

FY24 YEAR-END CLOSING CALENDAR

OVERVIEW

In order to meet year-end reporting requirements, the following instructions and deadlines are provided to assist with managing resources effectively through the end of the current fiscal year (June 30, 2024). Please carefully review the deadlines outlined below as they directly impact departmental planning and may differ from those in previous years.

Summary of Key Dates:

- **June 14, 2024:**
 - Receipt of goods and services by the department, receipt of the vendor's invoice by Accounts Payable, and the Banner eReceiving report must be completed by the department no later than Friday, June 14, 2024, to be paid in FY24.
 - Chrome River expense reports for travel taken prior to June 14, 2024, must be submitted no later than June 14, 2024, to be paid to FY24.
 - PCard transactions from May 16, 2024, through June 14, 2024, must be posted no later than June 14, 2024, to be paid in FY24.
 - IDT's, Accounting Service Request Forms, and other Journal Vouchers must be submitted by June 14, 2024, to be posted to FY24.

- **June 17, 2024:**
 - All budget adjustments are due to the Office of Budget and Financial Planning to ensure all budget deficits are cleared for FY24.

PAYMENT OF GOODS/SERVICES
 Call 3-4813 or email invoice@odu.edu with questions.

It is mandatory that goods and services be received on or before June 14, 2024, to be charged to FY24. eReceivers must be completed by June 14, 2024.

Goods and services received after June 14, 2024, will be charged to FY25 budgets regardless of when the requisition was received in Procurement Services or when a Purchase Order was issued.

Purchasing Card (PCard)

Monthly Cardholder and Approver budget allocation and electronic signoff for each transaction posted in the Works system is due no later than the 30th of each month, **except for year-end closing**. The charges for the mid-May to mid-June cycle of FY24 have the **deadline of June 14, 2024**, for complete allocation and signoff.

All PCard activity after June 14, 2024, will be posted in FY25. Departments should be mindful of this change and ensure FY25 resources are available to cover PCard expenses incurred after June 14th.

Additional PCard Guidance may be accessed [here](#).

PROCUREMENT SERVICES (PURCHASING ACTIVITIES)
 Call 3-5889 or email procurement@odu.edu with questions.

It is mandatory that goods and services be received and invoiced on or before June 14, 2024, to be charged to FY24. Regardless of when the requisition was received in Procurement Services, goods and services received after June 14, 2024, will be charged to FY25 budgets. **Open encumbrances will roll to FY25.**

Please remember that as year-end approaches, product availability and commercial delivery schedules become less dependable. The best way to ensure delivery by June 14 is to submit your requisitions early.

Additional Procurement Guidance may be accessed [here](#).

FUNCTION/ACTIVITY	DEADLINE FOR SUBMISSION
ETF Purchases (Refer to ETF Guidance for additional information. If your ETF allocation is not committed by this deadline, balances may be reallocated.)	Mar 6, 2024
Goods/Services > \$50,000 (including sole source)	April 5, 2024
Goods/Services \$10,000 - \$50,000 (including sole source)	April 26, 2024
Goods/Services < \$10,000 (including sole source) Vendor proposals/quotations must include language specifying that requested goods/services will be delivered/provided and invoiced on or before June 14, 2024 .	May 10, 2024
Liquidation Requests: Please refer to the Procurement Services website for Liquidation Request Procedures . Any encumbrances/purchase orders carried into FY25 will be funded by the department's FY25 budget.	June 13, 2024

ACCOUNTS PAYABLE

Email invoice@odu.edu or call 3-4813, 3-5020, 3-4762, or 3-4528 with questions.

- Vendors are required to mail or email (invoice@odu.edu) invoices directly to Accounts Payable. Invoices received by departments must be forwarded immediately to Accounts Payable at invoice@odu.edu. Invoices sent to departments could result in payment delays to vendors and violate Commonwealth Prompt Pay requirements.
- Departments must **not** hold invoices or eReceivers due to lack of funds. The University is obligated to pay, and departments are required to manage budgets accordingly. **(Reminder: Inspection of the items or services received by departmental staff and the completed eReceiver should be completed in Banner as soon as possible, but in no case more than three working days after delivery).**
- Prepayment of expenditures may be authorized if required by an annual contract or for recurring expenditures paid annually each June (such as memberships and subscriptions). **Requests for prepayments must be submitted no later than June 2, 2024.** Prepayment invoices and supporting documentation (Purchase Order and eReceiver) that are authorized according to the CAPP Manual and that are PAID prior to June 14, 2024, will be recorded in FY24. Prepayments made after June 14, 2024, will be posted to FY25.
- Petty Cash Funds:
 - Must be reconciled monthly. If there are no expenditures for a month, submit a PC-4 Form indicating “no expenditures for the month.”
 - Petty Cash reconciliations must be completed and reported to Accounts Payable by **July 3, 2024.**

ACCOUNTS PAYABLE

Email invoice@odu.edu or call 3-4813, 3-5020, 3-4762, or 3-4528 for additional information.

