

FY23 Year End Approaches!

Date	Last Day for:	Contact	Dept.	Ext
TUES, June 13	Payroll Actions due for JUNE Payroll and review FY23 Costing Allocations			
	Sponsored Programs	Heather B.	SPA	5422
	Other Restricted Funds	Joshua L.	FIN	email
	Operating Budget (110-FD)	Joshua L.	FIN	email
FRI, June 30	Last day for cash receipts by NOON	Denise W.	FIN	6437
FRI, June 30	Last day for FY23 Workday receiving	Mike B.	PROC	6568
FRI, June 30	Last day for submission for FY23 Internal Service Deliveries	Josh L.	FIN	email
FRI, July 7	Last day for submission for FY23 expenses reports	Kevin Manoogian	AP	email
FRI, July 7	Last day for FY23 Customer Invoices	Mary Jane P.	FIN	6091

FY23 Year End In Full Swing!

Date	Last Day for:	Contact	Dept.	Ext.
TUES, July 11	Final Gift Feed	Tina D.	ADV	6716
WED, July 12	Last day for journal entries/IDTs/Payroll			
	Sponsored Programs	Heather B.	SPA	5422
	All Other	Joshua L.	FIN	email
WED, July 12	All Supplier Invoice Requests, Expense Reports and Accounting Adjustments must be submitted and fully approved by all required approvers in Workday	Kevin Manoogian	AP	email
MON, July 24	Final deadline for approving Journal Entries/IDTs/Payroll	Mary Jane P.	FIN	6091
MON, Aug 1	Departments can run final FY23 reports	Jane C.	FIN	5577