



Memorandum

To: Account Managers

From: Stephanie Jennings, Accounting & Financial Services
Beth Ward, Procurement Services

Date: March 4, 2024

Re: **Closing Schedule - Fiscal Year 2023-24**

2023-24 FISCAL YEAR CLOSING

Below is the closing schedule for the 2023-24 fiscal year. Please review this schedule and note due dates on your calendars. Please forward to appropriate support staff for review. If you have any questions, please contact Stephanie Jennings in Accounting at 4155 or Beth Ward in Procurement at 4090.

The dates listed on this schedule also apply to ALL Grants & Contracts regardless of the grant end date. You will be notified by Grants Accounting of any exceptions to these dates.

All transaction dates listed are fixed. The Accounting Department will adhere to these deadlines to determine posting for each fiscal year. **MSU IABs, transfers of expenses, or university billings will NOT be processed if they are not received in Accounting by July 5th. These will NOT be deferred to the 2024-25 fiscal year.** Departments are asked to ensure all IABs are fully signed and completed by this date.

Purchases that can be charged to an MSU Purchasing Card may be made at any time prior to June 30, 2024 and charged to the 2023-24 fiscal year, as long as the charge is posted by the bank and **delivery is made before June 30, 2024.**

March 15 All network wiring adds or change requests using FY24 funding must include an email of approval of expenditure from the appropriate Account Manager and submitted to Network Operations by 4:30 p.m.

All virtual server adds or change requests using FY24 funding must include an email of approval of expenditure from the appropriate Account Manager and submitted to Systems Administration by 4:30 p.m.

All Virtual Desktops and/or Associated Licensing requests must include email of approval of expenditure from appropriate Account Manager and submitted to the Service Desk by 4:30 p.m.

March 28 All requests for Facilities Management **NEW** projects funded with FY24 funds must be received by Facilities Management by 4:30 p.m. This deadline is for the establishment of a project with reasonable budget planning and does not guarantee the project can be started in FY24. Project scheduling is performed by the Facilities Design & Construction Office. Any questions should be directed to Lisa Morgan at 4127.

All Project Scope Adjustments and project closure requests must be received by Jason Youngblood by 4:30 p.m. Any questions should be directed to Lisa Morgan at 4127.

April 4 All central file storage requests must include email of approval of expenditure from appropriate Account Manager and submitted to Systems Administration by 4:30 p.m.

April 5 All Software/Licenses/Hardware quotes for requisitions over \$2,500 requested through the Service Desk must include email of approval of expenditure from appropriate Account Manager and Vice President and be submitted to the Service Desk by 4:30 p.m.

April 8 All requests for Information Technology **NEW** projects funded with FY24 funds must be received by Tami Dandeneau in Information Systems by 4:30 p.m. Any questions should be directed to Tami Dandeneau at 3148.

All Project Scope Adjustments and project closure requests for Information Technology projects funded with FY24 funds must be received by Tami Dandeneau in Information Systems by 4:30 p.m. Any questions should be directed to Tami Dandeneau at 3148.

April 12 All requisitions, including those on price contract, and those that require bidding, must be received with full approval in Procurement by 4 p.m., **and shall state delivery is required prior to June 30, 2024.** Buyers will review requisitions as they arrive. Any requisition for items which cannot be delivered prior to the June 30 deadline will be returned to the originator to be re-entered as a FY25 purchase. All questions should be directed to the appropriate buyer.

April 25 All Facilities Management projects and Information Technology projects (including scope adjustments and project closures) are due to VPFAS by 4:30 p.m.

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May 17 All Personnel Action Forms, including Summer Pay PA Forms and PA Forms with FOAPAL changes, with effective dates on or prior to June 30, 2024 must be received in the department's Vice President's office by 4:30 p.m.

May 28 All Information Technology projects are due to Accounting and Finance by 4 p.m.

June 7 **All inter-account bills for transactions that occurred prior to May 31, 2024, are due to Accounting and Finance by 4 p.m.**

All Personnel Action Forms, including Summer Pay PA Forms and PA Forms with FOAPAL changes, with effective dates on or prior to June 30, 2024 must be received in the Human Resources office, from the Budget office, by 4 p.m. in order to be included on June Payroll.

All fiscal year 2023-24 payment documents in which checks are to be issued by June 30, 2024, must be received in either Procurement Services or Accounting by 4 p.m. depending on proper routing procedures; documents \$2,500 or over must first be routed to Procurement Services. The documents that are routed to Procurement Services must be received in Accounting by noon on June 15, 2024 in order for checks to be issued by June 30, 2024.

Payment documents received by the above deadlines will be paid in our normal check processing cycles up until and through June 30, 2024; provided the payment due date is prior to June 30, 2024.

- **NOTE:** Goods and Services **delivered before July 1, 2024** will be charged to 2023-24 fiscal year regardless of invoice date. Delivery delays that cause goods or services to be received after the June 30, 2024 will be charged to the 2024-25 fiscal year.
- **NOTE:** Goods and services to be charged to the 2024-25 fiscal year should **not** be delivered prior to July 1, 2024.

All creators/originators, account managers, and approvers must begin checking the myGate system daily to ensure all fiscal year 2023-24 payment documents have been approved for payment.