FUNCTION/ACTIVITY	DEADLINE FOR SUBMISSION
Last day to request prepayments to be paid from FY24. (Complete documentation includes PO, invoice, and eReceiver)	June 2, 2024
Petty cash custodians must request reimbursement of departmental petty cash funds for expenditures to be charged to FY24 for activity through May.	June 3, 2024
Deadline for submission of travel expense reports for travel taken through June 14, 2024. <ul style="list-style-type: none">○ All travel must be submitted within thirty days of return.○ Travel taken prior to June 14, 2024, must be submitted no later than June 14, 2024, to be charged to FY24.○ Trips taken after June 14, 2024, must be submitted no later than July 6, 2024, and will be charged to FY25.	June 14, 2024
eReceivers for goods or services received on or before June 14, 2024, must be completed <i>within 3 working days after delivery. eReceivers completed after June 14, 2024, will be posted to FY25.</i>	June 14, 2024
Last day for ETF orders to be received and invoiced (including high tech research equipment requiring calibration/installation/software fine-tuning)	June 14, 2024
Petty cash custodians must request reimbursement of departmental petty cash funds for expenditures to be charged to FY24 for June activity.	July 8, 2024

GENERAL ACCOUNTING/DATA CONTROL
Call 3-4795 or 3-3058 (General Accounting) or 3-3257 (Data Control) with questions.

FUNCTION/ACTIVITY	DEADLINE FOR SUBMISSION
IDT forms and other Journal Voucher requests for FY24 transactions processed.	June 14, 2024
Accounting Service Requests must be submitted immediately after discovery of errors. All final ASRs are due by June 20, 2024.	June 20, 2024
Inventory reports from central services departments are due in General Accounting. Inventory report must reflect actual materials/supplies on hand as of June 30, 2024, and inventory must be performed during the week of June 11-15, 2024 (monitor for changes and report by the deadline).	July 8, 2024

OFFICE OF BUDGET AND FINANCIAL PLANNING (OBFP)
Email budget@odu.edu or call 3-3131 or 3-3089 with questions.

Budgets are established to ensure funds are expended in accordance with approved resources. Sufficient budget balances must be available to cover all disbursements. Budget Unit Directors are responsible for monthly reconciliations as well as ensuring all budget deficits are cleared by the deadline below.

FUNCTION/ACTIVITY	DEADLINE FOR SUBMISSION
All budget adjustments must be submitted to the OBFP.	June 17, 2024

BURSAR'S OFFICE (STUDENT ACCOUNTS/ACCOUNTS RECEIVABLE)
Call 3-6879 with questions.

Deposits must be in the bank by June 30, 2024, to be recorded as FY24 revenue. It is critical that deposit and billing information be complete when submitted to the Bursar's Office.

FUNCTION/ACTIVITY	DEADLINE FOR SUBMISSION
Last day to key student refunds, Balance-of-Aid (RALL) transactions.	June 21, 2024
Departmental deposits must be submitted to the Cashiers' Office for recording and depositing in FY24. <i>This applies to departments who are not online cashiering sites.</i>	June 27, 2024 – BY 10:00AM
Walk-up deposits to the Cashiers' windows for deposit to FY24.	June 28, 2024 – BY 10:00AM
Departments with <i>online</i> cashiering must submit cash reports.	June 28, 2024 – BY 10:00AM
Requests for billing services through June 30, 2024 , must be submitted to the Bursar's Office.	July 8, 2024

PAYROLL
Call 3-3014 with questions.

- The last **hourly** payday for FY24 (pay period June 1-15, 2024) is July 1, 2024.
- The last payday for **salaried (full-time and Graduate Assistants, pay period May 25-June 9)** employees for FY24 is June 14, 2024.
- The July 1, 2024, salaried payroll is charged to the new fiscal year budget (FY25).

REMEMBER: Faculty overload and summer pay on July 1, 2024, will be charged to the new fiscal year – FY25.

