

FY2022 YEAR-END DEADLINES

SUMMARY OF FINANCE DATES

PURCHASING		FAU	FAUF
Close of open Purchase Orders with balances between \$0.00 and \$100.00	Wednesday, June 1, 2022	X	X
Last day 2022 Requisitions can be created. Must be approved by 5 PM (all unapproved Requisitions will be closed at 5 PM)	Friday, June 10, 2022	X	X
Last day for 2022 Change Orders to be sent to Purchasing	Friday, June 10, 2022	X	X
Departments to send final request to keep 2022 Purchase Orders open (roll). Note: All June Purchase Orders will roll.	Friday, June 10, 2022	X	X
Disable Punchouts	Friday, June 17, 2022	X	N/A
Last day 2022 Purchase Orders to be sent to Suppliers (by Purchasing)	Friday, June 17, 2022	X	X
First day 2023 Requisitions can be created	Monday, June 27, 2022	X	X
First Day 2023 Purchase Orders to be sent to Suppliers (PO Date July 1, 2022)	Monday, June 27, 2022	X	X
2022 Purchase Orders designated to stay open will be rolled and applied to FY23 funds	Monday, June 27, 2022	X	X
2022 Supplier Contracts will be rolled	Monday, June 27, 2022	X	X
Re-enable Punchouts	Monday, June 27, 2022	X	N/A
2022 Purchase Orders will be closed (unless requested to remain open)	Monday, June 27, 2022	X	X
Final Full Settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY22 - 2:00 PM	Thursday, June 30, 2022	X	X
TRAVEL, EXPENSE, AND STUDENT REIMBURSEMENT			
Close of stale Spend Authorizations by departments	On-Going	X	X
Last day for 2022 Spend Authorizations	Monday, June 13, 2022	X	X
Blackout travel processing period Last minute paper Spend Authorizations may be used and sent to APInquiries@fau.edu for review and processing, if an urgent need arises.	June 13th through June 30, 2022	X	X
Last day for new 2022 Expense Reports	Wednesday, June 15, 2022	X	X
Last day for new 2022 FREVVO (stipend) requests	Monday, June 20, 2022		
2022 Expense Reports In-Process or Draft status will be closed at 9 AM	Monday, June 27, 2022	X	X
2022 Spend Authorizations will be mass closed at 11 AM	Monday, June 27, 2022	X	X
First day for 2023 Spend Authorizations	Friday, July 1, 2022	X	X
First day for 2023 Expense Reports	Friday, July 1, 2022	X	X

ACCOUNTS PAYABLE			
Request Suppliers send all open invoices/statements to accountspayable@fau.edu	Monday, May 23rd - Friday, June 10th, 2022	X	X
Request Suppliers send all open Utility invoices through a Supplier Invoice Request	Monday, May 23rd - Friday, June 10, 2022	X	X
Last day for 2022 Supplier Invoice/Expense Report Accruals	Wednesday, July 13, 2022	X	X
P-CARD			
Last day for 2022 P-Card charges (Limits reduced to \$1.00)	Friday, June 10, 2022	X	N/A
First day for 2023 P-Card charges (Limits reinstated)	Friday, July 1, 2022	X	X
JOURNAL ENTRIES			
Last day to submit 2022 Journal Entries	Wednesday, July 13, 2022	X	X
2022 Journals Entries need to be fully approved	Thursday, July 14, 2022	X	X
In Progress Journal Entries will be cancelled	Friday, July 15, 2022	X	X
Last day to submit Accounting Adjustments	Wednesday, June 22, 2022	X	X
Accounting Adjustments need to be fully approved	Thursday, June 23, 2022	X	X
In Progress Accounting Adjustments will be cancelled	Friday, June 24, 2022	X	X
INTERNAL SERVICE DELIVERY			
Last day to submit 2022 Internal Service Delivery Entries by 5 PM	Friday, June 24, 2022	X	N/A
2022 Internal Service Delivery Entries need to be fully approved by 12 PM	Wednesday, June 29, 2022	X	N/A
In Progress 2022 Internal Service Delivery Entries will be cancelled	Thursday, June 30, 2022	X	N/A
BUDGET AMENDMENTS			
Last day for 2022 Budget Amendments	Wednesday, July 13, 2022	X	X
PAYROLL AND TIMEKEEPING			
Last day to process on demand payroll checks	Tuesday, June 21, 2022	X	N/A
All time entries for Pay Period #13 must be submitted and fully approved	Thursday, June 23, 2022 @ 2 PM	X	N/A
Last Pay Period in FY2022 (PP#13) closes	Friday, June 24, 2022	X	N/A
Run new fiscal year commitments	Friday, July 1, 2022	X	N/A
First Pay Period in FY2023 (PP#14) opens	Wednesday, July 6, 2022	X	N/A
First day to submit Payroll Accounting Adjustments for Pay Period #13	Monday, June 27, 2022	X	N/A
Last day to submit Payroll Accounting Adjustments for FY2022	Wednesday, July 13, 2022	X	N/A
Last day to approve all Payroll Accounting Adjustments for FY2022	Thursday, July 14, 2022	X	N/A
In Progress Payroll Accounting Adjustments will be cancelled	Friday, July 15, 2022 @ 5 PM	X	N/A

