

**BSU Fiscal Year End 6-30-2022 (FY22) Deadlines**

Due Date		Task	Additional Info
Wed	6/1	Review "Monthly Open PO Report-2022-06-01"	Report will be emailed if you have open POs - please review report and request any POs to be closed via email to <a href="mailto:procurement@bsu.edu">procurement@bsu.edu</a> , or comment in SciQuest on the PO to Kimberly Kordyl or Branden Roberts
Thurs	6/23	SciQuest Non PO Payment Request Form	Must be fully approved in SciQuest
Thurs	6/23	SciQuest Purchase Orders	Review all open Purchase Orders. Enter receiving for items/services received and send invoices to Accounts Payable
Thurs	6/23	Travel Expense Reimbursements	All approved Travel Reimbursement requests (TXs) and accompanying documentation due in Accounts Payable
Fri	6/24	SciQuest Purchase Orders - Closed	Last day to request a PO to be closed in FY22
Fri	6/24	P-Card Purchases	Last day for P-Card purchases for expenses to post in June
Mon	7/11	Student Financial Services Billings	Due date for charges occurring on or before <u>June 30</u>
Mon	7/11	Payroll Labor Corrections- <b>everything prior to Pay ID#14</b>	All approved Correcting Labor Forms due in Payroll & Employee Benefits Office
Wed	7/13	Journal Entries FY22	All FY22 entries should be entered in Banner to provide time for approvals and posting by Fri, 7/15
Thurs	7/14	Payroll Labor Corrections- <b>Pay ID#14 ONLY</b>	All approved Correcting Labor Forms for pay ID#14 due in Payroll & Employee Benefits Office by noon so they can be entered and posted for Friday's 1 <sup>st</sup> close.
Fri	7/15	June Financial 1st Close	All financial entries noted above should be complete and posted - accrual period posting only after this date

**Additional Information:**

Beginning 7/1, the following will be reviewed and expenses may be recorded (accrued) in fiscal year 2022 on a journal entry\*:

AP invoices greater than \$25,000

AR Billings greater than \$25,000

Travel Reimbursements greater than \$2,000

\*The expense will be recorded in the fiscal year in which the goods were delivered or the services were provided. AP invoices are reviewed starting 4/1 for expense pre-pays.

[Please send any questions to ERPFINANCE@bsu.edu.](mailto:ERPFINANCE@bsu.edu)