

## FY23 Year End Processing Deadlines Business, Cashiers, and Purchasing Offices

Transaction Type	Deadline ( <b>12:00pm</b> )
Purchasing Office Bids (Contact Sean)	Immediately
Corrections, Internal Payments, and Transfers to Business Office	06/08/2023
Deposit Corrections to Cashiers Office	06/08/2023
Cash Advance Requests Workflow Approved in GUS Cloud	06/08/2023
Payroll Corrections to <a href="mailto:payroll@pittstate.edu">payroll@pittstate.edu</a>	06/09/2023
New Supplier Requests to Purchasing Office	06/10/2023
Pcard Expense Items Workflow Approved in GUS Cloud (through 6/3 statement)	06/12/2023
Service Clearings to Business Office	06/14/2023
Refund Requests to Cashiers Office (transcripts, registrations, etc.)	06/14/2023
Cash Advance Reconciliation Expense Reports Workflow Approved in GUS Cloud	06/14/2023
Outgoing Wire Transfers to Business Office	06/15/2023
Deposits to Cashier's Office	06/20/2023
Expense Reports Workflow Approved in GUS Cloud	06/22/2023
Invoices Workflow Approved in GUS Cloud	06/22/2023
Budget Adjustments	06/28/2023
Signed Change Fund Reconciliation to Cashier's Office (Dated 6/30/23)	06/30/2023
Requisitions and Purchase Orders Workflow Approved in GUS Cloud	06/30/2023
Pcard Expense Items Workflow Approved in GUS Cloud (6/4-6/30)	07/10/2023

All GUS Cloud transactions must be **Workflow Approved** by the above dates/times to make it into FY23 processing. If a transaction has been submitted, but is pending any kind of approval, it will be processed with FY24 funds. If a transaction should not be processed until FY24, please do not submit it until 07/01/2023.

Remember to use dashboard reports to monitor cost center balances and correct any negative balances before 06/08/2023.

## FY23 Year End Processing Deadlines PSU Foundation

Transaction Type	Deadline ( <b>12:00pm</b> )
Foundation Deposits - 1 of 2 deadlines	06/19/2023
Foundation Deposits - 2 of 2 deadlines*	07/06/2023
State BPC using <b>Foundation funds</b> - all statements thru July 20 **	07/10/2023
Foundation Budgeted Accounts - Fund 412U ***	07/07/2023
Foundation Pro Card- (cards issued by PSU Foundation)	07/07/2023

\* FY is determined by when revenue was earned or date on checks. Take checks, cash and credit cards to Advancement Services Office ASAP.

\*\* Transactions dated June 4th -June 30th must be a FY23 transaction regardless of BPC statement date. Date of service also determines the appropriate FY. Pay invoices and process EXP ASAP.

\*\*\* Purchases or dates of services on or before 6/30 will be a FY23 transaction for all expenditures; i.e. EXPs, REQs, Invoices, POs.

Note: Foundation will accrue all transactions that have a transaction date or date of services on or before 6/30/23 to FY23 by journal entry when the transaction originally posts to FY24.