

EOY 2023 Deadline Summary

Task	Deadline
Accounts Payable Module:	
Stop Payments/Cancellations, Affidavits & documentation need to be submitted to Special Services	Monday, Sept 18th
Last day for Departments to approve TERs for FY23	Friday, Sept 22nd
Last day for Departments to "Verify" p-card transactions charged up to September 4th	Friday, Sept 22nd
Single Payment Vouchers including reissues need to be fully approved at department level	Monday, September 25th
Last day to drop FY23 interface files. FY24 files can be submitted beginning Monday, Oct 9 th	Wednesday, Sept 27th
Cutoff for construction invoices to be received by FIN Construction group	Friday, Sept 29th (Noon)
Cutoff for scanning all FYE 2023 invoices	Monday, Oct 2nd (Noon)
Cutoff for final approval of Payment Requests, PO invoices (including receipt creation), adjustment vouchers (credit memos) and wires/ACH Debits by Departments	Wednesday, Oct 4th (Noon)
PO Rollover Process begins(INFORMS Team)	Saturday, Oct 7th
Cutoff to approve Journal Vouchers by Departments	Thursday, Oct 12th (Noon)
General Ledger:	
EOY forms should be received by Finance	Monday, Sept 25th
GL Journal Entries including grants	9 PM, Thursday, Oct 12th
Cutoff for Accrual GL Journal Entries	Thursday, Oct 12th
Open GL Adjustment Entry Period 913 and CAFR_FULL Period 990	Friday, Oct 20th
Book to Bank reconciliation for September 2023	Friday, Oct 20th
FY 23 Reports available for Self Service	Thursday, Oct 20th
Fund Folders and Period 913 and 990 Journals Posted to Informs	Friday, Nov 10th
Accounts Receivable & Billing Module:	
Last day to drop FY23 interface files	
Cutoff Interdepartmental billing transactions	9 PM, Wednesday, Oct 11th
Temp Bill Approval In Informs (for grants with automatic bills)	Friday, Oct 13th
AR, BI Transactions - including grants with manual billing, ACH and wires will be closing	9 PM, Friday, Oct 13th