FY23 CLOSE SCHEDULE

June 16, 2023	Friday	Deadline to submit approved Retro PAFs for JUN-23 (first close) processing
June 27, 2023	Tuesday	Deadline to approve Pcard transactions with post date 6/25 or earlier (June billing cycle)
June 29, 2023	Thursday	Deadline to submit e-ITs for JUN-23 (first close)
June 30, 2023	Friday	Deadline to submit approved Retro PAFs for CLOSE2-23 processing; Final FY23 processing for Retro PAFs
June 30, 2023	Friday	Final JUN-23 (first close) processing
July 3, 2023	Monday	JUN-23 Statements available in Cognos
July 7, 2023	Friday	Deadline to submit transactions for Accounts Payable (Concur Expense Reports, SciQuest Invoices & SciQuest Check Requests), Bursar, and AIS for CLOSE2 (Grants Final Close)
July 7, 2023	Friday	Deadline to review and approve Pcard June dated transactions included on the July Pcard Statement for posting to FY23
July 12, 2023	Wednesday	Deadline to submit all e-IT Transactions (see page two for details) for CLOSE2 (Grants and TUMG Faculty Practice Plan Final Close)
July 14, 2023	Friday	Final CLOSE2 processing - Final Close for Grants, Job Orders and TUMG FPP
July 17, 2023	Monday	CLOSE2 Statements available in Cognos - Final statements for Grants and Job Orders
July 26, 2023	Wednesday	Deadline to submit Transfer of Funds and Dept Correction e-IT Transactions and General Journals (see page two for details) for CLOSE3 (No Grants, Job Orders or TUMG FPP accounts allowed in CLOSE3)
July 28, 2023	Friday	Final CLOSE3 processing for all university departments
July 31, 2023	Monday	CLOSE3 Statements available in Cognos
August 4, 2023	Friday	Final JUL-23 (FY24) processing - Normal Month End Close
August 7, 2023	Monday	JUL-23 (FY24) Statements available in Cognos

The scheduled close deadlines for FY 2023 are established to allow the entry and posting of financial transactions in accordance with the university's close schedule policies.

Please review the following ***Preparation for Year End Close*** for important guidelines regarding fiscal year close procedures. If you have any questions or require further information about this schedule, please contact the Accounting Office at 865-5371.

Preparation for Year End Close

In order to prepare for the Year End Close, we ask your assistance with the following:

Accounts Payable Transactions
Concur Expense Reports: Process all Concur Expense Reports with the appropriate FY in the <u>report name field</u>. Example: *FY23 Conf Travel to New York*, or *FY24 Research Trip to Mexico.*

Please note that the deadline date to submit all Accounts Payable transactions intended for FY23 is Friday, July 7.

e-ITs – Interdepartmental Transactions
Please complete and submit e-ITs intended for FY23 <u>as soon as possible</u>. This allows time for the e-ITs to route through the automated approval workflow before arriving to the appropriate business office for processing and posting to your account. *Interdepartmental Orders must be submitted no later than the Second Close (CLOSE2). Only Departmental Corrections and Transfers of Funds will be processed in the Third Close (CLOSE3).*

IMPORTANT: If you initiate an IT in July that <u>is intended for FY23</u>, be sure to change the default July Effective Date in the header of the IT to <u>30-JUN-23</u>.

The IT initiator is responsible for ensuring that the IT is processed in the correct fiscal year.

P-Card
The deadline to approve P-card transactions with post date of June 25 or earlier for the June billing cycle is Tuesday, June 27.

All new account number requests for FY23 distribution in PaymentNet must be submitted to the P-Card Office no later than June 19.

SciQuest Purchase Orders
Purchase orders intended for FY23 should be initiated as soon as possible to ensure that they are received, invoiced and paid in time to be processed in the correct fiscal year. To monitor your open purchase orders, you can query the "Search Documents" fields in SciQuest. Instructions on how to use this report can be found on the Materials Management website.

SciQuest Check Requests
For all SciQuest Check Requests with invoices that do not have invoice dates, use 6/30/2023 as the invoice date if the charge should reflect in FY23.

Retro PAFs
Deadline to submit approved Retro PAFs for JUN-23 processing is June 16; deadline to submit Retro PAFs for CLOSE2-23 processing is June 30. FY23 Retro PAFs will not be processed after CLOSE2-23.

Special Note: Please consider approval workflow time when meeting deadline dates referenced above.

6/9/23