

Fiscal Year-End 2022-2023 Memo

In preparation for the close of the fiscal year ending May 31, 2023, the following deadlines have been established to ensure the timely review and submission of items and processes critical to closing the fiscal year. Please carefully review the deadlines outlined below as they may impact departmental planning. Departments must supply the information outlined below by the close of business (5:00 p.m.) on each specified deadline.

Year-End Closing Schedule

Accounts Payable

- May 26: Deadline to submit invoiced payment requests to Accounts Payable for guaranteed inclusion in the final EFT and check payment cycle on May 31, 2023:
 - Check Requests
 - Honorariums
 - Purchase Requisitions (Purchase Orders)

Accounts Receivable

- May 17: Deadline to submit a billing request to Accounts Receivable for the Fiscal Year 2022-2023.

Budget Transfers

- May 25: Deadline to submit budget transfer requests to the Business Office for posting in the May 2023 accounting period.

Cashier's Office

- May 31: Deadline to submit the following items to the Cashier's Office for guaranteed inclusion in the Fiscal Year 2022-2023:
 - Cash Advance
 - Expense Advance / Reimbursement Voucher
 - Petty Cash

Journal Entries

- May 25: Deadline to submit journal entry requests to the Business Office for posting in the May 2023 accounting period.

P-Cards (AMEX)

- May 26 – May 31: Spending freeze on all active American Express Cards.
- June 1: Deadline to submit AMEX SAP Concur expense reports for May.
- June 3: Deadline to approve AMEX SAP Concur expense reports for May.

P-Cards (Divvy)

- May 26 – May 31: Spending freeze on all active Divvy Credit Cards.
- June 1: Deadline to complete Divvy transactions for May.
- June 3: Deadline to review Divvy transactions for May.

Purchase Requisitions (Purchase Orders)

- May 20: Last day in the Fiscal Year 2022-2023 purchase requisitions/orders can be entered into JICS for processing on May 25, 2023; the remaining 2022-2023 purchase orders will be closed on May 26th.
- June 07: First day in the Fiscal Year 2023-2024 purchase requisitions/orders can be entered into JICS for June 2023 processing; before June 7th, payment requests for the 2023-2024 fiscal year must be submitted as check requests.

Important

All payment requests for the Fiscal Year 2022-2023, including reimbursements, must be submitted before May 26, 2023, to be included in the final EFT and payment cycle on May 31, 2023.

Late transactions or documents received after the deadlines listed above may not be processed using a May 31, 2023, date and therefore could be charged to the Fiscal Year 2023-2024 budget.

Consistent with the prior year, the expenses incurred in June 2023 will be charged against the departmental Fiscal Year 2023-2024 budget, including prepayments made before June for events taking place in the Fiscal Year 2023-2024.

If you have any questions regarding this closing schedule, please direct your questions to the following staff:

Function	Contact	Email	Extension
Accounts Payable	Cindee Bailey	ap@seu.edu	5955
Accounts Receivable	Ryan Wolfe	accountsreceivable@seu.edu	5191
Budget	Andrew Kelley	amkelley@seu.edu	5485
Budget Transfers	Maribel Cruz	mcruz@seu.edu	5929
Cashier's Office	Gabriella Thomas	cashier@seu.edu	5186
Check Requests	Cindee Bailey (Payment) Maribel Cruz (Training)	cbailey@seu.edu mcruz@seu.edu	5955 5929
GL Account Codes	Maribel Cruz	mcruz@seu.edu	5929
Honorariums	Cindee Bailey (Payment) Maribel Cruz (Training)	ap@seu.edu mcruz@seu.edu	5955 5929
Journal Entries	Maribel Cruz	mcruz@seu.edu	5929
Payroll	Laura Waschek Dorimar AlersCandelaria	lawaschek@seu.edu dalerscandelaria@seu.edu	5033 5074
P-Card	Julie Ann Hudson (AMEX) Graham Light (Divvy)	jahudson@seu.edu pcardadmin@seu.edu	5006 5247
Purchase Requisitions Purchase Orders	Cindee Bailey (Payment) Maribel Cruz (Training)	cbailey@seu.edu mcruz@seu.edu	5955 5929