

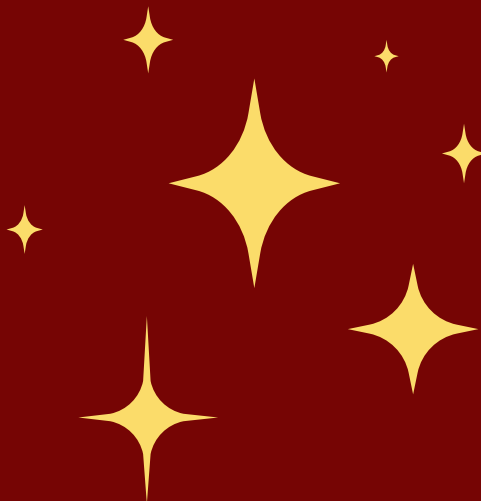
# BSU's FY25 Countdown: Mark Your Calendars for Year End Deadlines!



June 2

## Review "Monthly Open PO Report-2025-06-01"

- You will receive this email if you have open POs. Please review the report and request any POs to be closed via email to [procurement@bsu.edu](mailto:procurement@bsu.edu), or comment in SciQuest on the PO to Kimberly Kordyl or Branden Roberts.
- If there are still invoices outstanding on an open PO, please leave the PO open to allow it to roll to FY26.



June 30

## Department Deposits

- Last day for deposits. The entry would need entered into CASHNet and the check would need to be received in SFS by **2 pm** on **6/30** to post in FY25.

## AR Charges (Entered through TFAMASS)

- Due date for Accounts Receivable charges occurring on or before June 30th. Charges for FY25 that are entered on or after 7/1 will post to FY26 unless they are over \$25,000. Charges over \$25,000 will be moved back to FY25 by a JV created by the Controller's Office.



July 9

## Journal Entries FY25

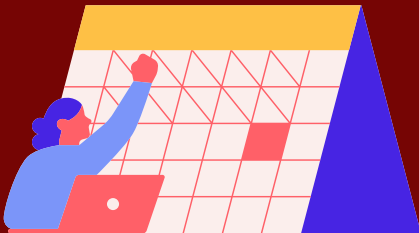
- All FY25 entries should be entered in Banner to provide time for approvals and posting by Friday, 7/11.



July 11

## June Financial 1st Close

- All financial entries noted above should be completed and posted. Accrual period posting only after this date.



June 23

## SciQuest NonPO Payment Request Form

- NonPO requisitions must have completed all required approvals before entering the Accounts Payable approval queues, "NonPO Form Approval" and "NonPO Form Approval2," by **6/23** in order to post in FY25. Requisitions that enter the Accounts Payable approval queues NonPO Form Approval and NonPO Form Approval2 after **6/23** will post in FY26, regardless of when they were submitted in SciQuest.
- To check the status of a requisition in SciQuest, enter the requisition in the search bar, open the requisition, and review the Summary section on the right hand side to determine what approval queue it is in.
- Please note the Accounts Payable approval queue is typically the last approval.**

## SciQuest Purchase Orders

- Review all open Purchase Orders. Enter receiving for items/services received and send invoices to Accounts Payable (APinvoices@bsu.edu).

## Travel Expense Reimbursements

- All travel reimbursement requests including complete supporting documentation must be fully approved and in the Travel Department approval queue by this date to guarantee payment in FY25.

## SciQuest Purchase Orders - Closed

- Last day to request a PO to be closed in FY25.

## P-Card Purchases

- P-card purchases at the end of June that show as "pending" at the bank will not post to FY25. In order to guarantee that a purchase will post in FY25, please have all p-card purchases completed one week prior to 6/30. P-card purchases at the end of June that are "pending" will post at BSU once they show as "posted" at the bank, which could be in July (FY26) if the purchase is after 6/23.



July 7

## Payroll Labor Corrections- dates prior to Pay ID #14

- All approved Labor Redistribution Forms due to Payroll for payroll dates prior to Pay ID #14. Send completed forms to payrollprocessors@bsu.edu.
- [See Payroll's website for more information on Labor Redistributions](#)



July 10

## Payroll Labor Corrections- Pay ID #14 ONLY

- All approved Labor Redistribution Forms for **Pay ID #14** only due in Payroll Office by **noon** to allow posting by the 1st close. Send completed forms to payrollprocessors@bsu.edu.



## Additional Information:

Beginning 7/1, the following will be reviewed and expenses may be recorded (accrued) in fiscal year 2025 on a journal entry\*:

- AP invoices greater than \$25,000
- AR Billings greater than \$25,000
- Travel Reimbursements greater than \$5,000

\*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 prepaid expenses.

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