

FY 2023 Year End Closing Schedule

It is once again time to plan for our year-end closing. Below is a list of final cut-off dates for processing documents for Fiscal Year 2023 close. Please take special note of the closing dates on the schedule and plan in advance. Your cooperation with the Office of the Controller, Budget Office, and Office of Research Administration during this very busy time, is greatly appreciated.

Preliminary financial reports as of June 30, 2023, will be available on Wednesday July 19, 2023. Please examine this information closely and submit corrections or adjustments to General Accounting by Friday July 21, 2023. To submit Budget and Purchasing corrections, refer to the schedule on pages 2 & 3. For further clarification or questions related to this year-end schedule please contact:

Office of the Controller:

- Susan Borup, *Associate Controller* – Accounting, Accounts Payable, One Card
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- General Accounting – co-accounting@mines.edu
 - Sharon Schwab, Financial Reporting Manager
 - Jason Shuck, Auxiliaries, and Foundation
 - Ann Hourihan, Grants, ISSV's
 - Jessie Whitcher, Capital Assets, Petty Cash Audit, Cash Receipts, PD & RD
 - Phyllis Walker, Change fund, customer deposits
- Accounts Payable – maps@mines.edu
 - Amalia Queller, Travel Advances & Travel Expenses
 - Mary Schwab, Payments
- Jenny Phou, Bursar – Cash Receipts, bursar@mines.edu
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- Janice Lander, *Director of Payroll & Employment Services* – Payroll, Intake Operations
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 - Payroll/HR Operations
 - Debbie Lira, Payroll/HR Operations Supervisor
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Office of Budget and Financial Planning: <https://www.mines.edu/budget/>

- Chris Stoppel – Director of Budget, cstoppel@mines.edu

Office of Research Administration: <https://ora.mines.edu/home/connect/>

- Johanna Eagan - jeagan@mines.edu,
- Rose Segawa rsegawa@mines.edu

Year-End Schedule for Fiscal Year 2023

System Close related to Departments:

Cash Close	Friday, June 30, 2023
Period 12 Close	Monday, July 17, 2023
Period 14 Final Close	Monday, July 31, 2023

FY 23 deadlines related to Departments:

Friday May 19, 2023	Last day to complete payroll related updates to: <ul style="list-style-type: none"> • Tax election changes – W4 • Extra Pay & Activity Pay changes • One-time payments
Thursday, June 1, 2023	All Purchase Requisitions are due for items expected to be <u>received</u> and expensed this Fiscal Year. Please note that any requisition received after Thursday, June 1, 2023, will be automatically entered for the next Fiscal Year (FY24), unless it has been clearly marked for FY23 and the goods or services can be guaranteed to be received by June 30, 2023. Note: General Fund budgets (fund 1001) do not roll forward. Any purchases intended to be charged against FY23 General Fund budgets need to meet this deadline.
June 1, 2023 to June 30, 2023	Petty Cash Audits will be conducted by General Accounting team. Please ensure that your Petty Cash Fund is reconciled as of June 30.
Monday, June 13, 2023	Follow-up with customers on any unpaid receivables due in FY23.
Monday, June 19, 2023	Adjustments to student accounts are due to the Bursar's office, to be included in FY23. The student side does not have the ability to back-date entries; therefore, any adjustments to student accounts (such as GRA/TA award funding changes) made after June 30, 2023 will be recorded in the next fiscal year.
Tuesday, June 20, 2023	Outstanding Travel Advances must be reconciled and approved by 5:00 pm.
Thursday, June 29, 2023	Any cash deposits need to be submitted to the Cashier's Office by 4:00pm. Any cash received after this date will be recorded in the next fiscal year.
Friday, June 30, 2023	Last Business Day to receive goods and services for FY23.
Friday, June 30, 2023	Last day to approve timesheets for employee's time between June 16 – 30, 2023. Enter timesheets early so approval can be completed by this deadline.
July 1, 2023 to July 29, 2023	FY23 e-Prints updated daily.

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Friday, July 7, 2023 (5:00)	Last day to allocate One Card Expenses to FY23. All expenses must be allocated and approved by this date. <i>*Any non-allocated expense will be posted to the cardholder's department operating budget, or PD/RD account.</i>
Friday, July 7, 2023 (5:00)	Last day to process any Financial Aid payroll adjustments. All State & Federal work-study should be reconciled.
Friday, July 7, 2023 (5:00)	Last day to finalize (submit and approve) all travel and expense reports, paper or electronic, for FY23 expenses.
Friday, July 7, 2023 (5:00)	Deadline to submit invoices, vouchers, or direct pay requests to MAPS for goods and services received on or before June 30, 2023, to be posted directly to your account for the current fiscal year. <i>If you have expenses that were incurred prior to June 30, 2023 but have not yet received an invoice, please contact General Accounting staff in the Controller's Office at CO-Accounting@mines.edu so that we can include it in the year-end close process and reflect the expense in the correct year.</i>
Friday, July 7, 2023 (5:00)	Last day to submit ISSVs for goods & services provided to campus customers on or before June 30 by 5:00pm
Monday July 17, 2023 (morning)	ORA will run June (period 12) invoicing after all expenses (dated on or before June 30) are posted. After completion, Period 12 will be Closed, and Period 14 Accrual Period will be Open. Period 12 Close financial reports generated.
Wednesday July 19, 2023	Begin review of Period 12 reports. Any corrections or adjustments should be sent to the Controller's Office by Friday July 21, 2023.
Thursday, July 20, 2023	Last day to submit payroll reallocations for ALL indexes: TDX Service - Submit Payroll Reallocation / Redistribution
Friday, July 21, 2023	Notify General Accounting of any outstanding FY23: <ul style="list-style-type: none"> • Expenses for goods and services received on or before June 30, 2023. • Uncollected receivables for services provided on or before June 30, 2023.
Friday, July 21, 2023 (5:00)	Last day to submit FY23 budget transfers. Visit https://www.mines.edu/budget/ to locate your designated budget analyst.
Friday, July 21, 2023	Last day to submit all adjusting entries: <ul style="list-style-type: none"> • Research Related - TDX Service - ORA: Sponsored Research Index Journal Voucher • Non research related - Email General Accounting
Wednesday, August 2, 2023	Period 14 (Final) Closes at Noon.
Thursday, August 3, 2023	Final e-Prints reports for FY23 available for final review. Please communicate any remaining issues to the Controller's Office for consideration. Please note only material matters may be addressed after the Period 14 close.