

| Department/<br>Division   | Task  | Task Description  | Time       | Date for Current<br>Fiscal Year Close |
|---|---|---|------------|---------------------------------------|
| Procurement   | RFQs and RFPs                                 | Last day to request a bid for equipment and supplies and sole source requests for the current fiscal year.  | 5:00 PM    | 04/30/24                              |
| FP&M  | Capital Projects                              | Last day to contact FP&M to initiate capital project budget changes or new capital projects for current fiscal year business.   | 5:00 PM    | 05/03/24                              |
| 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 this date. <a href="#">Final year for this process in preparation for Workday Student &amp; Receivable's Project.</a>   |            | 05/31/24                              |
| Expenses  | Spend Authorizations                          | Last day to create current fiscal year spend authorizations for current fiscal year travel, including cash advances. All spend authorizations must have final approvals by this time. Spend authorizations for the next fiscal year cannot be created until July 1.   | 5:00 PM    | 06/14/24                              |
| Procurement   | Purchase Orders                               | Purchase orders have to be issued to the supplier, received, invoiced, approved, and paid to be current fiscal year transactions.   | 5:00 PM    | 06/14/24                              |
| 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 the June 30 deadline.  | 5:00 PM    | 06/14/24                              |
| Accounts Payable  | Flagging of Payables                          | Accounts payable staff begin tagging payables on PO, Supplier Contract, and Non-PO supplier payments.   |            | 06/17/24                              |
| Financial Accounting  | ISU Foundation Gift Accounts                  | Final fiscal year intergration 204 with ISU Foundation.   |            | 06/17/24                              |
| Procurement   | P-card  | Last day to make p-card transactions to most likely be included in the current fiscal year. Transactions must be posted to the supplier's bank to ensure that they arrive in Workday from ISU's bank by June 30. PCV must be approved by the June 30 to be included in the current fiscal year.   | 5:00 PM    | 06/18/24                              |
| 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 the current fiscal year. Transactions must be posted to the supplier's bank to ensure that they arrive in Workday from ISU's bank by June 30. Expense report must be approved by the end of June to be included in the current fiscal year. | 5:00 PM    | 06/18/24                              |
| Procurement   | cyBUY - orders                                | Last day for in stock items to ensure they most likely can be shipped and charged prior to to the end of the fiscal year. Items with long lead times or that are backordered will most likely be in the next fiscal year. PCVs for cyBUY orders must be approved by June 30 to be included in the current fiscal year.  | 5:00 PM    | 06/18/24                              |
| 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 at the beginning of June.                        |            | 06/21/24                              |
| Payroll   | Off-Cycle Payroll                             | Last day for current fiscal year Off-Cycle Payroll Processing - salary only.  | 12:00 noon | 06/25/24                              |
| Expenses  | Expense Reports                               | Last day to approve current fiscal year expense reports in Workday. SPECIAL NOTE TO APPROVERS - Please do not approve any expense reports in Workday after 5:00 PM on this date.  | 5:00 PM    | 06/28/24                              |
| Resume approvals of expense reports at 8:00 AM on the first day of the new fiscal year. |   |   |            |                                       |

| Department/<br>Division | Task   | Task Description  | Time  | Date for Current<br>Fiscal Year Close |
|-------------------------|--|---|---|---------------------------------------|
| Procurement             | T&H Card   | T&H card transactions are reconciled and approved through the expense report process.<br><br>Last day to approve current year expense reports in Workday. SPECIAL NOTE TO APPROVERS - Please do not approve any expense reports in Workday after 5:00 PM on this day.<br>Resume approval of expense reports at 8:00 AM on the first day of the new fiscal year.   | 5:00 PM   | 06/28/24                              |
| Accounts Payable        | Purchase Order and Supplier<br>Contract Invoices | Last day to approve purchase order (PO) and supplier contract invoices for the current fiscal year. NOTE -WIRE PAYMENTS need to be approved and received by Treasurer's Office by 12:00 noon.<br><br>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 in the new fiscal year. | Wire payment<br>deadline is<br>12:00 noon.<br>All other<br>payment types<br>deadline is 3:00<br>PM. | 06/28/24                              |
| Accounts Payable        | Non-PO and Non-Supplier<br>Contract Invoices     | Last day to approve non-PO/non-supplier contract invoices for the current fiscal year. NOTE - WIRE PAYMENTS need to be approved and received by Treasurer's Office by 12:00 noon.<br><br>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 in the new fiscal year.   | Wire payment<br>deadline is<br>12:00 noon.<br>All other<br>payment types<br>deadline is 3:00<br>PM. | 06/28/24                              |
| Accounts Receivable     | 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  | 06/28/24                              |
| 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 inclusion in the current fiscal year. Any cash/checks received after 2:00 PM will still post to July in the new fiscal year.  | 2:00 PM   | 06/28/24                              |
