

## Fiscal Year-End Instructions FY23

Please review the fiscal year 2023 year-end dates for financial transaction processing below. To ensure processing prior to the close of the fiscal year, it is not recommended to submit check requests on the final processing day. Check requests received after the June 16th cutoff, may not be paid until July.

<b>MAY 16</b>	*First day Departments can key in new year blankets, maintenance & all requisitions
<b>JUNE 2</b>	*Cut-off date for requisitions in FY23 for quotes/bids over \$3,500
<b>JUNE 12</b>	*Cut-off date to enter non-bid (under \$1,500) requisitions in FY23
<b>JUNE 16</b>	*Last day for Departments to have Check Requests, Intramural Vouchers, Journal Vouchers, & Budget Transfers submitted to Office of the Controller *Last day for Accounts Payable to enter invoices to ensure processing & Departmental approval before year-end close
<b>JUNE 30</b>	*Last day for cash deposits- need to be in by 3:30 PM
<b>JULY 3</b>	*First check run in FY24 *First day to submit FY24 travel authorizations (see travel instructions below)
<b>JULY 6</b>	*Last day to make accounting changes in SDG2 for FY22- Charges with a post date of June 26 through July 2 will be uploaded into Banner on July 8 and recorded in FY22.

### Year-End Travel Instructions:

- If travel has been completed and all reimbursements have been submitted, please expire the pre-approval in Chrome River.
- If travel was canceled and no reimbursements will be required, please expire the pre-approval in Chrome River.
- A travel request that has received all levels of approval and been finalized in Chrome River during June, with a "Travel Start Date" in June will encumber current fiscal year funds.
- A travel request that has received all levels of approval and finalized after June 9<sup>th</sup>, with a "Travel Start Date" of July 1<sup>st</sup> or later will encumber next fiscal year funds (FY2024).

### Contacts:

Grant- Related Check Requests, Intramural Vouchers & Budget Transfers:

Valerie Brandenburg ([Valerie.Brandenburg@indstate.edu](mailto:Valerie.Brandenburg@indstate.edu))

Travel Pre-Approvals & Travel-Related Check Requests, Intramural Vouchers & Budget Transfers:

[Travel@indstate.edu](mailto:Travel@indstate.edu)

All Other Check Requests, Intramural Vouchers & Budget Transfers:

Alison Angermeier ([Alison.Angermeier@indstate.edu](mailto:Alison.Angermeier@indstate.edu))

Procurement Card Expense Reports:

Kim McCleary-Beams ([Kim.McCleary-Beams@indstate.edu](mailto:Kim.McCleary-Beams@indstate.edu))

Account Analysts (cash deposits):

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