

FY25 YEAR-END DEADLINES

SUMMARY OF FINANCIAL DATES

DATE	TIME DUE	ITEMS	DEPARTMENT
Tuesday, May 20, 2025 through Wednesday, June 11, 2025	5:00 PM	Request Suppliers send all open invoices including Utility invoice for processing to accountspayable@fau.edu	Procurement
Monday, June 2, 2025	5:00 PM	Close open Purchase Orders fully invoiced, punchout PO's completed and other PO's as appropriate	Procurement
Friday, June 13, 2025	5:00 PM	Last day for 2025 Spend Authorizations to be fully approved	Procurement
Monday, June 16, 2025	5:00 PM	Last day 2025 Requisitions can be created. Must be approved (all unapproved Requisitions will be closed)	Procurement
	5:00 PM	Last day for 2025 Change Orders to be sent to Purchasing	Procurement
	5:00 PM	Last day for new 2025 Expense Reports	Procurement
Monday, June 16, 2025 through Monday, June 30, 2025	3:00 PM on June 30, 2025	Blackout travel processing period begins –exceptions need to be reported to Travel@fau.edu as all ER's need to be fully approved to expense correctly in FY25.	Procurement
Monday, June 23, 2025	5:00 PM	Departments to send final request to keep 2025 Purchase Orders open (roll forward) to purchasing@fau.edu Note: Purchase orders will only roll forward if they are not tied to the FY25 budget and can be committed to the FY26 budget.	Procurement
	5:00 PM	Last day for 2025 P-Card charges (Limits reduced to \$1.00)	Procurement
Thursday, June 19, 2025	9:00 AM	Last day to process on demand payroll checks	Payroll
	5:00 PM	Last day for final approval of new 2025 FREVVO (stipend) requests	Various Departments
Friday, June 20, 2025	5:00 PM	Disable Punchouts	Procurement
	5:00 PM	Last day 2025 Purchase Orders to be sent to Suppliers	Procurement
Friday, June 20, 2025	2:00 PM	All time entries for Pay Period #13 must be submitted and fully approved	Payroll
Monday, June 23, 2025	11:00 AM	Last Pay Period in FY2025 Closes (Pay Period #13)	Payroll
	11:59 PM	Last day to submit 2025 Internal Service Delivery Entries	Research Accounting or General Accounting
Tuesday, June 24, 2025	8:00 AM	First day to submit Payroll Accounting Adjustments for Pay Period #13, FY2025	Payroll
Wednesday, June 25, 2025	8:00 AM	First day 2026 Requisitions can be created (dated for 7/1/25)	Procurement
	8:00 AM	First day 2026 Purchase Orders to be sent to Suppliers (PO Date July 1, 2025)	Procurement
	8:00 AM	Re-enable Punchouts	Procurement
	9:00 AM	Last day for 2025 Expense Reports In-Process or Draft status to be fully approved. All unapproved (draft/in-progress) Expense Reports will be cancelled	Procurement
	11:00 AM	2025 Spend Authorizations will be mass closed, excluded are travels (1) with cash advance request (2) during last two weeks of June (Blackout period) or until July	Procurement
	3:00 PM	2025 Purchase Orders designated to stay open will be rolled forward and applied to FY26 funds	Procurement

	3:00 PM	2025 Supplier Contracts will be rolled	Procurement
	3:00 PM	2025 Purchase Orders begin close process (unless requested to remain open)	Procurement
Friday, June 27, 2025	2:00 PM	Final Full Settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY25	Treasury
	11:59 PM	2025 Internal Service Delivery Entries need to be fully approved	Research Accounting or General Accounting
Monday, June 30, 2025	11:59 PM	In Progress 2025 Internal Service Delivery Entries will be cancelled	Research Accounting or General Accounting
Tuesday, July 1, 2025	10:00 AM	Run new fiscal year commitments	Payroll
Tuesday, July 1, 2025	8:00 AM	First day for 2026 Expense Reports	Procurement
	8:00 AM	First day for 2026 Spend Authorizations	Procurement
	9:00 AM	First day for 2026 PCard charges (Limits reinstated)	Procurement
Wednesday, July 2, 2025	9:00 AM	First Pay Period in FY2026 (Pay Period #14) opens	Payroll
Monday, July 14, 2025	5:00 PM	Please contact generalaccounting@fau.edu for any accrual questions	General Accounting
	11:59 PM	Last day to submit all Payroll Accounting Adjustments for FY2025	Payroll
	11:59 PM	Last day to submit 2025 Journal Entries and Accounting Adjustments	General Accounting
Tuesday, July 15, 2025	11:59 PM	2025 Payroll Accounting Adjustments need to be fully approved	Payroll
	11:59 PM	2025 Journals Entries and Accounting Adjustments need to be fully approved	General Accounting
Wednesday, July 16, 2025	11:00 AM	2025 In Progress Payroll Accounting Adjustments will be cancelled	Payroll
	11:00 AM	2025 In Progress Journal Entries and Accounting Adjustments will be cancelled	General Accounting
	11:59 PM	Last day for 2025 Budget Amendments to be fully approved	Budget Office
Thursday, July 17, 2025	8:00 AM	Payroll Accounting Adjustment access reinstated	Payroll

