

**YEAR-END CLOSING DATES**  
Last Day to Submit Data to Financial Services  
to be included in FY23

	DATE	TIME
<b>APRIL / MAY</b>		
Chair & Furniture Purchases: Requests to purchase no later than today	Friday, April 14, 2023	End of Business
Purchases Requests Requiring a Bid Due to Purchasing (no RFPs requiring completion by 6/30 will be permitted)	Friday, May 5, 2023	End of Business
Officestogo Chair Purchases: Requests to purchase no later than today	Monday, May 15, 2023	End of Business
Purchase Requisitions for the new fiscal year begin today (Mark FY24)	Monday, May 22, 2023	N/A
<b>JUNE</b>		
Remaining one-time budget entries to Budget Office	Friday, June 2, 2023	Noon
Consumable Inventory - Attachment A for inventory count planning to Accounting (if applicable)	Friday, June 2, 2023	End of Business
Gift In-Kind Acceptance Forms for Capital and Non-Capital Gifts due to Accounting	Friday, June 9, 2023	End of Business
Final date for making FY23 purchases with UNC Visa	Friday, June 9, 2023	End of Business
Petty Cash Fund Reimbursement	Friday, June 16, 2023	End of Business
Last day of the Wells Fargo UNC Visa billing cycle for FY23	Tuesday, June 20, 2023	End of Business
Cash Receipts for Brinks Pickup or to Cashier for FY23 - All Departments	Thursday, June 22, 2023	Noon
Last Day for Change Orders through Brinks	Thursday, June 22, 2023	Noon
Labor Redistributions for FY23 payrolls due to payroll	Friday, June 23, 2023	End of Business
Last day to enter EIOs for FY23	Friday, June 23, 2023	End of Business
All deposit transmittals (check/credit cards) due to Cashier's office	Wednesday, June 28, 2023	Noon
Last day to reallocate UNC Visa transactions in the Wells Fargo online system	Wednesday, June 28, 2023	End of Business
Purchases for Goods Under \$25,000 and Services Under \$50,000 (Good must be delivered and Services must be completed by June 30th)	Friday, June 30, 2023	End of Business
Closure of Open FY23 POs (can be closed earlier upon request/standing order transfer form)	Friday, June 30, 2023	End of Business
<b>JULY / AUGUST</b>		
Unapproved EIOs will be converted to July (FY24) date**	Wednesday, July 5, 2023	Noon
All Receipts to Cashiers for Revenue Earned in FY23 (will be recorded as AR); Please write "FY23" at the top of deposit transmittal form	Wednesday, July 5, 2023	Noon
Check Requests, Invoices, Per Diem, Travel and Other Reimbursements*	Wednesday, July 5, 2023	Noon
Journal Entries*	Thursday, July 6, 2023	Noon
Accounting closes Period 12 and feed to State System	Friday, July 7, 2023	Noon
Final MN6, SM12, SM13 Adjustments due to Payroll	Wednesday, July 12, 2023	End of Business
Standing Order Transfer Forms for Purchasing Due	Friday, August 18, 2023	End of Business

\*Any items after this date will need to be approved by the Controller. A written memo stating why deadline could not be met with Dean's or VP signature will be required.

\*\*This date is FINAL; any unapproved EIOs will be moved to FY24. Once this happens, they cannot be moved to FY23. Please plan accordingly.

# PO REPORT UPDATE



- Summary tab with transaction activity.
- Individual tabs for each PO fitting criteria including payments, increases, and I-doc numbers.
- Individual PO tabs will automatically highlight rows if overspending has occurred.
- Report will show accurate data even if PO is closed.
- Report remains able to run multiple FOAPS at a time and will separate data.

## **FY23 Cash Deposit Deadlines**

### **Thursday, June 22<sup>nd</sup>**

- Last day to send deposits through Brink's or be given to the Cashier's Office.
- Last day to submit Change Order Requests through Brink's. Make sure to have enough cash on hand to get you through the week of June 26<sup>th</sup>.

\*Brink's will not be doing any pickups June 26<sup>th</sup>-30<sup>th</sup>. Pickups will resume on Monday, July 3<sup>rd</sup>.\*

### **Wednesday, June 28<sup>th</sup>**

- All deposit transmittals related to cash deposited up to June 28<sup>th</sup> MUST be at the Cashier's Office by the end of the day.

### **Wednesday, July 5<sup>th</sup>**

- All deposits related to FY23 must be received by the Cashier. Please make sure to indicate that the deposits are for FY23, so that they can be booked into the correct year.

## EIO Year-End Processing Deadlines

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June 30, 2023	EIO's for FY23 transactions must be submitted to Banner by end of day <b>Friday, June 30, 2023</b> . **Reminder campus closes at 1pm.
July 1, 2023	EIO's submitted to Banner on or after <b>July 1, 2023</b> , are FY24 transactions regardless of the dates the EIO's were created.
July 5, 2023	EIO's submitted to Banner in June must be approved in Banner by noon on Wednesday, <b>July 05, 2023</b> , in order to post in FY23.

