BSU Fiscal Year End 6-30-2024 (FY24) Deadlines

Due Date			Task		Additional Info
Mon	6/3		Review "Monthly Open PO Report-2024-06-01"		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.
Fri	6/21		SciQuest Non PO Payment Request Form		Must be fully approved in SciQuest.
Fri	6/21		SciQuest Purchase Orders		Review all open Purchase Orders. Enter receiving for items/services received and send invoices to Accounts Payable.
Fri	6/21		Travel Expense Reimbursements		All approved Travel Reimbursement requests (TXs) and accompanying documentation due in Accounts Payable.
Fri	6/21		SciQuest Purchase Orders - Closed		Last day to request a PO to be closed in FY24.
Fri	6/21		P-Card Purchases		Last day for P-Card purchases for expenses to post in June.
Fri	6/28		Department Deposits		Last day for deposits. The entry would need entered into CASHNet and the check would need to be received in SFS by 3pm on 6/28.
Mon	7/8		AR Charges (Student Financial Services Billing)		Due date for Accounts Receivable charges occurring on or before June 30th.
Mon	7/8		Payroll Labor Corrections- dates prior to Pay ID #14		All approved Correcting Labor Forms due in Payroll & Employee Benefits Office.
Wed	7/10		Journal Entries FY24		All FY24 entries should be entered in Banner to provide time for approvals and posting by Friday, 7/12.
Thurs	7/11		Payroll Labor Corrections- Pay ID #14 ONLY		All approved Correcting Labor Forms for Pay ID #14 due in Payroll & Employee Benefits Office by noon to allow posting by the 1st close.
Fri	7/12		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 2024 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.