

Functional Activity	Task	Task Description	Time	Date for FY 2023 Close
Procurement	RFQ's/RFP's	Last day to request a bid for equipment and supplies for FY23. Last day for sole source requests for FY23.	5:00 PM	4/28/2023
FPM	Capital Projects	Last day to contact FPM to initiate capital project budget changes or new capital projects for FY23 business.	5:00 PM	5/3/2023
Accounts Receivable	Selling Agency Updates	Annual process to review, update, and delete billing selling agencies for the upcoming fiscal year. Communication will be sent out in April to Cost Center Managers to review and update by May 31st. -Final Year for this process in preparation for Workday Student & Receivable's Project.		5/31/2023
Expenses	Spend Authorizations	Last day to create FY2023 Spend Authorizations for FY2023 travel, including cash advances. All Spend Authorizations must have final approvals by 5:00 PM today. Spend Authorizations for FY2024 cannot be created until 7/3/2023.	5:00 PM	6/15/2023
Accounts Payable	Flagging of Payables	Accounts Payable begin tagging FAR payables on PO, Supplier Contract and Non-PO supplier payments		6/15/2023
Financial Accounting	ISU Foundation Gift Accounts	Final FY2023 intergration 204 with ISU Foundation.		6/15/2023
Procurement	Purchase Orders	PO's have to be issued to the supplier, received, invoiced, approved and paid to be FY23 business.	5:00 PM	6/15/2023
Procurement	P-card	Last day to make p-card transactions to most likely be included in FY23 business. Local businesses may be able to process faster. Transactions must be posted to the Suppliers bank by June 25th to ensure that they arrive in Workday from ISU's bank by June 30th. PCV must be approved by the 30th to be included as FY23 business.	5:00 PM	6/20/2023
Procurement	T&H Card	Last day for T&H card transactions (for things that are charged to the card at time of transaction) to most likely be included in FY23 business. Transactions must be posted to the Suppliers bank by June 24th to ensure that they arrive in Workday from ISU's bank by June 29th. Expense report must be approved by June 29th to be included as FY23 business.	5:00 PM	6/20/2023

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Procurement	cyBUY - orders	Last day for in stock items for cyBUY orders to ensure they most likely can be shipped and charged prior to FY23. Items with long lead times or that are backordered will most likely be on FY24 business. PCV's for cyBUY orders must be approved by June 30th to be included as FY23 business.	5:00 PM	6/20/2023
Accounts Receivable	Annual Write-off Process	Customer and Student accounts with balances of \$50 or less and no payment or new charge activity will be deleted, while accounts with balances of more than \$50 and no payment or new charge activity will be written-off. Communications will be sent to billing departments for accounts that are eligible for write-off on June 1, and write-off process runs on June 22.		6/22/2023
Payroll	Off-Cycle Payroll	Last day for FY2023 Off-Cycle Payroll Processing - salary only.	12:00 noon	6/26/2023
Accounts Payable	Purchase Order and Supplier Contract Invoices	Last day for submission of June invoices to Accounts Payable in order to ensure creation of invoice vouchers and campus approvals by 6/30/2023 deadline.	5:00 PM	6/23/2023
Expenses	Expense Reports	Last day to approve FY2023 Expense Reports in Workday. SPECIAL NOTE TO APPROVERS - Please do not approve any Expense Reports in Workday after 5:00 PM on 6/29/2023. Resume approvals of Expense Reports at 8:00 AM on 7/1/2023.	5:00 PM	6/29/2023
Procurement	T&H Card	T&H Card transactions are reconciled and approved through the expense report process. Last day to approve FY2023 Expense Reports in Workday. SPECIAL NOTE TO APPROVERS - Please do not approve any Expense Reports in Workday after 5:00 PM on 6/29/2023. Resume approvals of Expense Reports at 8:00 AM on 7/1/2023.	5:00 PM	6/29/2023
Accounts Payable	Purchase Order and Supplier Contract Invoices	Last day to approve Purchase Order (PO) and Supplier Contract Invoices for FY2023. NOTE -WIRE PAYMENTS need to be approved and received by Treasurer's Office by 12:00 noon. Payments by any other payment type need final approval in Workday by 3:00 PM. Any PO or Supplier Contract Invoice that has not received final approval for payment in Workday by 3:00 PM will post to July and FY2024.	Wire payment deadline is 12:00 noon. All other payment types deadline is 3:00 PM.	6/30/2023