June 14 All Personnel Action Forms, including Summer Pay PA Forms and PA Forms with FOAPAL changes, with effective dates on or prior to June 30, 2024 must be received in payroll office by 4 p.m. to be included on June payroll.

June 17 BW 13 Timesheets are due for Submission at 12 noon. Please see Payroll Calendar.

June 18 BW 13 Timesheets are due for Approval at 12 noon. Please see Payroll Calendar.

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June 20 Monthly feeds should be e-mailed to msu.acctgfeeds@murraystate.edu by noon in order to be included on the Preliminary Statements.

PS – Printing Services	Janet Hudgins
UP – UPS charges	Della Martin
Athletics	Deanna Gordon
Print Management	Emily Asher
Curris Center	Trish Lofton
Foundation	Ellen Dale

June 21 Preliminary 2023-24 Organization Statements (FGRBDSC and FGRODTA) will be available for review via e-Print by 4 p.m.

June 28 BW 14 Timesheets are due for Submission at 4 p.m. Please see 2024 BW Payroll Calendar.

All Salary BTR's (paper) must be approved and sent to Accounting by 3 p.m. for processing in FY24.

BTR's - All Electronic BTR's for FY24 must be completed and approved online by 4 p.m.

Receipt of funds – All departments receiving funds on behalf of the University are requested to ensure that funds received prior to 1 p.m. on June 28, 2024 are deposited by 1 p.m.

Student Accounts – All charges to student accounts must be to the Bursar's office by 12 noon.

Commonwealth Invoices – All Commonwealth of Kentucky Agency invoices (billing to external agencies of the Commonwealth) must be received in the Bursar's office by 12 noon.

Payment documents for Petty Cash – All Payment Documents for petty cash replenishment must be received in Accounting by 8 a.m. All petty cash fund custodians are requested to ensure their funds are replenished on this date for all FY24 expenses. All fund custodians must file a Petty Cash Fund Replenishment Request (form PC-2) on June 28, 2024, whether or not any money was disbursed from the fund. Petty cash replenishments submitted after this date must be for receipts for FY25 expenses ONLY.

Purchasing Card Transactions – All purchasing card transactions with transaction dates on or before June 30, 2024 will be charged to fiscal year 2023-24. This is not the date an order is placed; it is the date the vendor charges the purchasing card account.

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July 1

BW 14 Timesheets are due for Approval at 12 noon. Please see 2024 BW Payroll Calendar.

All Labor Redistributions for FY24 pay periods must be received by Payroll by 4 p.m.

Payment documents submitted on this date or after cannot have combined fiscal year 2023-24 and fiscal year 2024-25 invoices submitted on the same payment document. If the payment document is for services performed in FY24 or goods received on or before 6/30/24 the document should be keyed into Banner using a 6/30/24 transaction date and due date. Documents can be keyed using the 6/30/24 transaction date through the Tuesday, July 9th check run.

Accounts receivable transactions – All accounts receivable transactions must be received in Bursar's Office by 12 noon. This list should contain only external vendors, not MSU departments. Department charges must follow the IAB deadlines listed.

Please email the list to msu.accountreceivables@murraystate.edu.

Cash transmittals/web deposits – All cash transmittals/web deposits submitted to the Bursar's Office between July 1 and July 8 that contain funds for fiscal year 2023-24 must contain a description of the service and contact information.

Purchasing Card Statements and Receipts for **Grants** are due in Accounting and Financial Services by 4 p.m.

July 2

Any department with employees that worked on Saturday, June 29, or Sunday, June 30, should report the employee's name, M#, position number, and hours worked to the Payroll Office by 12 noon.

July 5

IAB Adjustments and feeds (must have UPS for June) - All IABs for adjustments to Account Statements and any additional charges for monthly feeds must be received in Accounting by 4 p.m.

Payment Documents (receiving) - All fiscal year 2023-24 payment documents must be received in either Procurement Services or Accounting by 4 p.m. depending on proper routing procedures as indicated on the June 7 explanation above. The documents that are routed to Procurement Services must be received in Accounting by 4 p.m. on July 5, 2024.

NOTE: Account Managers and approvers must check the myGate system to ensure all fiscal year 2023-24 payment documents have been approved for payment.

All Travel Vouchers for travel completed on or before June 30, 2024 must be received in Accounting by 4 p.m. This includes Group Travel Advances issued for 2023-24 travel.

July 23 Final 2023-24 Account Statements (FGRBDSC and FGRODTA) will be available the fourth week of July via e-Print. An email notification will be sent to Account Managers.

2024-25 FISCAL YEAR

Below is the schedule for the initiation of 2024-25 fiscal year transactions and resumption of normal procedures.

June 3 **Requisitions** for 2024-25 items that may require bids or quotes may be submitted to Procurement after this date. Requests for earlier bidding will be handled on an individual basis. Requisitions for fiscal year 2024-25 submitted to Procurement prior to July 1, 2024, **MUST** include the date 07/01/2024 in the "Transaction Date" field of the electronic requisition form (FPAREQN) on the myGate System. The Delivery Date must be July 1, 2024 or later.

Requisitions for 2024-25 fiscal year submitted to Procurement prior to July 1, 2024 having a total value of \$2,500 or more must have written approval of the appropriate Vice President to indicate funds availability.