

## FINANCIAL AFFAIRS UCF COMMUNITY SCHEDULE FOR FISCAL YEAR END 2024

Rechesday, May 15, 2024 Sequest Suppliers to send all open invoices.  Sequest Suppliers Suppliers to send all open invoices.  Sequest Suppliers Suppliers Suppli	<u> </u>			
Singley, May 12, 20224 Mass close all converted Purchase Orders from Peoples of with no activity since July 1, 20222 Note and all upon invarious.  Wednesday, May 12, 20224 Septimes to search all upon invarious.  Septimes Supplies to search all upon invarious.  Septimes Supplies to search all upon invarious.  Septimes Supplies Supplies to search all upon invarious.  Septimes Supplies Supp	2024 Due Date	Description of Task	Contact Name	
Segin evaluating and correcting 2024 Purchase Order balances for any changes   Segin evaluating and correcting 2024 Purchase Order balances for any changes   Neila Nicole Art   Core Productions Services   Neila Nicole Art   All unequirosed (inforting progress) Productions on the fully approved and sourced to a Purchase Order.   Neila Nicole Art	Friday, May 3, 2024	Mass close all converted Purchase Orders from Peoplesoft with no activity since July 1, 2022.		kNEXT
inday, May 17, 2024 Last day to submit Waiver of Competition or Sole Source requests for FY2024 review.  Last day to submit PMM changes to be effective by 77/1024.  Last day to submit PMM changes to be effective by 77/1024.  Last day to submit PMM changes to be effective by 77/1024.  Last day to submit PMM changes to be effective by 77/1024.  Last day to submit PMM changes to be effective by 77/1024.  Last day for 2024 Requisitions to be fully approved and sourced to a Purchase Order.  Last day for 2024 Requisitions to be fully approved and sourced to a Purchase Order.  All unapproved (all officing progress) Requisitions to be fully approved and sourced to a Purchase Order.  All unapproved (all officing progress) Purchase Order to Abundance of the Purchase Order to Consequent to Abundance of Consequent to Abundance	Wednesday, May 15, 2024	Request Suppliers to send all open invoices.		
Indexy, June 27, 2024  Last day to submit FDM changes to be offerdow by 71/7004. Micros Art COE - Procurement Services will be part of the process of the pr	Friday, May 17, 2024	Begin evaluating and correcting 2024 Purchase Order balances for any changes.		
Southment Runs will begin to be orm dealy from Thinaday, June 13, 2024   Last day for 2024 Requisitions to be fully approved and sourced to a Purchase Order.   Notice And I comproved (didn'in progress) Requisitions to be fully approved and sourced to a Purchase Order.   Notice And I comproved (didn'in progress) Requisitions will be canceled.   Notice And I comproved (didn'in progress) Requisitions to be fully approved and sourced to a Purchase Order.   Notice And I comproved (didn'in progress) Purchase Requisitions will be canceled.   Notice And I comproved (didn'in progress) Purchase Purchase Requisitions will be canceled.   Notice And I comproved (didn'in progress) Purchase Order - Change Orders and be fully approved and sourced to a Purchase Order.   Notice And I comproved (didn'in progress) Purchase Order - Change Orders will be canceled.   Notice And I comproved (didn'in progress) Purchase Order - Change Orders will be canceled.   Notice And I comproved (didn'in progress) Purchase Order - Change Orders will be canceled.   Notice And I comproved (didn'in progress) Purchase Order - Change Orders will be canceled.   Notice And I comproved Order And I comproved Orders and I comproved Orders.   Notice And I comproved Orders and I comproved Orders and I comproved Orders and I comproved Orders.   Notice And I comproved Orders and I comproved Orders.   Notice And I comproved Orders and I comproved Orders.   Notice And I comproved Orders and I comproved Orders.   Notice	Friday, May 17, 2024	Last day to submit Waiver of Competition or Sole Source requests for FY2024 review.		
