


FY23 Year-End Close Deadlines

Transaction	Description	Submission Deadline		Notes	Method of Submission click on link (select text)
Returning Funds	Checks	Jun 30	Fri	Department delivers any check deposits to Cashier's Office (by 12 noon)	Deliver to Cashier's Office
	Credit or debit card	Jun 16	Fri	Online refunds for personal expenses on a corporate card, P-Card, or unused advances	Returning Funds to Dartmouth College
Copier Billing	Konica Minolta (KMBS)	Jul 04	Tue	4th quarter: meter read 6/26, invoice 6/30, post charge by 7/4	(Review GL transactions report)
JOURNAL CORRECTIONS (including AP Corrections)	Transactions prior to 05/31	Jun 12	Mon	Requests submitted by this deadline will post with 1st Close	Corrections, Journals and Transfers eform
	June & Year End transactions	Jul 05	Wed	Requests submitted by this deadline will post with 2nd Close	
	Transaction Note	prior to 06/23		Computer Store & Planon corrections cannot be processed after June 23; Corrections cannot occur across fiscal years.	
Payment Requests	Invoices, POs, Non-POs, Other Payments, Prize & Award (ALL Invoices: PO or non-PO)	6/19 Mon 1st Close 6/30 Fri, 12 noon 2nd Close		Please specify Fiscal Year in Comments section of Payment Request Form. e.g., "FY23" or "FY24" Goods/Services must be received by June 30 for posting to FY23	Payment Request eForm
P-Card	P-Card Purchases	Jun 16	Fri	Purchases made after June 16th are not guaranteed to post in FY23	P-Card eForm
	P-Card eForm submission	Jun 30	Fri	eForm submission to ASFC for processing	
	P-Card System Approval (Oracle)	Jul 03	Mon	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	Jun 14	Wed	Submission for activity prior to May 31: eForm or self reporting submission to ASFC for report processing	iExpense System 
	Transaction for June	Jun 30	Fri	eForm submission to ASFC for report processing or self reporting	or
	iExpense - New Year	Jul 10	Mon	NEW YEAR: FY24 iExpense eForm and self reporting begins 7/10	Employee Expense Report Request
PURCHASING	Purchase Orders/Requisitions	Jun 28	Wed	Goods/Services must be received by June 30 for posting to FY23	Purchase Request eForm
PAYROLL	Wage Transfer & MYLS	Jun 19	Mon	Requests after this deadline will post to FY24	Wage Transfer or MYLS e-form
	Bi-Weekly PA Requests	Jun 09	Fri	Payroll Requests (new hires, terminations, transfers, etc)	General Request eform
	Monthly PA Requests	Jun 16	Fri		
	PTO	Jun 17	Sat	Deadline for personal and vacation time Use	Kronos
	July 1st Biweekly Payroll Accelerated	Jun 29	Thu	<ul style="list-style-type: none"> Record all hours for pay period 6/18-7/01 for the Biweekly Payroll by 4 pm Time Detail Reports will be run by Friday, June 30th @ 7 am Supervisor Review & Corrections completed by Friday, June 30th @ 11 am Finance Center Approvals completed by Friday, June 30th @ 4 pm 	