# Accounts Payable Year-End Processing

## ○ AP Deadlines

- Check requests, invoices, per diem, travel and other reimbursements need to be submitted by **Wednesday, July 5<sup>th</sup> at noon** to be applied to FY23.
- Period closes Friday, July 7<sup>th</sup> at noon. AP is unable to backdate to FY23 after period close.
- Payments cannot be voided or cancelled between Monday, June 26<sup>th</sup> and Friday, June 30<sup>th</sup>. It will have to wait until Monday, July 3<sup>rd</sup> before proceeding.
- Please be conscious of the deadlines when submitting documents requiring extra processing time, including but not limited to:
  - New vendors or vendors requiring address updates
  - Payments requiring foundation approval
  - Payments over \$300,000
  - International vendor payments
  - Student payments
  - Gifts, prizes and awards

## ○ Check Request Processing

- Be sure to clearly indicate which FY the invoice applies to. Once the period is closed, it will automatically be posted to FY24.
- If something needs to be applied to FY23 after period close, please contact me immediately.
- Grant funds do not necessarily expire at year-end. They expire at various times. They will not be rush processed by the year-end deadline. If concerned about the deadline, reach out to Jeff Martin for more information.

## ○ Other Reminders

- Payments will not be processed as ACH without the supporting documentation (voided check or bank letters verifying the routing and account numbers). If they are not attached, it will be mailed to the address on the documents.
- We are encouraging vendors to switch to ACH payments. I have been contacting vendors we pay regularly by check regarding this option. This will help eliminate delays from the mail system and potentially incorrect address information, as well as additional costs from check stock, MICR toner, envelopes, and postage. It speeds up the time the vendor receives the payment and helps eliminate past due payments.
  - If you need a copy of the form to send to the vendor, see the UNCO General Accounting Forms website. Again, supporting documentation is required to process.
- Travel reimbursements need to be submitted on the appropriate travel reimbursement form, not a check/ach request. This includes payments for students and candidates.
- Independent Contractor Agreements need to have travel included in total of the initial ICA submitted for payment. If there is a change to the amount, it should only be for changes in services or service dates. If there is a change to amount for another reason, it will need to be reviewed and approved by the Controller.

**PAYROLL – FY23**  
**June Calendar**

June 1	SM12 (6/1 – 6/15) opens for entry of timesheets
June 1	MN 6 (6/1 – 6/30) opens for Dept time entry
June 6	SM11 (5/16 – 5/31) Time Entry/Dept Entry closes at noon
June 7	Deduction Uploads for SM11 Due by noon
June 13	GA/TA MN6 Assistantships due in Grad School
June 15	Contracts/PSA's due in Payroll
June 15	Payday for SM 11
June 16	SM 13 (6/16 – 6/30) opens for Time entry
June 21	SM12 & MN6 closes at Noon for Time Entry
June 22	Deduction Uploads for SM12 and MN6 due by noon

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**Critical Deadlines FY 23**

<b>June 23</b>	<b>FINAL FY 23 Labor Redistributions for Payrolls July 2022 – June 15<sup>th</sup>, 2023 are due in Payroll</b>
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<b>June 30</b>	<b>Pay Day MN 6</b>	<b>Pay Day SM12</b>
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<b>July 12th- 5pm</b>	<b>Non Scheduled checks requests for MN6, SM12 &amp; SM13 Due.</b>
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<b>July 12th -5pm</b>	<b>Labor Redistributions for MN6, SM12, &amp; SM13 due in Payroll-</b> SM13 payroll will confirm on July 7 <sup>th</sup> so you will be able to see what is posting to your FOAP by July 10 <sup>th</sup> . This is prior to the actual payday and gives you two days to determine if a Labor Redistribution is needed. <u>SM13 payroll will post to FY23!</u>
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<b>July 14th</b>	<b>Payroll final feeds for fiscal year 2023</b>
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<b>July 14th</b>	<b>Pay Day SM13</b>
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**\*\*\*Any Pay requests received after July 12th will post in FY24**

## **PAYROLL**

### **Additional Details to Critical Deadlines for FY23**

**PSA FY23 Deadline:** Please make every effort to get PSA's for services performed in fiscal year 23 to Payroll by June 15<sup>th</sup> so they can be paid on June payroll and recorded in the proper fiscal year.

### **Frequently Asked Questions:**

#### **Q: How is the Semimonthly pay in June Expensed?**

- A. Hourly employees, worked performed anytime in June will be expensed in FY23
  - (Jun 1-15<sup>th</sup> Payday is June 30).
  - (Jun 16-30<sup>th</sup> Payday is July 14<sup>th</sup> – expenses will post to FY23)

#### **Q: Can Labor Redistributions (LR) move Prior FY expenses?**

- A. Labor Redistributions cannot be done for a PRIOR FY. When FY23 is closed no additional LR can be entered for expenses made in FY23! You will need to talk to your Fund Accountant.

#### **Q. Which fiscal year will “shift and overtime” for June be expensed in?**

- A. For salaried employees, the payment for these services are paid in July and therefore will be expensed from the new fiscal year budget.

### **Payroll Staff Contact Information:**

Kathy Crider – Payroll Manager	351-2700
Christian Dominguez – Payroll Accountant	351-2946
Jeanette Miller – Accounting Tech III	351-2705
Susan Swanson – Accting Tech	351-2704