Functional Activity	Task	Task Description	Time	Date for FY 2023 Close
Accounts Payable	Non-PO and Non-Supplier Contract Invoices	Last day to approve Non-PO/Non-Supplier Contract Invoices for FY2023. NOTE - WIRE PAYMENTS need to be approved and received by Treasurer's Office by 12:00 noon. Any Non-PO or Non-Supplier Contract Invoice that has not received final approval for payment in Workday by 3:00 PM will post to July and FY2024.	Wire payment deadline is 12:00 noon. All other payment types deadline is 3:00 PM.	6/30/2023
Accounts Payable	Accounts Receivable Feed	Last feed of ad hoc payments from Accounts Receivable in order to be paid in final payment settlement run.	12:00 noon	6/30/2023
Cash Sales	Cash and Check Sales	Cash Sales must be approved in Workday AND cash/checks delivered to Treasurer's Office by 2:00 PM for FY2023 business. Any cash/checks received after 2:00 PM will still post to June and FY2023.	2:00 PM	6/30/2023
Settlements	Settlement Payments - EFT	Final FY2023 payment settlements by Electronic Funds Transfer (EFT).	3:00 PM	6/30/2023
Settlements	Settlement Payments - Checks/Wires	Final FY2023 payment settlements by Check or Wire.	3:00 PM	6/30/2023
Procurement	Non-Catalog Requisitions	Last day for creating FY2023 Non-Catalog Requisitions. Any Non-catalog Requisitions that are not finalized by 5:00 PM in Workday will automatically post to July and FY2024.	5:00 PM	6/30/2023
Procurement	P-Card	Last day for FY2023 P-Card transaction verifications and approvals. Any P-Card transaction that has not received final approval in Workday by 5:00 PM will post to July and FY2024.	5:00 PM	6/30/2023
Procurement	Purchase Orders and Change Orders	Last day for FY2023 Purchase Orders (POs) and Change Orders to be approved. Any POs and Change Orders that have not received final approval in Workday by 5:00 PM will post to July and FY2024.	5:00 PM	6/30/2023
Procurement	cyBUY	Last day to verify and approve cyBUY (PCV) transactions for FY2023. Any cyBUY transactions that have not received final approval in Workday by 5:00 PM will post to July and FY2024.	5:00 PM	6/30/2023
Procurement	Requests for Proposals and Requests for Quotes	While RFP's and RFQ's can go out at any time, it is unlikely that bids will be completed, ordered, and paid this fiscal year. Additionally, transactions that need to be completed for FY2023 will take priority until 5:00 PM on 6/30/2023.	5:00 PM	6/30/2023

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Expenses	Expense Reports with Outstanding Spend Authorizations Cancelled	FY2023 Expense Reports in process or draft status will be canceled at 4 PM ONLY if there is a corresponding Spend Authorization. FY2023 Spend Authorizations cannot be rolled into next year. Canceled Expense Reports with FY2023 Spend Authorizations will need to be copied/re-entered for payment in FY2024.	4:00 PM	6/30/2023
Internal Billings - Through Improved Service Delivery (FSD)	Internal Billings - Manual	Last FY2023 posting of June Internal Billings - FSD staff run integration INT-006.	5:00 PM	6/30/2023
Internal Billings - Auto feed	Internal Billings - Accounts Receivable	Last FY2023 Accounts Receivable/automatic nightly feed for Internal Billings.		6/30/2023
Internal Billings - Auto feed	Internal Billings - FP&M	Last FY2023 FP&M billing/automatic nightly feed for Internal Billings.		6/30/2023
Tuition	Tuition Distribution	Final tuition distribution must be completed on or before.	5:00 PM	6/30/2023
Treasurer's Office	Interest Earnings	Final distribution of interest earnings for FY23 on or before.	5:00 PM	6/30/2023
Financial Accounting	Year-End Close in Progress	Workday finance processes changed to close in progress except for Payroll	5:01 PM	6/30/2023
Financial Accounting	Revenue/Offset Control Closing	Closeout revenue/offset control programs		6/30/2023
Expenses	Spend Authorizations	FY2023 Spend Authorizations still in process will be mass closed.	5:00 PM	6/30/2023
Financial Accounting	Faculty Start-Ups	First funding run for June 2023 faculty start-ups. No reversals should be processed until 7/10/23		7/3/2023
Financial Accounting	Reorganizations	Approved Reorganization activities will be available now	12:00 noon	7/3/2023
Financial Accounting	Accounts Payable Discounts	Distribution of A/P discounts EIB processed		7/5/2023
Financial Accounting	Capital Project Funding	Final FY2023 funding allocations for capital projects		7/5/2023
Payroll	Payroll Time Entries	Final FY2023 time entries for FY2023 Payroll must be submitted and fully approved by 12:00 noon today; This is for time worked through 6/30/23.	12:00 noon	7/5/2023
Financial Accounting	Account Receivable	Final approval by Closing Accountant Role of loan servicer payment and cancellation process completed 7/3/2023		7/5/2023
Financial Accounting	Entries	Close Accounting Journals and Accounting Adjustments for FY2023. All entries should be processed completely by noon or they will be cancelled.	5:00 PM	7/5/2023
Financial Accounting	Budget Amendments	Close Budget Amendments for FY2023 (does not include grants budgets). All budget amendments must be approved and completed by noon. Uncompleted items after this time will be cancelled.	5:00 PM	7/5/2023
Financial Accounting	Equipment Depreciation	Final equipment depreciation posted for FY23		7/6/2023

