices are sent directly to departments, do not hold them. Forward to 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 "2023" or a "2024" in the invoice memo field to indicate the appropriate expense period for accruals starting July 1, 2023. The AP Specialist will process the Supplier invoice in the fiscal year as specified **by the date on the invoice business document**. Invoices dated 6/30/23 or before will be processed in FY23, provided they are received on time. Invoices dated 7/1/23 or after will be processed in FY24. * 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.*

INTERNAL SERVICE DELIVERY

Last day to submit FY2023 Internal Service Delivery entries is Friday, June 23, 2023 at 11:59 PM. All “In Progress” Internal Service Delivery entries will be cancelled at 11:59 PM, Thursday, June 29, 2023 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 FY2023 can be processed between June 27-July 13, 2023. 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, 2023.
- All submitted Payroll Accounting Adjustments must be approved by 11:59 p.m. on July 13, 2023.
- All "in progress" Payroll Accounting Adjustments will be cancelled at 11 am. on July 14, 2023.

- Access to Create Payroll Accounting Adjustment task will be reinstated on Monday, July 17 for FY2024 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.