Last day for 2024 Requisitions to be fully approved and sourced to a Purchase Order. All unapproved idnibin-progress Requisitions to be fully approved. All unapproved idnibin-progress Requisitions and be fully approved. All unapproved idnibin-progress Requisitions will be canceled.  Last day for 2024 Punchase Order. Change Orders be fully approved and issued. All unapproved (idnibin progress) Funchase Order control is a purchase Order. All unapproved (idnibin progress) Funchase Order control is a purchase. All unapproved (idnibin progress) Funchase Order control is a purchase. All unapproved (idnibin progress) Funchase Order control is a purchase. All unapproved (idnibin progress) Funchase Order control is a purchase. All unapproved (idnibin progress) Funchase Order control is a purchase. All unapproved (idnibin progress) Funchase Order control is a purchase. All unapproved (idnibin progress) Funchase Order control is a purchase. All unapproved (idnibin progress) Funchase Order control is a purchase. All unapproved (idnibin progress) Funchase Order control is a purchase. All unapproved (idnibin progress) Funchase Orders. All unapproved (idnibin progress) Funcha	Friday, June 7, 2024			
Last day for 2024 Perjust borns to be fully approved and sourced to a Furchase Order.  All une proved (draft/in-progress) Requisitions to be fully approved and sourced to a Purchase Order.  All une proved (draft/in-progress) Purchout Requisitions to be fully approved and sourced to a Purchase Order.  All une proved (draft/in-progress) Purchout Requisitions will be canceled.  Itself day for 2024 Purchout Requisitions to be fully approved and issued.  All unexproved (draft/in-progress) Purchout Requisitions will be canceled.  Itself for 2024 Purchase Order - Change Orders to be fully approved and issued.  All unexproved (draft/in-progress) Purchase Order - Change Orders to be fully approved and issued.  All unexproved (draft/in-progress) Purchase Order - Change Orders to be fully approved.  All unexproved (draft/in-progress) Purchase Order - Change Orders to be fully approved.  All unexproved (draft/in-progress) Purchase Order - Change Orders will be canceled.  Nicole Articles - COC - Procurement Services of COC	Thursday, June 13, 2024	Settlement Runs will begin to be run daily from Thursday, June 13, 2024 through Friday, June 28, 2024	Laura Crouch	•
Last day for 2024 Purchase Neglastions to be fully approved and sourced to a Purchase Order.  All unapproved (drinkfur-progress) Purchase Order - Change Orders to be fully approved and issued.  All unapproved (drinkfur-progress) Purchase Order - Change Orders to be fully approved.  All unapproved (drinkfur-progress) Purchase Order - Change Orders to be fully approved.  All unapproved (drinkfur-progress) Purchase Order - Change Orders to be fully approved.  All unapproved (drinkfur-progress) Purchase Order - Change Orders to be fully approved.  All unapproved (drinkfur-progress) Purchase Order - Change Orders to be fully approved.  All unapproved (drinkfur-progress) Purchase Orders and be fully approved.  All unapproved (drinkfur-progress) Purchase Orders and Sacreta Sacre	Friday, June 14, 2024			kNEXT COE - Procurement Services
Last day for 70.04 Purchase Order - Change Orders to be tuly approved and assued.  All unapproved (faithful-progress) Purchase Order - Change Orders will be canceled.  All unapproved (faithful-progress) Purchase Order - Change Orders will be canceled.  Asset Management Agova	Friday, June 14, 2024			
irriday, June 14, 2024 Last day to complete the scanning of 2024 asset inventory.  friday, June 14, 2024 Annaby, June 21, 2024 Annaby, June 20, 2024 Annaby, June 20, 2024 Last day to submit lost forms for provided (draffirin-progress) Requisitions, Purchase Orders, and Change Orders.  Annaby, June 20, 2024 Annaby, June 20, 2024 Annaby, June 20, 2024 Last day to submit and process FY2024 Federal Workstudy (FWS) Payroll Accounting Adjustments.  Annaby, June 21, 2024 Last day to submit and process FY2024 Federal Workstudy (FWS) Payroll Accounting Adjustments.  Annaby, June 21, 2024 Last day to process all 2024 Budget Annendments, including carryforward amendments.  Last day to submit manual registration requests of assets. All documentation for support for the addition or conversion is to be submitted to ensure assets are property classified by year-end.  Asset Management Price of the Addition or conversion is to be submitted to ensure assets are property classified by year-end.  Last day to fully approve Accounting Adjustments for 2024 transactions.  Finance Business Centers  Asset Management  Asset Management  Finance Business Centers  Finance Business Centers  Finance Business Centers  Asset Management  Finance Business Centers	Friday, June 14, 2024			
Finday, June 14, 2024  Monday, June 17, 2024  Last day to submit lost forms for unscanned assets.  Mass close all unapproved (Entire finding) repressibilities, Purchase Orders, and Change Orders.  Nicole Arft hursday, June 20, 2024  Ensure all timesheets are entered by 12:00pm and approved by 2:00pm for payroll ending 06/20/2024.  Has business Centers  Human Resources  Michael Bell Danielle Danie	riday, June 14, 2024	Last day for 2024 Internal Service deliveries (ISDs) to be fully approved.	Jessica Scheck	