| Settlements             | Settlement Payments - EFT                        | Final current fiscal year payment settlements by Electronic Funds Transfer (EFT).   | 3:00 PM   | 06/28/24                              |
| Settlements             | Settlement Payments -<br>Checks/Wires            | Final current fiscal year payment settlements by check or wire.   | 3:00 PM   | 06/28/24                              |
| Procurement             | Non-Catalog Requisitions                         | Last day for creating current fiscal year non-catalog requisitions. Any non-catalog requisitions that are not finalized by 5:00 PM in Workday will automatically post to the new fiscal year.   | 5:00 PM   | 06/28/24                              |
| Procurement             | P-Card   | Last day for current fiscal year 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 the new fiscal year.  | 5:00 PM   | 06/28/24                              |
| Procurement             | Purchase Orders and Change<br>Orders             | Last day for current fiscal year 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 the new fiscal year.  | 5:00 PM   | 06/28/24                              |
| Procurement             | cyBUY  | Last day to verify and approve cyBUY (PCV) transactions for the current fiscal year. Any cyBUY transactions that have not received final approval in Workday by 5:00 PM will post to July and FY2024.   | 5:00 PM   | 06/28/24                              |

| Department/<br>Division                                    | Task  | Task Description   | Time       | Date for Current<br>Fiscal Year Close |
|--|---|--|------------|---------------------------------------|
| Procurement  | Requests for Proposals and Requests for Quotes                  | While RFPs and RFQs 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 this fiscal year will take priority until after this time.  | 5:00 PM    | 06/28/24                              |
| Expenses   | Expense Reports with Outstanding Spend Authorizations Cancelled | Expense reports in process or draft status will be canceled ONLY if there is a corresponding spend authorization. Current fiscal year spend authorizations cannot be rolled into the next fiscal year. Canceled expense reports with current year spend authorizations will need to be copied/re-entered for payment in the new fiscal year.             | 4:00 PM    | 06/28/24                              |
| Internal Billings - submitted to FSD                       | Internal Billings - Manual                                      | Internal billings submission cutoff to FSD for current fiscal year business.   | 12:00 PM   | 06/28/24                              |
| Expenses   | Spend Authorizations  | Current fiscal year spend authorizations still in process will be mass closed.   | 4:00 PM    | 06/28/24                              |
| Internal Billings - Through Finance Service Delivery (FSD) | Internal Billings - Manual                                      | Last posting of June internal billings for the current fiscal year - FSD staff run integration INT-006.  | 4:00 PM    | 06/28/24                              |
| Internal Billings - Auto Feed                              | Internal Billings - Accounts Receivable                         | Last Accounts Receivable/automatic nightly feed for internal billings in the current fiscal year.  |            | 06/28/24                              |
| Internal Billings - Auto Feed                              | Internal Billings - FP&M  | Last FP&M billing/automatic nightly feed for internal billings in the current fiscal year.   |            | 06/28/24                              |
| Tuition  | Tuition Distribution  | Final tuition distribution must be completed by this date and time.  | 5:00 PM    | 06/28/24                              |
| Treasurer's Office   | Interest Earnings   | Final distribution of interest earnings by this date and time.   | 5:00 PM    | 06/28/24                              |
| Financial Accounting                                       | Revenue/Offset Control Closing                                  | Close out revenue/offset control programs  |            | 06/28/24                              |
| Financial Accounting                                       | Budget Amendments   | Must be fully approved in current period. Amendment date must match current month - validations in place no longer allows backdating. Budget amendments still in progress at the start of the next fiscal year will be canceled. Budget amendments will be unavailable until original budget is loaded for the next fiscal year (late July/early August) | 5:00 PM    | 06/28/24                              |
| Financial Accounting                                       | Year-End Close-in-Progress                                      | Workday finance processes changed to close-in-progress except for payroll. July for the next fiscal year is opened.  | 5:01 PM    | 06/28/24                              |
| Financial Accounting                                       | Faculty Start-Ups   | First June funding run for faculty start-ups. No reversals should be processed until faculty start-up adjustments can begin for the new fiscal year.   |            | 07/01/24                              |
| Financial Accounting                                       | Reorganizations   | Approved reorganization worktags will be activated. Old worktags being replaced will be marked with "zDNU"   | 12:00 noon | 07/01/24                              |
| Financial Accounting                                       | New Foundation Gifts - Student Award Items                      | New Foundation gifts created as part of Workday Student conversion will be activated for student financial aid use. New gifts have "IRT1125 RFNS-Restricted ISU Foundation Scholarships".  | 12:00 noon | 07/01/24                              |
