

**Business & Finance**  
**FY 2023 Year-End Cutoff Dates**

Year-end is quickly approaching and we would like to thank you for another year of hard work. The month of September and Fiscal Year 2023 will close on **Wednesday, October 3, 2023**. Business and Finance has established the following deadlines to ensure transactions are entered in FY 2023:

**VENDOR VOUCHERS and TIGERBUY INVOICES**

For guaranteed entry into the system, please submit either e-vouchers, TigerBuy Invoices, or paper vouchers to Procurement & Business Services (PBS- 212 Ingram Hall) by Friday, September 15, 2023. All vouchers or TigerBuy Invoices received after September 15<sup>th</sup> will be processed on a time available basis.

**TRAVEL VOUCHERS**

Travel Vouchers must be received by PBS no later than Friday, September 15, 2023. Vouchers received after September 15<sup>th</sup> will be processed on a time available basis.

**PURCHASE REQUISITIONS (PRs)**

PRs that do not require a bid must be received by PBS no later than Friday, September 8, 2023. PR's submitted after this date will be processed on a time available basis.

PRs that require a bid must be received in PBS no later than Monday, August 28, 2023. PRs that cannot be issued on FY 2023 funds should have that notation clearly referenced in the Document Text.

Purchase Change Orders with Vouchers for payment must be received in PBS no later than Friday, September 8, 2023.

Zero Dollar Purchase Orders (POs) will be closed on Friday, September 15, 2023. Any Purchase Change Order to a PO with a zero dollar remaining balance must be submitted by Friday, September 15, 2023.

**PURCHASING CARD TRANSACTIONS**

Purchasing card transactions must be posted through JPMorgan Chase by September 8, 2023 (processing time between transaction and posting date may vary based on vendor, but typically takes 1-3 business days). Purchasing card reconciliations for those posted transactions must be submitted to PBS by Thursday, September 21, 2023.

**DIRECT CHARGES (CRGs) & DEPARTMENT ERROR CORRECTIONS (DECs)**

CRGs/DECs must be queued to the Financial Reporting queue by Friday, September 29, 2023. Documents queued after this date will be processed on a time available basis.

DECs (other than contract and grant funds and associated cost-share orgs) not processed in Fiscal Year 2023 will need to have budget transfers completed in Fiscal Year 2024.

## **BUDGET TRANSFERS**

For guaranteed entry into the system, Budget Transfers (other than contract and grant funds and associated cost-share orgs) must be completed with approvals by Friday, September 29, 2023. Transfers received after September 29<sup>th</sup> will be processed on a time available basis.

## **SALARY AND WAGE TRANSFERS (SWTs)**

Salary and Wage Transfers must be completed with approvals by Friday, September 29, 2023. Transfers received after September 29<sup>th</sup> will be processed on a time available basis.

## **WIRE REQUESTS**

Wire requests must be queued to Cash Management by Friday, September 22, 2023. Documents queued after this date will be processed in Fiscal Year 2024.

## **BANK TRANSFERS**

Bank transfers must be queued to Cash Management by Wednesday, September 27, 2023. Documents queued after this date will be processed in Fiscal Year 2024.

## **OTHER ITEMS:**

### **Accounts Receivable Reconciliations**

We would like to remind the applicable units who are responsible for accounts receivable to submit their detailed accounts receivable listing as of September 30, 2023, along with the reconciliation to the Banner Funds/Accounts to Student Financial Services and Internal Audit by Tuesday, October 10, 2023.

### **Inventory Listing**

We would like to remind the applicable units who are responsible for inventory to submit their detailed inventory to the Controller's office and Internal Audit by Tuesday, October 10, 2023.

### **Service Centers**

We would like to remind all Service Center Units to return the Fiscal Year 2024 Rate Development Calculations to Financial Reporting by Thursday, August 31, 2023.