

June 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
<p>Remember that while you normally have 28 days to verify PCard transactions, at fiscal year end, all transactions must be submitted by July 19th. Get started now to make sure all of your transactions are submitted on time.</p>						
4	5	6	7	8	9	10
<p>Do you have unsubmitted travel expenses from FY23? Expenses should be submitted within 15 days of trip completion. If you have any unsubmitted business expenses, please get them in before the July 19th Concur deadline.</p>						
11	12	13	14	15	16	17
					Final FY23 requisitions for PO's due in Purchasing	
18	19	20	21	22	23	24
	Holiday	Completed award packages for funds received due to Grants Accounting	Final FY23 PO change orders due in Purchasing		FY23 PO close requests for processing by 6/30	
25	26	27	28	29	30	1
					Final FY23 deposits/Pcard refunds due in Cashier's Office	
2	3	<p>Notes: Be on the lookout -- Check your email and snail mail - do you have any invoices that haven't been forwarded to accounts.payable@ohio.edu If so, now is the time to get them submitted. All FY23 invoices must be processed in FY23.</p>				

July 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1 FY24 PO's are released and sent to suppliers.
2	3 Petty Cash and Change Fund Reconciliations Due	4 Holiday	5 Final FY24 Budget Load Final FY23 External Billing Authorizations due to Bursar's Office	6 10 PM - Final FY23 Internal Billings uploaded via JET 10 PM - June entries for Grants pre-close should be uploaded via JET	7	8
9 10 PM - June entries for GL pre-close should be uploaded via JET	10 Pre-close June results available in OBI	11	12	13	14	15
16	17	18	19 Concur reports should be submitted to Fin. Approver (transaction date of 6/30 or prior)	20 Completed FY23 award packages due to Grants for setup for processing charges.	21 FY23 PO close requests for processing by 7/21 Final FY23 Invoices, Pmt Requests and DP's due to AP with approvals in BCB or email	22 Payroll Accounting Corrections due to Payroll (GL accounts)
23	24 Concur reports should be approved by Fin. Approver (transaction date of 6/30 or prior)	25	26 Payroll Accounting Corrections due to Finance (All PTA accounts)	27 All FY23 invoices requiring Department approval in BCB must be approved. 10 PM - Final FY23 JET entries uploaded by campus (GL & Grants accounts)	28	29
30	31	Notes All deadlines are at 5 PM unless otherwise stated.				

August 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
		2nd Pre-close June results available in OBI Final IDC entries posted for June 2023	GAFR & Grants review and clearing of deficits. Finance entry of Audit adjustments.			
6	7	8	9	10	11	12
	FY23 balances rolled forward to FY24 Final June results available in OBI	Updated FY24 balances are available in OBI				
13	14	15	16	17	18	19
	Auditors arrive to begin YE audit					
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	Notes				