

FY24 YEAR-END DEADLINES

SUMMARY OF FINANCIAL DATES

| DATE | TIME DUE | ITEMS | DEPARTMENT |
|--|----------|---|-------------|
| Tuesday, May 21, 2024 through Wednesday, June 12, 2024 | 5:00 PM | Request Suppliers send all open invoices including Utility invoice for processing to accounts payable@fau.edu | Procurement |
| Monday, June 3, 2024 | 5:00 PM | Close open Purchase Orders fully invoiced, punchout PO's completed and other PO's as appropriate | Procurement |
| Friday, June 14, 2024 | 5:00 PM | Last day 2024 Spend Authorizations | Procurement |
| Monday, June 17, 2024 | 5:00 PM | Last day 2024 Requisitions can be created. Must be approved (all unapproved Requisitions will be closed) | Procurement |
| | 5:00 PM | Last day for 2024 Change Orders to be sent to Purchasing | Procurement |
| | 5:00 PM | Last day for new 2024 Expense Reports | Procurement |
| Monday, June 17, 2024 through Thursday, June 20, 2024 | | Orders open (roll forward) to purchasing@fau.edu Note: | |
| | | Purchase orders will only roll forward if they are not tied to the FY24 budget and can be committed to the FY25 budget. | Procurement |
| | 5:00 PM | Last day for 2024 P-Card charge limits reduced to \$1.00 | Procurement |

Thursday, June 20, 2024

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|-----------------------|----------|--|---|
| Friday, June 28, 2024 | 2:00 PM | Final Full Settlement run (Invoices/Expense Reports/Credit Card Transactions) for FY24 | Treasury |
| | 11:59 PM | 2024 Internal Service Delivery Entries need to be fully approved | Research Accounting or General Accounting |
| Sunday, June 30, 2024 | 11:59 PM | In Progress 2024 Internal Service Delivery Entries will be cancelled | Research Accounting or General Accounting |
| Monday, July 1, 2024 | 10:00 AM | Run fiscal year commitments | Payroll |
| Monday, July 1, 2024 | 8:00 AM | First day for 2025 Expense Reports | Procurement |
| | 8:00 AM | First day for 2025 Spend Authorizations | Procurement |
| | 9:00 AM | First day for 2025 PCard charges (limits reinstated) | Procurement |
| Tuesday, July 2, 2024 | 9:00 AM | First Period in FY2025 (PP#14) opens | Payroll |
| Monday, July 8, 2024 | 5:00 PM | Last day for 2024 Supplier Invoice/Expense Report | |

POINTS OF CONTACT

| Department | Points of Contact |
|--|--|
| Procurement Services: Purchasing Accounts Payable Travel and Expense P-card Administration | For purchase orders email purchasing@fau.edu Send all invoices to accountspayable@fau.edu Maria Yerganian @myerganian@fau.edu or 7-2917 Melodi Ramtallie @mramtallie@fau.edu or 7-6650 Ailene Dionzon-Finelli @dionzonfinelli@fau.edu or 7-3045 Gianella Diaz @giazg2014@fau.edu or 7-3087 For travel inquiries email Travel@fau.edu For pcard issues email Pcard@fau.edu |
| Financial Accounting: General Accounting Property Management | Lien McMullen @mcmullen@fau.edu or 7-3767 Ilias Gyftopoulos @gyftopou@fau.edu or 7-2927 |
| Payroll, Timekeeping Payroll Accounting Payroll Timekeeping Payroll Accounting | Annie Yahinian Head @yahinia@fau.edu or 7-4273 Anely Cabrera @acabrera@fau.edu or 7-2862 Tammy Kolotkin @kolotkin@fau.edu or 7-3609 |
| Budget: | Milena Alban @malban@fau.edu or 7-2804 |
| Research Accounting: ISD | Michael Simcox @simcox@fau.edu or 7-4993 |

PROCUREMENT

Purchase Orders/Supplier Contracts:

Procurement Services will close all FY2024 Purchase Orders between June 26, 2024 to June 28, 2024, unless the Purchase Order has been designated to roll forward into FY25. The fund balance of the PO will re-obligate funds in FY25 from the new FY budget. Funds from FY24 do not roll forward with the purchase order. On Friday, June 28, 2024, all Supplier Contracts will be rolled into FY2025 unless otherwise requested or termed. PO roll forward requests should only be used when the term of the agreement or the purchase spans the fiscal year. Otherwise, the PO will be closed effective 6/28/24 and a new REQ for FY25 should be created, resulting in a new PO.

Please review the following Purchase Order reports as early as possible and run again prior to Monday, June 17, 2024, to determine which FY2024 POs could be designated to roll forward and re-obligate funds in FY25. These reports are available to anyone in the following Workday security groups: Cost Center Accountant, Cost Center Manager, Departmental_Purchasing_Analyst_FAU, Departmental Financial Analyst_FAU and Financial Auditor.

1. FAU_FIN Purchase Order Obligations
 - o "Obligation Remaining" = Funds still OBLIGATED on budget.
2. FAU_FIN Purchase Order Obligations by CC Hierarchy
 - o "Obligation Remaining" = Funds still OBLIGATED on budget.
 - o Can ONLY be run by CC Hierarchy – Report results will breakdown each PO by SmartTag/CC/Supplier

CONTRACTS & AGREEMENTS

The last day for FY24 contracts or contracts seeking approval and signature to renew in July 2024 is Friday, June 21, 2024. Please note, these agreements/contracts/quotes require additional review and approval from the University's General Counsel's office or other departments such as IT. Please plan accordingly as additional lead time is needed. Should you have any emergency request(s), please email mramtallie@fau.edu or myerganian@fau.edu

TRAVEL & EXPENSE

Spend Authorizations:

If you are traveling during the last 10 days of June, please be sure your Spend Authorization is fully approved prior to Friday, June 14

- o If you have urgent travel that comes up last minute after Friday, June 14, please contact Travel@fau.edu to assist.
- o June 2024 Spend Authorization where a cash advance was requested will remain open until the expense report is submitted in FY2025. Should there be any additional expenditures related to FY2024 travel that were not expensed in FY2024, traveler does not need to re-enter a new Spend Authorization in FY2025 (Example: Travel date is August 2024, June 2024, airfare is purchased on a P-Card for August Travel. If this charge (or additional charges – hotel, per-diem, etc. that take place in August) was not expensed in FY2024, the FY2024 Spend Authorization should be used to create and process the expense report in FY2025.
- o Note- All other FY2024 Spend Authorizat

ACCOUNTS PAYABLE

Supplier Invoices:

Reach out to your Suppliers and request open invoices in May and early June.

Request that Suppliers send 2024 invoices as early as possible, ideally by Wednesday, June 12, 2024, in PDF format to accountspayable@fau.edu.

If invoices are sent directly to departments, do not hold them. Forward to accountspayable@fau.edu immediately. Be sure each invoice is clearly marked with the correct purchase order number. Invoices without