


Finance & Operations Fiscal Year End Closing Dates: 2022-23

TO: All Campus Departments
FROM: David Jamison, Interim Associate Vice Chancellor for Finance & Administration/ University Controller
DATE: Apr 10, 2023
REFERENCE: Closing dates for fiscal year 2023 (2022-23)

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Departments must adhere to the following mandatory year-end deadlines to ensure that purchases and other expenses are paid from current year's funds and so that the University can meet year end requirements for the State of North Carolina.¹

Purchasing

- **5/1**: Last day for YoMart requisitions for purchase orders greater than \$25,000 to be submitted (purchase orders to be paid in FY23 that require bidding)
- **5/12**: Last day for YoMart requisitions for purchase orders less than or equal to \$25,000 (purchase orders to be paid in FY23, which do not require bidding)
- **5/26**: Date that all purchase orders on the State general fund need to be paid.
- **6/9**: Last day for purchases from the Central Warehouse to be charged in FY23.
- **6/14**: Last day to purchase from Amazon on YoMart. Current year billing cycle ends on 6/15. Amazon purchases will reopen on Jul 1, 2023.

Purchasing Card

- **6/15**: Last day for charges to post to WORKS for fiscal year 2023. All purchases posted after the 15th will be charged to fiscal year 2024.
- **6/20**: Due date for online reconciliations
- **6/22**: Due date for online approvals. Approvals must be completed by 5PM.

Budget Office

- **6/16**: Requests for Budget Revisions due to the Budget Office (General Fund & Trust Fund)
- **6/15**: Salary Redistributions Request due to the Payroll Office
- **6/15**: Journal Entries and Expenditure Transfers due to the Controller's Office
- **6/16**: Last day for Online Budget Pool Transfers

Accounts Payable & Disbursements

- **6/15**: Payment requests and invoices received after June 15th will be processed in FY24. For payments to be processed in FY23, the following is required:
 - An itemized correct invoice
 - Items must have been received or services completed (Receiving on Purchase Orders must be completed in YoMart).
 - Sufficient budget funds must be available in the appropriate budget pool or account line-item.
- **6/15**: Charges made via the Petty Cash System after this date will be reflected in FY24.
- **6/21**: Last day to submit Wire Transfers or Cash Management Transfers for Goods & Services received before June 15th.

Travel

- **6/15**: No Travel Advances on State general funds (ledger 1x) will be approved for travel ending after June 15th.
- **6/15**: All Travel Advance Expense Reports on State general funds must be cleared and approved by June 15th.
- **6/15**: All Travel Expense Reports received by after June 15th will be processed in FY24.

Other

- **6/15**: All transactions (except Payroll) for the following funds must be processed by this date:
 - Summer Sessions & Professional Development Funds (104000 to 104499)
 - Extension Instruction Funds (1045XX to 1058XX)
- **6/15**: On Campus Service Areas: Services performed by Facilities, Computer Center, and Postage charges, Bookstore, Catering, Conferences and Events, and Dining, must be completed by the 15th to be charged in FY23.
- **6/30**: Temporary employees will be paid for work performed through June 15th.

¹ If necessary, these dates may be revised due to statewide revenue shortfalls or other restrictions. Please advise all personnel in your area(s) of these important dates. Any exceptions to these dates will be reviewed on a case-by-case basis. Exception requests should be LIMITED. Questions should be sent to the supervisor of the appropriate department Thank you in advance for your cooperation.