

BSU Fiscal Year End 6-30-2023 (FY23) Deadlines

Due Date		Task	Additional Info
Thurs	6/1	Review "Monthly Open PO Report-2023-06-01"	Report will be emailed if you have open POs - please review report and request any POs to be closed via email to procurement@bsu.edu , or comment in SciQuest on the PO to Kimberly Kordyl or Branden Roberts.
Thurs	6/23	SciQuest Non PO Payment Request Form	Must be fully approved in SciQuest.
Thurs	6/23	SciQuest Purchase Orders	Review all open Purchase Orders. Enter receiving for items/services received and send invoices to Accounts Payable.
Thurs	6/23	Travel Expense Reimbursements	All approved Travel Reimbursement requests (TXs) and accompanying documentation due in Accounts Payable.
Fri	6/23	SciQuest Purchase Orders - Closed	Last day to request a PO to be closed in FY23.
Fri	6/23	P-Card Purchases	Last day for P-Card purchases for expenses to post in June.
Mon	7/10	AR Charges (Student Financial Services Billing)	Due date for Accounts Receivable charges occurring on or before <u>June 30th</u> .
Mon	7/10	Payroll Labor Corrections- dates prior to Pay ID #14	All approved Correcting Labor Forms due in Payroll & Employee Benefits Office.
Wed	7/12	Journal Entries FY23	All FY23 entries should be entered in Banner to provide time for approvals and posting by Friday, 7/14.
Thurs	7/13	Payroll Labor Corrections- Pay ID #14 ONLY	All approved Correcting Labor Forms for Pay ID #14 due in Payroll & Employee Benefits Office by <u>noon</u> to allow posting by the 1st close.
Fri	7/14	June Financial 1st Close	All financial entries noted above should be complete and posted - accrual period posting only after this date.

Additional Information:

Beginning 7/1, the following will be reviewed and expenses may be recorded (accrued) in fiscal year 2023 on a journal entry*:

- AP Invoices greater than \$25,000
- AR Billings greater than \$25,000
- Travel Reimbursements greater than \$2,000

*The expense will be recorded in the fiscal year in which the goods were delivered or the services were provided. AP invoices are reviewed starting 4/1 for prepaid expenses.

[Please send any questions to ERPFINANCE@bsu.edu.](mailto:ERPFINANCE@bsu.edu)