

2024 Finance Year End Deadlines

The finance actions and deadlines listed below have been established for year-end processing of transactions to be included in the Annual Financial Report (AFR). Adherence to these dates is essential in ensuring that financial information is properly recorded during the year end cut-off period and accurate reporting is produced.

Please closely review and reach out to our offices as noted below for further guidance.

REQUISITION ENTRY/APPROVAL DEADLINES

All department requisitions must be **entered and approved** by the posted date shown.

<p>June 21, 2024 Friday by 5:00 p.m.</p>	<p>Requisitions Requiring Formal Written Solicitations</p> <ul style="list-style-type: none"> Includes goods or services on any FOP for any amounts greater than \$50,000 and not available through an existing contract
<p>July 12, 2024 Friday by 5:00 p.m.</p>	<p>Requisitions Requiring Informal Solicitations</p> <ul style="list-style-type: none"> Includes goods or services on any FOP for amounts from \$15,000.01 to \$50,000 and not available through an existing contract
<p>July 19, 2024 Friday by 5:00 p.m.</p>	<p>Requisitions for Items Available Through a Cooperative Contract, a State Contract, or from a Proprietary Source</p> <ul style="list-style-type: none"> Includes goods or services on any FOP for any amount
<p>July 31, 2024 Wednesday by 5:00 p.m.</p>	<p>Requisitions Requiring No Solicitation or Contract - LAST DAY TO ENTER & APPROVE REQUISITIONS USING FY24 FUNDS</p> <ul style="list-style-type: none"> Includes goods or services on any FOP for amounts equal to or less than \$15,000
<p>August 16, 2024 Friday</p>	<p>No purchase orders issued after this date on FY24 funds.</p>

P-CARD DEADLINES

<p>July 31, 2024 Wednesday by 5:00 p.m.</p>	<p>GRANT FUNDS (external and internal) Expiring 8/31/2024: P-Card transactions utilizing Grant funds should be made by 7/31/2024.</p> <ul style="list-style-type: none"> Exceptions are allowed based on pre-approval by ORGS.
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<p>August 23, 2024 Friday by 5:00 p.m.</p>	<p>P-Card transactions utilizing FY24 funds should not be made after 8/23/2024</p> <hr/> <ul style="list-style-type: none"> ▪ Please prioritize purchases to meet this deadline.
<p>September 4, 2024 Wednesday by 12:00 p.m.</p>	<p>P-Card Reconciling for August 4 - September 3 billing cycle</p> <hr/> <ul style="list-style-type: none"> ▪ Transaction reconciliations must be completed and P-Card Statement reports submitted. Highly encourage daily/weekly detailing
<p>September 4, 2024 Wednesday by 5:00 p.m.</p>	<p>P-Card Approvals for August 4 - September 3 billing cycle</p> <hr/> <ul style="list-style-type: none"> ▪ Approvals must be completed by Supervisor and Financial Managers. Recommend to follow up with approvers to ensure deadline is met.
<p>September 4, 2024 Wednesday by 5:00 p.m.</p>	<p>FY24 Transactions not Posted until FY25</p> <hr/> <ul style="list-style-type: none"> ▪ The bank post date determines the FY funds for a transaction <ul style="list-style-type: none"> ▪ Complete the form below only if FY24 funds must be used for FY24 transactions that post in FY25 ▪ Attach receipts to the completed P-Card Transactions Requiring FY24 Funds form and email to the Card Program coordinator no later than Wednesday, September 4th.

CONCUR DEADLINES

<p>July 31, 2024 Wednesday by 5:00 p.m.</p>	<p>GRANT FUNDS (external & internal) Expiring 8/31/2024: All FY24 transactions, utilizing Grant funds should be made by 7/31/2024.</p>
<p>August 28, 2024 Wednesday by 5:00 p.m.</p>	<p>All FY24 Employee reimbursement expense reports must be submitted and approved All FY24 travel expense reports must be submitted and approved</p> <hr/> <ul style="list-style-type: none"> ▪ All FY24 T-Card transactions must be assigned to report, reconciled, and approved ▪ All FY24 cash advances must be reconciled

INVOICE DEADLINES

August 23, 2024 Wednesday by 12:00 p.m.	Send All Invoices/Purchase Vouchers received to Accounts Payable to be paid from FY24 funds. <ul style="list-style-type: none">If a purchase order expires 8/31/24, no encumbrances will be carried forward into FY24 unless there are known charges outstanding.
August 30, 2024 Friday by 3:00 p.m.	Last day for all Fiscal Year 2024 Invoices/Purchase Vouchers: Send ALL invoices payable in fiscal year 2024 to Accounts Payable. All invoices received after this date by Accounts Payable will be paid with fiscal year 2025 funds unless arrangements have been made to set the charge up as a year-end payable.

STUDENT BUSINESS SERVICES DEADLINES

August 30, 2024 Friday by 2:00 p.m.	All Marketplace orders, cancellations, and credits must be completed and deposits brought to Student Business Services.
August 30, 2024 Friday by 3:00 p.m.	All departmental deposits are due in Student Business Services. <ul style="list-style-type: none">No Marketplace orders should be completed and processed after you have completed your 8/31/24 deposit.All Marketplace stores will be taken off line at 3 p.m.

INTER-DEPARTMENTAL TRANSFERS (IDTs) DEADLINES

September 2, 2024 Monday by 12:00 p.m.	Last day for departments to submit IDTs to Financial Reporting for processing in FY24.
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PAYROLL DEADLINES

September 2, 2024 Monday by 12:00 p.m.	TCP Approvals due
September 4, 2024 Wednesday by 10:00 a.m.	August Leave Reports must be submitted and approved
September 4, 2024 Wednesday by 5:00 p.m.	All labor distribution corrections for payroll-related financial transactions must be fully approved and received in the Payroll office
September 5, 2024 Thursday by 9:00 a.m.	Last FY24 Payroll utilizing FY24 funds. All timesheets or payroll corrections must be submitted and received in the Payroll office

Soft Close

**September 6,
2024** Friday
5:00pm

FY24 will close in the Banner system. System will be offline for year-end processing.

Staff from each respective office listed below are available to assist with questions regarding inquiries or corrections based on your review and validation of financial transactions for your department.

- Accounts Payable- accountspayable@sfasu.edu
- Budget- budget@sfasu.edu
- Financial reporting- financialreporting@sfasu.edu
- Grants- grants@sfasu.edu
- Payroll- payroll@sfasu.edu
- P-Card- pcard@sfasu.edu
- Procurement- purchase@sfasu.edu
- Travel- traveldesks@sfasu.edu
- TCP- tcp@sfasu.edu

We thank you in advance for your cooperation in meeting these deadlines!