PURCHASING

Purchase Orders/Supplier Contracts:

- Procurement Services will close all FY2022 Purchase Orders on June 27, 2022, unless the Purchase Order has been designated to remain open (roll) and re-obligate funds in FY2023. On June 27, 2022, all Supplier Contracts and designated Purchase Orders will be rolled into FY2023.
- To request a Purchase Order to roll 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-P2112XXXXX). Complete all requests by Friday, June 10, 2022. Should you have any questions, please feel free to email us at purchasing@fau.edu.
- Please review the following **Purchase Order reports** as early as possible and run again prior to June 10, 2022 to determine which FY2022 PO's should be designated to roll and re-obligate funds in FY23. These reports are available to anyone in the following Workday security groups: **Cost Center Accountant, 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 22 contracts or contracts seeking to renew in July 2023 is **Friday, June 17, 2022.** Please note, these agreements/contracts/quotes may require additional review and approval from the University's General Counsel's office, so the additional lead time is needed. Should you have any emergency request(s), please email us at purchasing@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 13th.
 - o If you have urgent travel that comes up last minute after June 13th, please contact the APInquiries@fau.edu to assist.
 - o Note- All FY2022 Spend Authorizations will be closed by June 13th, 2022. New Spend Authorizations will need to be processed in July 2022 to reinstate any that still have open travel dates.
- 2022 Spend Authorizations – 1st day to process in Workday = July 1, 2022.
 - o Note – Should there be any additional expenditures related to FY2022 travel that were not expensed in FY2022, a traveler must re-enter a new Spend Authorization in FY2023 to commit the funds and process an Expense Report. (Example: Travel date is August 2022. In June 2022, 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 FY2022, a new Spend Authorization must be created in FY2023 to process this charge as well as any additional items (hotel, per-diem, etc.). **Please pay special attention to all 2022 Spend Authorizations where a Cash Advance was requested.**

- Student and ECM Non-worker Reimbursements – Any FREVVO (stipend request) forms pending approval as of Monday, 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, 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:

- FY2022 Expense Reports – last day to process new Expense Reports in Workday is June 13, 2022 COB.
 - o All In Progress Expense Reports will be cancelled on Monday, June 27th, 2022 if not fully approved. New Expense Reports will need to be processed as a result of the cancellations.
 - o

P-CARD

- 2022 P-Card charges– Last day to use the P-Card = June 9, 2022. (Blackout period June 10, 2022 through June 30, 2022)
 - 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 vendors/suppliers and request open invoices and/or statements in early June.
- Request that vendors send 2022 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.
- AP Specialist will denote a "2022" or a "2023" in the invoice memo field to indicate the appropriate expense period for accruals starting July 1, 2022.

INTERNAL SERVICE DELIVERY

- Last day to submit FY2022 Internal Service Delivery entries is Friday, June 24, 2022 COB. All “In Progress” Internal Service Delivery entries will be cancelled at 12 PM, Wednesday, June 29, 2022 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 FY2022 can be processed between June 27-July 13, 2022. This timeframe includes the tasks of submitting the Payroll Accounting Adjustment.
- Access to the Create Payroll Accounting Adjustment task will be removed for all users at 5 p.m. on July 13, 2022.
- All submitted Payroll Accounting Adjustments must be approved by 5 p.m. on July 14, 2022.
- All "in progress" Payroll Accounting Adjustments will be cancelled at 5 p.m. on July 15, 2022.
- Access to Create Payroll Accounting Adjustment task will be reinstated on Monday, July 18 for FY2023 PAAs.

POINTS OF CONTACT

Department	Point of Contact
Procurement Services: Purchasing Accounts Payable Travel and Expense P-Card Administration	Melody Thelwell @ mthelwell@fau.edu or 7-2917 Janae Atherley @ jatherley@fau.edu or 7-3045 APInquiries@fau.edu Pcard@fau.edu
Financial Accounting: General Accounting Property Management	Soana Fuentes @ sseehar1@fau.edu or 7-1243 Lien McMullen @ lmcmullen@fau.edu or 7-3767 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	Deon Pottinger @ dpottinger@fau.edu or 7-4998
FAU Foundation:	Stacey Semmel @ ssemmel@fau.edu or 7-2892 Ilyse Wertheim @ iwerthei@fau.edu or 7-4609