| Financial Accounting                                       | Account Posting Rules   | Ledger account "4820:Other Revenues" will be consolidated with "4600:Other Operating Revenue" for FY25. APRs updated appropriately to map to 4600. Ledger account 4820 will be inactivated in FY25.  |            | 07/01/24                              |
| Financial Accounting                                       | Budget Amendment Transfer                                       | Final budget amendment transfer will be completed for the fiscal year.   |            | 07/01/24                              |
| Financial Accounting                                       | Account Receivable  | Final approval by Closing Accountant Role of loan servicer payment and cancellation process complete.  |            | 07/02/24                              |
| Financial Accounting                                       | Accounting Journals   | Accounting journals (manual entries) must be fully approved by noon or they will be cancelled.   | 12:00 noon | 07/02/24                              |
| Financial Accounting                                       | Accounting Adjustments  | Accounting Adjustments (PCV, EXP, INV) must be fully approved by noon or they will post to July.   | 12:00 noon | 07/02/24                              |
| Financial Accounting                                       | Accounts Payable Discounts                                      | Distribution of A/P discounts EIB processed  |            | 07/03/24                              |

| Department/<br>Division | Task  | Task Description  | Time          | Date for Current<br>Fiscal Year Close |
|-------------------------|---|---|---------------|---------------------------------------|
| Financial Accounting    | Capital Project Funding                           | Final funding allocations for capital projects  |               | 07/03/24                              |
| Payroll                 | Payroll Time Entries                              | Final time entries for payroll must be submitted and fully approved by 12:00 noon today for time worked through June 30.  | 12:00 noon    | 07/08/24                              |
| Payroll                 | Payroll Finalization                              | Last payroll finalization and posting in June; includes time captured through June 30.  |               | 07/08/24                              |
| Payroll                 | Settlement Payments - Payroll                     | Final payroll settlement run; posts to July.  |               | 07/08/24                              |
| Payroll                 | Payroll Accounting<br>Adjustments                 | Last day for payroll accounting adjustments. Must be fully approved by 5:00 PM today.   | 5:00 PM       | 07/08/24                              |
| Payroll                 | Payroll Obligations                               | Clear out payroll obligations and set for new year. Must be done before closing payroll ledger period   | 5:01 PM       | 07/08/24                              |
| Financial Accounting    | Payroll   | Close payroll processes for June.   | 5:01 PM       | 07/08/24                              |
| Financial Accounting    | Fringe Benefits Allocations                       | Last fringe benefit redirect allocations are processed.   | After 5:01 PM | 07/08/24                              |
| Financial Accounting    | Faculty Start-Ups                                 | Final funding run for faculty start-ups.  |               | 07/09/24                              |
| Financial Accounting    | Final June Accounting Journals                    | Final accounting journals for can now be completed. Units should create and save accounting journals. Once saved email Joe Golwitzer, Jeannine Wilson, and Danielle Kuhl with the journal number so final processing can take place. This all needs to be done before 3:00 PM in order to be posted to June. DO NOT process journals impacting grants.  | 3:00 PM       | 07/09/24                              |
| Financial Accounting    | AES and COOP Ext Direct<br>Appropriation Closeout | Final accounting journals to close out AES and COOP Direct Appropriations can now be completed. Units should create and save accounting journals. Once saved, email Joe Golwitzer, Jeannine Wilson, and Danielle Kuhl with the journal number so final processing can take place. This all needs to be done before 3:00 PM in order to be posted to June. DO NOT process journals impacting grants. | 3:00 PM       | 07/10/24                              |
| Financial Accounting    | Faculty Start-Ups                                 | Faculty start-up adjustments for the new fiscal year can begin.   |               | 07/10/24                              |
| Sponsored Programs      | SPA Year-End Activities                           | Grants invoicing and reporting for June can begin.  |               | 07/10/24                              |
| Sponsored Programs      | F&A Revenue Distribution                          | Final F&A revenue distribution and GU F&A closing entries complete  | 12:00 noon    | 07/11/24                              |
| Financial Accounting    | Close To Processing                               | Entries generated, tested and finalized for the mass close to processing  |               | 07/17/24                              |
| Financial Accounting    | Roll Forward Processing                           | Workday roll forward process job - All Funds  |               | 07/19/24                              |
| FAR/BAs/IT              | IRT Balancing                                     | IRT becomes an optional balancing worktag, replaces BU as an optional balancing worktag.  |               | 07/21/24                              |
| Payroll                 | Payroll   | Initial Payroll Commitments process job (need to wait for new fringe rates)   |               | 07/22/24                              |