

FY24 Closing Important Dates

May 31	Last day to submit Purchase Requisitions (less than \$10,000)	Procurement
June 10	Last day to submit Term PCN Requests Last day to submit Org# Requests Last day to submit FY24 Budget Revisions	Budget
June 14	Last day to submit Petty Cash Reimbursements to A/P	Accounts Payable
June 14	Last day to submit Employee Reimbursement Requests to A/P Last day to submit Direct Payment Request forms to A/P	Accounts Payable
June 16	Last day to submit UAA Copy & Print Center work orders to charge FY24	GSS
June 17	Last day to submit Labor Reallocations for Calendar Year 2023, Runs R14-R26 (June 10 to OSP)	Budget/OSP
June 21	Last day to submit miscellaneous department billing invoices to the Office of the Bursar / Accounts Receivable	Bursar
June 24	Last day to submit Labor Reallocations for calendar year 2024, R01-R12 (At FY24 Benefit Rates) (June 17 to OSP)	Budget/OSP
June 28	All cashier sessions must be closed and finalized by 6pm All departmental deposits must be delivered to cashiering at ESH by Noon (Office of the Bursar including Cashiering closes at Noon!)	Bursar / Cashiering
June 28	Financial Aid authorization/posting and manual registration activity must be complete by 4:30pm	Financial Aid / Registrar
June 28	Last day to submit invoices for goods received and services rendered prior to June 28, 2024	Accounts Payable
June 30	Date goods or services must be received or invoiced to be FY24	Accounts Payable
June 30	Banner / UAOnline Registration Closed	Student
July 1	Last day to submit Labor Reallocations for calendar year 2024, R13 (At FY24 Benefit Rates) (Also July 1 to OSP)	Budget/OSP
July 1	FY25 Permanent budgets are loaded Temporary unrestricted budgets are reversed	Budget
July 8	Last day to submit FY24 Journal Vouchers (July 1 to OSP)	Budget/OSP
July 8	June (Cycle 12) closes	Budget
July 9	Last day to submit Labor Reallocations for calendar year 2024, R14 (At FY24 Benefit Rates) (also July 9 to OSP)	Budget/OSP
July 10	Last day to submit expense reports for FY24 travel	Travel
July 12	Last day to submit invoices for goods received and services rendered between June 28, 2024 - June 30, 2024	Accounts Payable
July 19	General ledger roll (FY24 opening balances generated) Encumbrance roll (unrestricted budget created to cover encumbrances)	Budget

Procurement deadlines:

<https://www.alaska.edu/procurement/files/FY24%20Cutoff%20Memo%20signed.pdf>

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Other items of importance

- 1) Please consider that every department listed here has their own deadlines to meet, so your strict attention to these dates is appreciated, and waiting until the last day can cause items to be posted to the FY 25
- 2) **4:30 PM June 28, 2024 - 8:00 AM - July 1, 2024 - No registration, financial aid disbursement, accounts receivable, cashiering or billing activity allowed.** These activities would create transactions which would interfere with the fiscal year closing process. Please notify all your staff of this restriction. It is critical that such activities do not take place. Cashier sessions must be closed by 6:00 PM on June 28, 2024 so that they can be finalized prior to 6 pm.
- 3) **Open Encumbrances** - All departments should review and resolve all open encumbrances. You can see them on FGIOENC in Banner. ***Please liquidate any encumbrances that do not need to be carried forward into FY25 and know that FY23 encumbrances that rolled into FY24 as committed cannot be rolled (again) into FY25.***
- 4) **Procard** - Purchases made with University-issued credit cards in the last week of June or the first week of July may not hit in the fiscal year you expect. This is due to the time delay between when you make the purchase and when the data actually arrives at SW and is fed into Banner. SW makes the best assumption possible when each feed arrives but does not have knowledge of exactly when the specific purchases incorporated in any particular feed were actually made. You may want to consider simply not using the card during this period to avoid any fiscal year issues.
- 5) **FY24 Journal Vouchers – See Submission Dates Above.** Journal Vouchers need to be submitted with appropriate backup-banner printouts, must be printed in landscape (no tiny print) and a legible preparer's name and phone number. Banner is date driven so FY24 Journal Vouchers need a prepared date of 6/30/24. Keep in mind we will have two fiscal years running so Journal Vouchers must clearly indicate which year you intend to adjust. Remember you can now email scanned JVs (WITH backup!) to uaa_budget@alaska.edu - same deadline as above. Restricted/match fund JVs should be uploaded to the Cost Transfer Submission (CTS) queue <https://forms.gle/FGbUDnP4nwLhuTdB9>