

FYE Closing Summary Deadlines FY24

TASK	Deadlines
Signature Authorization Forms	Monday, September 23rd
ALL invoices - including construction received by CAPTIVA	12 PM, Tuesday, October 1st
Last Day for Departments to Approve Payment Requests and PO Invoices (including receipts)	12 PM, Thursday, October 3rd
Accounts Payable Module Close	Friday, October 4th
Mass close for Requisitions and Purchase Orders -SPD	Saturday, October 5th
PO Rollover- SPD	Saturday, October 5th-Sunday, October 6th
Encumbrance Rollovers	Monday, October 7th
IG/UAP Allocation (Posted by Finance)	Tuesday, October 8th
AT&T and FPL accrual (Posted by Finance)	9 PM, Tuesday, October 8th
Last day to submit Interdepartmental Billing (ID) interfaces	9 PM, Tuesday, October 8th
Interest distribution for September posting	9 PM, Wednesday, October 9th
Interdepartmental transactions (GL & AP journals & billing) (affecting other departments)	9 PM, Wednesday, October 9th
AP Journal Vouchers - departments to approve	12PM, Wednesday, October 9th
GL Journal Entries affect your own department and grant (Intradepartmental)	9 PM, Friday, October 11th
Deposits for cash and checks on hand on September 30, 2024 or before	Friday, October 11th
Temp Bill Approvals (for grants with automatic bills)	Tuesday , October 15th
AR, BI Transactions - including grants with manual billing	Tuesday , October 15th
AR, BI Module Close	Tuesday , October 15th
General Ledger & Project Costing Module Close	COB, Thursday October 17th
Asset Management Module Close	Friday, October 18th & Friday, November 15th