

FISCAL YEAR END 2023 – BUSINESS AND FINANCE PROCESSING

MON	TUE	WED	THU	FRI
1 MAY	2	3 - Process FY 23 purchase requisitions that require sealed bidding(\geq \$75,000)	4	5
29 - Submit budget revisions for FY 23 to Budget and Finance	30	31		
JUNE			1 - Last day to place FY23 order in eBucs. Process FY 23 purchase requisitions, sealed bidding not needed(< \$75,000)	2
5	6	7	8	9
12	13	14	15 - New year purchase requisitions can be entered into eBucs (FY 24 budgets are available)	16 - All petty cash and new loan activity ends.
19 - Last day, FY 23 Procard transact., depends on vendor card processing-not a guaranteed date	20	21 - All petty cash and new loan activity ends.	22	23

26	27	28	29 - June 30th timesheets must be entered by 10:00 a.m.	30 - All funds on hand must be deposited @ Fin. Services cashiers by 11:00 a.m.
JULY	4	5 - Last day, approved Fiscal Year Salary Allocations and Extra Compensation forms for FY 2023 New FY 24 purchase orders are released to suppliers by Procurement. ALL Account/Notes Receivable info. must be submitted to Fin. Services	6	7 - All FY 23 blanket purchases orders are cancelled by Purchasing
10	11	12	13	14
17	18 - Last day, financial corrections/approved budget revisions	19	20	21

Requisitions for Current Year Purchase Orders:

The last day to place orders (create requisitions) in eBucs, the electronic purchasing system, using 2022-2023 funds is **June 1, 2023**. This includes university, grant and foundation accounts. Requisitions placed in eBucs by June 1, 2023 will be processed into purchase orders no later than June 30, 2023.

Requisitions that require sealed bids for products and services \$75,000 or more must be entered and approved in eBucs no later than May 3, 2023.

Between June 2, 2023 and June 14, 2023 no orders can be placed in eBucs.

Beginning June 15, orders for the new 2023-2024 fiscal year can be entered into eBucs, as the new fiscal year funds will be loaded into Banner. *However, the 2023-2024 purchase orders will be held in a special electronic folder until July 5. On July 5, late in the afternoon, all the completed purchase orders will then be*

released electronically to the suppliers. Do not contact suppliers to check on these orders as the supplier will not have received the order until July 5.

Procards: It can take several days for Procard charges to post to your Procard account. Purchases made using the Procard for non-eBucs orders should be made early enough to assure they process through the vendor and are available on the US Bank system.

Receipts for Goods and Services: Departments should continue to create receipts in eBucs for goods and services received. There is no suspension for the receipting process.

Reimbursement Requests, Advertisements and Copy Paper Requests: The following forms will continue to be available for processing in eBucs beyond June 1. Requests submitted on these forms after the dates listed below may be paid from FY 23-24 funds.

- Reimbursement Requests = *June 30, 11:30 am*
 - Business Meals
 - Non-Food
 - Travel Claim
 - Team/Group Travel
 - Study Abroad Travel
- Food Events for June – July = *June 30, 11:30 am*
 - Food Order Non-Sodexo
 - Sodexo Custom Orders
 - Sodexo Punch-Out
- Direct Billed Rental Vehicles (Enterprise) = *June 30, 11:30 am*
- Advertising = *June 30, 11:30 am*
 - Display/Marketing
 - Employment
- Copy Paper Request = *June 22, 2023 at 4:00 pm*

Review Open Encumbrances: Each department should review purchase order encumbrances in Banner Self-Service against their accounts for items that should be unencumbered. (Ex. Blanket orders against which no additional orders will be placed, remaining items on the PO that have been canceled by the company, invoice was less than the PO amount and remaining encumbrance needs to be canceled, etc.). Send a memo or email to Accounts Payable, comptroller@etsu.edu to request encumbrance removals for purchase orders. Only send notification to cancel a purchase order *AFTER FINAL PAYMENT against the PO* has been completed in Banner.

Invoices and Reimbursable Receipts for goods or services received prior to June 30th will be charged to the current FY 22-23 budget. Any reimbursable invoices or receipts for goods or services received after July 1st will be charged to the new FY 23-24.

Any questions regarding the year-end purchasing process can be addressed to Procurement, ext. 96113.

June Deadlines:

- All Petty Cash activity ends for fiscal year 2023 on **June 21st**. All Petty Cash funds will be called and counted prior to June 30th and are subject to re-count by Internal Audit or State Audit.
- All new loan (Perkins, SGA, short-term loans, etc) activity for fiscal year 2023 will be stopped on **June 21st**.
- The last day to request a student balance of aid check disbursement for fiscal year 2023 is **June 21st**.

- All June 30th timesheets must be entered by 10:00 a.m. on Thursday, **June 29th**.
- All funds on hand must be deposited with the cashiers in the Office of Financial Services before 11:00 a.m. on Friday, **June 30th**.

FYSA and Extra Compensation Forms:

- All approved Fiscal Year Salary Allocations forms for fiscal year 2023 (retroactive changes for the fiscal year 2023) must be received in the Office of Financial Services by 4:30 p.m. on **July 3rd**.
- All approval processes must be completed for extra compensation and the form must be received in the Human Resources Office before 4:30 p.m. on **July 5th** for inclusion in fiscal year 2023.

GoldLink and e-Print:

Preliminary financial reports for June are available on GoldLink and Banner e-Print beginning July 7th. Departments are responsible for reviewing reports on GoldLink or e-Print. Last day for corrections to charges after reviewing the preliminary financial information is Tuesday **July, 18th**. These changes must be received in the Office of Financial Services by 4:30 p.m.

Accounts Receivable:

All miscellaneous Accounts Receivable invoicing for fiscal year 2022 stops on Wednesday, **July 5th**. All requests and accounts/notes receivable information should be received by Todd Waterman in the Office of Financial Services before 4:30 p.m. The accounts/notes receivable information should be listed in TBR format showing aging, accrued interest, deferred, etc., which has been provided to each department routinely recording accounts receivable.

Budget Revisions:

Last day for approved budget revisions to be received in the Budget Office is Tuesday, **July 18th**. In accordance with approved university policy, any budget account which reflects an aggregate over-run on travel, operating and equipment at the end of the fiscal year may have the amount of the over-run deducted from the following year's allocation. The reviewing official will identify the source for which the reduction will be made.

Any questions regarding the year-end processes can be addressed to the Office of Financial Services, ext. 94275 or the Budget Office, ext. 94383.