

Department/ Division	Task	Task Description	Time	Date for Current 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	04/30/25
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	05/15/25
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	06/13/25
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	06/13/25
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	06/13/25
Accounts Payable	Flagging of Payables	Accounts payable staff begin tagging payables on PO, Supplier Contract, and Non-PO supplier payments.		06/16/25
Financial Accounting	ISU Foundation Gift Accounts	Final fiscal year intergration 204 with ISU Foundation.		06/16/25
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	06/17/25
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	06/17/25
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	06/17/25
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.		06/20/25
Payroll	Off-Cycle Payroll	Last day for current fiscal year Off-Cycle Payroll Processing - salary only.	12:00 noon	06/25/25
Accounts Receivable	Accounts Receivable Submit Charges	Last day to submit AR Submit Charges request for new charges / invoices.	3:00 PM	06/25/25
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	06/27/25
Internal Billings - Auto Feed	Internal Billings - FP&M	Last FP&M billing/automatic nightly feed for internal billings in the current fiscal year will occur before June 30th.		06/29/25
Accounts Payable	Purchase Order and Supplier 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. 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 deadline is 12:00 noon. All other payment types deadline is 3:00 PM.	06/30/25
Accounts Payable	Non-PO and Non-Supplier 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. 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 deadline is 12:00 noon. All other payment types deadline is 3:00 PM.	06/30/25
Internal Billings - submitted to FSD	Internal Billings - Manual	Internal billings submission cutoff to FSD for current fiscal year business.	12:00 PM	06/30/25
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	06/30/25
Settlements	Settlement Payments - EFT	Final current fiscal year payment settlements by Electronic Funds Transfer (EFT).	3:00 PM	06/30/25

Department/ Division	Task	Task Description	Time	Date for Current Fiscal Year Close
Settlements	Settlement Payments - Checks/Wires	Final current fiscal year payment settlements by check or wire.	3:00 PM	06/30/25
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	06/30/25
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	06/30/25
Expenses	Spend Authorizations	Current fiscal year spend authorizations still in process will be mass closed.	4:00 PM	06/30/25
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. Resume approvals of expense reports at 8:00 AM on the first day of the new fiscal year.	5:00 PM	06/30/25
Procurement	T&H Card	T&H card transactions are reconciled and approved through the expense report process. 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. Resume approval of expense reports at 8:00 AM on the first day of the new fiscal year.	5:00 PM	06/30/25
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	06/30/25
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	06/30/25
Procurement	Purchase Orders and Change 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	06/30/25
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 the new fiscal year.	5:00 PM	06/30/25
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	06/30/25
Internal Billings - Auto Feed	Internal Billings - Accounts Receivable	Last Accounts Receivable/automatic nightly feed for internal billings in the current fiscal year.	5:00 PM	06/30/25
Tuition	Tuition Distribution	Final tuition distribution must be completed by this date and time.	5:00 PM	06/30/25
Treasurer's Office	Interest Earnings	Final distribution of interest earnings by this date and time.	5:00 PM	06/30/25
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	06/30/25
Financial Accounting	Year-End Close-in-Progress	July for the next fiscal year is opened and Workday finance processes for June are changed to close-in-progress. All items are closed off from campus for the fiscal year except for the following. Payroll remains open for final June payroll on July 8th (Note PAAs can be completed for June business until payroll is closed on this date). Accounting Adjustments in progress with June dates must be fully approved by noon on July 2nd or they will post to July (PCV, EXP, INV). Accounting Journals with June dates can no longer be initiated but those in progress can be approved until noon on July 2nd (if not fully approved by this time, they will be canceled).	5:01 PM	06/30/25
Financial Accounting	Roll Forward of Procurement Documents	Obligations/Commitments balances for Procurement Documents are rolled forward to the next fiscal year. Includes POs, SCNs (subaward contract type only), and REQs.	After 5:01 PM	06/30/25
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.		07/01/25
Financial Accounting	Reorganizations	Approved reorganization worktags will be activated. Old worktags being replaced will be marked with "zDNU"	12:00 noon	07/01/25
Financial Accounting	Budget Amendment Transfer	Final budget amendment transfer will be completed for the fiscal year.		07/01/25
Financial Accounting	Allocations	Initial Fringe Benefit Redirect and Final Deferred Revenue allocations are run		07/01/25
Financial Accounting	Account Receivable	Final approval by Closing Accountant Role of loan servicer payment and cancellation process complete.		07/02/25
Financial Accounting	Accounting Journals	Accounting journals (manual entries) must be fully approved by noon or they will be cancelled.	12:00 noon	07/02/25
Financial Accounting	Accounting Adjustments	Accounting Adjustments (PCV, EXP, INV) must be fully approved by noon or they will post to July.	12:00 noon	07/02/25

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Financial Accounting	Revenue/Offset Control Closing	Close out revenue/offset control programs		07/02/25
Financial Accounting	Accounts Payable Discounts	Distribution/related worktag correction of A/P discounts EIB processed		07/03/25
Financial Accounting	Customer write-off corrections	Customer write-off distribution/related worktag corrections EIB processed		07/03/25
Financial Accounting	Stop-pay item correction	Stop pay item correction entry processed		07/03/25
Financial Accounting	Capital Project Funding	Final funding allocations for capital projects		07/03/25
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	07/07/25
Payroll	Payroll Finalization	Last payroll finalization and posting in June; includes time captured through June 30.		07/08/25
Payroll	Settlement Payments - Payroll	Final payroll settlement run; posts to July.		07/08/25
Payroll	Payroll Accounting Adjustments	Last day for payroll accounting adjustments. Must be fully approved by 5:00 PM today or they will post to July.	5:00 PM	07/08/25
Payroll	Payroll Obligations	Clear out payroll obligations and set for new year. Must be done before closing payroll ledger period	5:01 PM	07/08/25
Financial Accounting	Payroll	Close payroll processes for June.	5:01 PM	07/08/25
Financial Accounting	Faculty Start-Ups	Final funding run for faculty start-ups.		07/09/25
Financial Accounting	Allocations (Fringe Benefit)	Last fringe benefit redirect allocations are processed after final faculty start-up funding		07/09/25
Financial Accounting	Final June Accounting Journals	Final accounting journals that NEED to hit June can now be completed. Units should work with FSD to 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 or faculty startups. Please limit to entries that NEED to hit June, entries that can hit July should follow normal accounting journal processes.	3:00 PM	07/09/25
Financial Accounting	AES and COOP Ext Direct 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	07/09/25
Financial Accounting	Faculty Start-Ups	Faculty start-up adjustments for the new fiscal year can begin.		07/10/25
Sponsored Programs	SPA Year-End Activities	Grants invoicing and reporting for June can begin.		07/10/25
Sponsored Programs	F&A Revenue Distribution	Final F&A revenue distribution and GU F&A closing entries completed	12:00 noon	07/11/25
Financial Accounting	Close To Processing	Entries are generated, tested and finalized for the mass close to processing. Once all entries are completed, June will be fully closed. Note this year the Legislative DD/Assignee balances being closed out will not include the DD/Assignee worktags on the program the balances are closed to. ie. DD/Assignee balances on GU programs will be closed to their GUAC program without the DD/Assignee on the GUAC program.		07/17/25
Financial Accounting	Roll Forward Processing	Workday roll forward process job - All Funds		07/18/25
Payroll	Payroll	Initial Payroll Commitments process job (need to wait for new fringe rates)		07/25/25