POINTS OF CONTACT

Department	Points of Contact
Procurement Services: Purchasing Accounts Payable Travel and Expense P-card Administration	For purchase orders email: purchasing@fau.edu Send all invoices to: accountspayable@fau.edu Maria Yerganian @ myerganian@fau.edu or 7-2917 Melodi Ramtallie @ mramtallie@fau.edu or 7-6650 Ailene Dionzon-Finelli @ adionzonfinelli@fau.edu or 7-3045 Gianella Diaz @ diazg2014@fau.edu or 7-3087 For travel inquiries email: Travel@fau.edu For pcard issues email: Pcard@fau.edu
Financial Accounting: General Accounting Property Management	Siyuan Chen @ schen2017@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 Diana Gonzalez @ dgonzalez@fau.edu or 7-4610 Krystal Banker @ kbranker@fau.edu or 7-4943
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 FY2025 Purchase Orders between June 25, 2025 to June 27, 2025, unless the Purchase Order has been designated to roll forward into FY26. **The fund balance of the PO will re-obligate funds in FY26 from the new FY budget.** Funds from FY25 do not roll forward with the purchase order. On Friday, June 27, 2025, all Supplier Contracts will be rolled into FY2026 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 6/30/25 and a new REQ for FY26 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 16, 2025, to determine which FY2025 POs should be designated to roll and re-obligate funds in FY26. 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

2. FAU_FIN Purchase Order Obligations Status Detail

CONTRACTS & AGREEMENTS

The last day for FY25 contracts or contracts seeking approval and signature to renew in July 2025 is **Friday, June 20, 2025**. 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 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 13th.
 - o If you have urgent travel that comes up last minute after Friday, June 13th, please contact Travel@fau.edu to assist.
 - o June 2025 **Spend Authorization with cash advance requested** and **travels during last two weeks of June (Blackout period) or until July** will remain open until the expense report is submitted in FY2026. Should there be any additional expenditures related to FY2025 travel that were not expensed in FY2025, **a traveler does not need to re-enter a new Spend Authorization in FY2026**. (Example: Travel date is August 2025. In June 2025, 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 FY2025, the FY2025 Spend Authorization should be used to create and process the expense report in FY2026.
 - o Note - All other FY2025 Spend Authorizations will be closed by June 25, 2025. New Spend Authorizations will need to be processed in July 2025 to reinstate any that still have open travel dates.
- FY26 Spend Authorizations – 1st day to process in Workday is July 1, 2025.
 - o Note – Should there be any additional expenditures related to FY2025 travel that were not expensed in FY2025, **a traveler must re-enter a new Spend Authorization in FY2026** to commit the funds and process an Expense Report. (Example: Travel date is August 2025. In June 2025, 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 FY2025, a new Spend Authorization must be created in FY2026 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 19th will be paid out of FY2025 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:

- FY2025 Expense Reports – last day to process new Expense Reports in Workday is Monday, June 16, 2025 @ 5:00PM.
 - o All In Progress Expense Reports (draft or in progress status) will be cancelled on Wednesday, June 25th, 2025 @ 9:00AM. New Expense Reports will need to be processed as a result of the cancellations.

P-CARD

- 2025 P-Card charges– Last day to use the P-Card is Monday, June 16, 2025. (Blackout period starts June 16, 2025, at 5:00PM through Monday, June 30, 2025)
 - 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 by **Friday, June 13, 2025**.

ACCOUNTS PAYABLE

Supplier Invoices:

- Reach out to your Suppliers and request open invoices in May and early June.
- Request that Suppliers send 2025 invoices as early as possible, ideally by Wednesday, June 11, 2025, in PDF 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.
- The AP Specialist will process the Supplier invoice in the fiscal year as specified **by the date on the invoice business document**. Invoices dated 6/30/25 or before will be processed in FY25, provided they are received on time. Invoices dated 7/1/25 or after will be processed in FY26. * 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 FY2025 Internal Service Delivery entries is Monday, June 24, 2025, at 11:59 PM. All "In Progress" Internal Service Delivery entries will be cancelled at 11:59 PM, Sunday, June 30, 2025, 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 FY2025 can be processed between June 24-July 14, 2025. 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 15, 2025.
- All submitted Payroll Accounting Adjustments must be approved by 11:59 p.m. on July 15, 2025.
- All "in progress" Payroll Accounting Adjustments will be cancelled at 11 am. on July 16, 2025.
- Access to Create Payroll Accounting Adjustment task will be reinstated on Monday, July 17 for FY2026 PAAs.