- Timesheets, E-1S Forms, EPAFS, & part-time faculty and summer payroll requests submitted to Payroll after the published deadlines for FY24 will be processed on the first payroll for FY25.
- **Web Time Entry for leave taken and/or hours worked by hourly, student hourly, and classified staff should be submitted by the published Web Time Entry “submit by” deadlines, found [here](#).**
- Classified leave accounting records must be current as of June 24, 2024, for the Leave Liability Report to be accurately reported. Please monitor your Web Time Entry leave taken to ensure that all leave taken in FY24 is properly submitted by the deadlines.
- Faculty leave accounting records must be current as of June 9, 2024, for the Leave Liability Report to be accurately reported. Please monitor your Web Leave Reports to ensure that all leave taken in FY24 (contract year) is properly submitted by the deadlines.
- **Questions concerning student E-1S Forms/EPAFS should be addressed to Payroll Student Employment at extension 3-3193.**
- Refer to the [Payroll Schedule](#) and [Web Time Entry Submission Schedule](#) for additional deadlines and details. ***

PAYROLL
Call 3-3014 with questions.

FUNCTION/ACTIVITY	DEADLINE FOR SUBMISSION
Deadline for Manual Check Request fees to be charged to FY24.	May 10, 2024
Cut-off for submission of salaried changes to Human Resources for the period May 25-June 9, 2024. ***	May 17, 2024 - BY NOON
E-1SG Forms for Graduate Assistants for the last salaried payroll in FY24 are due in the E-1S Processing Office (pay date June 14, 2024).	May 20, 2024 - BY NOON
E-1SU Forms/EPAFS for undergraduate and work-study students for the last payroll in FY24 are due in the E-1S Processing Office (pay date July 1, 2024).	May 24, 2024 - BY NOON
Web Time Entry timesheets (hourly and student hourly) to be paid from FY24, pay period June 1-15, 2024 (pay date July 1, 2024) must be submitted to approvers.	June 15, 2024 - BY 11:59PM
Web Time Entry timesheets for hourly and student hourly payroll June 1-15, 2024 (pay date July 1, 2024) must be certified by approver.	June 17, 2024 - BY 10:00PM
Web Time Entry timesheets for classified employees for the pay period June 10-24, 2024 (pay date July 1, 2024) must be submitted to approvers.	June 24, 2024 - BY 11:59PM
Approvers and Proxies must approve Classified Web Time Entry hours worked and leave taken for the period June 10-24, 2024 (pay date July 1, 2024).	June 25, 2024 - BY 10:00AM

HUMAN RESOURCES
Call 3-3042 with questions.

To ensure that payroll forms can be processed timely for all hourly wage employees, we have established the following deadlines for submission of E-1 Forms/EPAFS for hourly wage employees.

Questions about employment forms for wage employees, classified, non-instructional part-time faculty (non-academic), or faculty administrators should be addressed to Human Resources at 3-3042.

Questions about adjuncts, non-instructional part-time faculty (academic), and teaching & research faculty should be addressed to Academic Affairs at 3-5421.

Questions about student E-1S Forms/EPAFS should be addressed to E-1S Processing staff members at 3-5399 or 3-5271.

FUNCTION/ACTIVITY	DEADLINE FOR SUBMISSION
4031 Forms for Non-Instructional Part Time Faculty are due to Human Resources and 4027 forms for part time faculty are due to Academic Affairs for the last hourly payroll for FY24 (pay date July 1, 2024).	May 28, 2024 - BY NOON
E-1 Forms/EPAFS for wage employees (4021) for the last payroll in FY24 are due in Human Resources (pay date July 1, 2024).	May 28, 2024 - BY NOON

CONTACT INFORMATION

Office of Finance

Associate Vice President for Finance & University Controller – Maggie Libby	3-3211
Associate Controller – Catherine Burris	3-4795
Assistant Controller – Bernardette Carter	3-6274
General Accounting Manager – Lisa Wharton	3-3058
Finance Systems Manager, Data Control – Linda Meyers	3-3279
Interim Bursar & Director of Student Accounts – LaTonya Gregory	3-6879
Payroll Director – Gloria Boone	3-3014

Human Resources

Recruitment & Employment Manager – Pam Harris	3-5131
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Office of Budget and Financial Planning (OBFP)

Associate Vice President for Budget & Financial Planning – Stephanie Jennelle	3-3089
Director of Budget Operations – Tealen Hansen	3-3131
Budget Analyst (AA, Research, Digital Learning) - Erin Abrams	3-4717
Budget Analyst (A&F, SEES, Comm, HR, Adv., Athl.) - Lakisha Mompremier	3-3128

Procurement Services and Accounts Payable

Executive Director, Strategic Sourcing & Payment Solutions – Etta Henry	3-5889
Accounts Payable Manager – Monique Johnson-Dowe	3-4813