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Payroll	Payroll Finalization	Last Payroll finalization and posting in June, FY2023; This includes time captured through 6/30/2023.		7/6/2023
Payroll	Settlement Payments - Payroll	Final Payroll settlement run; Posts to July.		7/6/2023
Payroll	Payroll Accounting Adjustments	Last day for Payroll Accounting Adjustments for FY2023. Must be fully approved by 5:00 PM today.	5:00 PM	7/6/2023
Payroll	Payroll Obligations	Clear out Payroll Obligations and set for new year (Edit Company Payroll Commitment Options to close FY23 and open FY24) Must be done before closing Payroll ledger period	5:01 PM	7/6/2023
Financial Accounting	Payroll	Close Payroll Processes for June 2023	5:01 PM	7/6/2023
Financial Accounting	Fringe benefits	Last FY2023 processing to redirect fringe benefit allocations	After 5:01 PM	7/6/2023
Financial Accounting	Faculty Start-Ups	Final FY2023 funding run for faculty start-ups		7/7/2023
Financial Accounting	Final June Accounting Journals	Final accounting journals for FY2023 can now be completed. Units should create accounting journals and save the journal. Once saved email Joe Golwitzer, Jeannine Wilson and Danielle Kuhl with the journal number so final processing can take place. All journals need to be created, saved and Central Finance emailed on or before 3:00 PM in order to be posted to June. DO NOT process journals impacting grants.	3:00 PM	7/10/2023
Financial Accounting	AES and COOP Ext Direct Appropriation Closeout	Final accounting journals for FY2023 to close out AES and COOP Direct Appropriations can now be completed. Units should create accounting journal and save the journal. Once saved, email Joe Golwitzer, Jeannine Wilson and Danielle Kuhl with the journal number so final processing can take place. All journals need to be created, saved and Central Finance emailed on or before 3:00 PM in order to be posted to June. DO NOT process journals impacting grants.	3:00 PM	7/11/2023
Financial Accounting	Faculty Start-Ups	Faculty Start Up: adjustments can begin (dated FY24)		7/10/2023
Sponsored Programs	SPA Year-End Activities	Grants invoicing and reporting for June can begin		7/10/2023
Sponsored Programs	F&A Revenue Distribution	Final FY23 F&A revenue distribution and GU F&A closing entries complete	12:00 noon	7/11/2023
Financial Accounting	Close To Processing	FY2023 entries generated, tested and finalized		7/18/2023
Financial Accounting	Roll Forward Processing	FY2023 Workday roll forward process job - Restricted Funds		7/21/2023
Payroll	Payroll	FY2023 Initial Payroll Commitments process job (need to wait for new fringe rates)		7/21/2023
Financial Accounting	Roll Forward Processing	FY2023 Legislative and Advance Commitment Budget Carry Forward Job		7/28/2023