


FY24 Year-End Close Deadlines

| Fiscal Year-End Close Dates | | | | |
|---|--|-----------------------------------|--|---|
| 1st Close | | Wed, Jul 03 | | |
| 2nd Close | | Fri, Jul 12 | | |
| Final Close | | Fri, Jul 19 | | |
| FY25 New Year opens | | Sat, Jul 13 | | |
| Transaction | Description | Submission Deadline | Notes | Method of Submission (click on link) |
| Returning Funds | Checks | Fri, Jun 28 | Department delivers any check deposits to Cashier's Office (by 12 noon) | Deliver to Cashier's Office |
| | Credit or debit card | Fri, Jun 14 | Online refunds for personal expenses on a corporate card, P-Card, or unused advances | Returning Funds to Dartmouth College |
| Copier Billing | Konica Minolta (KMBS) | Wed, Jul 03 | 4th quarter: meter read 6/24, invoice 6/28, post charge by 7/3 | (Review GL transactions report) |
| Journal Entries (AP Corrections, Transfers, & Payable Corrections) | Transactions prior to 05/31 | Fri, Jun 14 | Requests submitted by this deadline will post to 1st Close | Corrections, Journals and Transfers eform |
| | June transactions | Wed, Jul 03 | Requests submitted by this deadline will post to 2nd Close. After 2nd close (July 12), coordinate with your analyst or fiscal officer. | |
| | Transaction Note | prior to Fri, Jun 21 | Computer Store & Planon (FOM) corrections cannot be processed after June 21; Corrections cannot occur across fiscal years. | |
| Payment Requests | Invoices (PO & Non-PO), Travel/Business Expenses, Reimbursements (Dartmouth students and visitors), Other Payments (honoraria, study participation, etc.), Student Prizes & Awards | Wed, Jun 19 1st Close | Please specify if the payment is to occur in "FY24" (Old Year) or "FY25" (New Year) in the Comments section on the Payment Request eForm to ensure that it is charged to the correct fiscal year. | Payment Request eForm |
| | | Fri, Jun 28, 12 noon 2nd Close | Goods/Services must be received by June 30 for posting to FY24 | |
| P-Card | P-Card Purchases | Fri, Jun 14 | Purchases made after June 14th are not guaranteed to post to FY24 | P-Card eForm |
| | P-Card eForm submission | Fri, Jun 28 | eForm submission to ASFC for processing | |
| | P-Card System Approval (Oracle) | Mon, Jul 01 | Review and Approval in P-Card System (prior to 4 pm) | |
| Expense Reports/Payment Requests (Reimbursement) | Transactions prior to 5/31 or with Cash Advance | Fri, Jun 14 | eForm or self reporting submission to ASFC for report processing: prior to May 31 transactions | iExpense System  |
| | Transactions for June | Fri, Jun 28 | eForm or self reporting submission to ASFC for report processing: June transactions | or |
| | iExpense - New Year (Approval 7/1) | Mon, Jul 15 | NEW YEAR: FY25 iExpense eForm and self reporting begins 7/15. Do not self-submit reports with FY25 transactions for approval until July 15. | |
| Purchase Order/Requisitions | Purchase Orders/Requisitions | Thu, Jun 27 | Goods/Services must be received by June 30 for posting to FY24 | Purchase Request eForm |
| PAYROLL | Wage Transfer & MYLS | Fri, Jun 21 | Requests after this deadline will post to FY25 | Wage Transfer or MYLS e-form |
| | Bi-Weekly PA Requests | Fri, Jun 21 | Payroll Requests (new hires, terminations, transfers, etc) | General Request eform |
| | Monthly PA Requests | Fri, Jun 14 | | |
| | PTO | Sat, Jun 29 | Deadline for personal and vacation time Use | Kronos |
| | Accelerated Biweekly Payroll | Thu, Jun 27 | <ul style="list-style-type: none"> Record all hours for pay period 6/16-6/29 for the Biweekly Payroll by 4 pm 6/27 Time Detail Reports will be run by Friday, June 28th @ 7 am Supervisor Review & Corrections completed by Friday, June 28th @ 11 am Finance Center Approvals completed by Friday, June 28th @ 4 pm | |