Monday, June 17, 2024 Mass close all unapproved (draft/in, progress) Regulations, Purchase Orders, and Change Orders.  Monday, June 20, 2024 Ensure all timesheets are entered by 12:00pm and approved by 2:00pm for payroll ending 06/20/2024. HR Business Centers Human Resources  Human Resources  Human Resources  Human Resources  Human Resources  Michael Bell  Jack day to submit and process FY:2024 Federal Workstudy (FWS) Payroll Accounting Adjustments.  Danielle Darwich  Jack day to process all 2024 Budget Amendments, including carryforward amendments.  Last day to process all 2024 Budget Amendments, including carryforward amendments.  Sean Simmons  Budget Office  Asset Management  Friday, June 21, 2024  Last day to fully approve Accounting Adjustments for 2024 transactions.  Friday, June 21, 2024  Monday, June 24, 2024  Monday, June 25, 2024  Mass close all open Purchase Orders that are fully received and invoiced or verified.  Mass close all Blanket Purchase Orders with balance less than \$1,000 available purchase Orders  Wester and June Purchase Orders with balance less than \$1,000 available purchase Orders  Wester and June 25, 2024  Monday, June 25, 2024  Monday, June 26, 2024  Monday, June 27, 2024  Monday, June 28, 2024  Mass close all Department Services  Monday, June 29, 2024  Monday, June 29, 2024  Monday, June 29, 2024  Monday,	Friday, June 14, 2024	Last day to complete the scanning of 2024 asset inventory.	Shella Mercado	Asset Management
Ensure all timesheets are entered by 12:00pm and approved by 2:00pm for payroll ending 06/20/2024. HR Business Centers Human Resources Thursday, June 20, 2024 Last day to submit and process FY2024 Federal Workstudy (FWS) Payroll Accounting Adjustments.  Last day to financial aid disbursements. Disciplinary of the addition or conversion is to be submitted to ensure assets are property classified by year-end.  Last day to submit manual registration requests of assets. All documentation for support for the addition or conversion is to be submitted to ensure assets are property classified by year-end.  Last day to fully approve Accounting Adjustments for 2024 transactions.  Last day to fully approve Accounting Adjustments for 2024 transactions.  Finance Business Centers  Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved.  Procurement Card transactions not verified and fully approved will post against FY2025 budget.  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am. on Monday  Monday, June 24, 2024  Monday, June 25, 2024  Mass close all Blanket Purchase Orders that are fully received and invoiced or verified.  Monday, June 25, 2024  Mass close all Blanket Purchase Orders with balance less than \$1,000 accluding purchase Orders  Monday, June 25, 2024  Mass close all Blanket Purchase Orders with balance less than \$1,000 accluding purchase Orders  Mass close all Blanket Purchase Orders with balances less than \$1,000 accluding purchase Orders  Monday, June 25, 2024  Mass close all Blanket Purchase Orders with balances less than \$1,000 accluding purchase Orders  Monday, June 25, 2024  Mass close all Blanket Purchase Orders with balances less than \$1,000 accluding purchase Orders  Monday, J	-riday, June 14, 2024		Shella Mercado	Asset Management
Thursday, June 20, 2024 Last day to submit and process FY2024 Federal Workstudy (FWS) Payroll Accounting Adjustments.  Last day for financial aid disbursements.  Last day to process all 2024 Budget Amendments, including carryforward amendments.  Last day to submit manual registration requests of assets. All documentation for support for the addition or conversion is to be submitted to ensure assets are property classified by year-end.  Last day to fully approve Accounting Adjustments for 2024 transactions.  Finday, June 21, 2024 Last day to fully approve Accounting Adjustments for 2024 transactions.  Finday, June 21, 2024  Asset Management  Finday, June 21, 2024  FY2025 Budget loaded, units should review the budget load for accuracy.  Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved.  Procurement Card transactions ont verified and fully approved will post against FY2025 budget.  Last day for 2024 Supplier Invoices submitted after 10am are subject to cancellation.  Monday, June 24, 2024  Monday, June 25, 2024  Mass close all pope Purchase Orders that are fully received and invoiced or verified.  Monday, June 25, 2024  Mass close all Blanket Purchase Orders regardless of balance remaining. Purchase Orders issued in FY23 with no activity will be value of the Mass close all pope Purchase Orders regardless of balance remaining. Purchase Orders issued in FY23 with no activity will be Nellie Nido Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole	Monday, June 17, 2024	Mass close all unapproved (draft/in-progress) Requisitions, Purchase Orders, and Change Orders.	Nicole Arft	kNEXT
Last day for financial aid disbursements.  Last day for financial aid disbursements.  Last day to process all 2024 Budget Amendments, including carryforward amendments.  Sean Simmons  Budget Office  Seal Simmons  Budget Office  Shella Mercado  Asset Management  Finance Business Centers  Finance Business Centers  Financy, June 21, 2024  Last day to fully approve Accounting Adjustments for 2024 transactions.  FY2025 Budget loaded, units should review the budget load for accuracy.  FY2025 Budget loaded, units should review the budget load for accuracy.  Annalay, June 24, 2024  Monday, June 24, 2024  Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved.  Procurement Card transactions on the fully approved will post against FY2025 budget.  Last day for Procurement Card transactions on the fully approved will post against FY2025 budget.  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am. on Monday  O6/24/2024.  Monday, June 24, 2024  Monday, June 25, 2024  Mass close all open Purchase Orders that are fully received and invoiced or verified.  Monday, June 25, 2024  Mass close all open Purchase Orders regardless of balance remaining. Purchase Orders  June 25, 2024  Mass close all longen Purchase Orders regardless of balance remaining. Purchase Orders  June 25, 2024  Mass close all longen Purchase Orders sith balance less than \$1,000 exclusions Purchase Orders  June 25, 2024  Mass close all longen Purchase Orders with balance less than \$1,000 exclusions Purchase Orders  June 25, 2024  Mass close all longen Purchase Orders with balance less than \$1,000 exclusions Purchase Orders  June 25, 2024  Mass close all longen Purchase Orders with balance less than \$1,000 exclusions Purchase Orders  June 25, 2024  Mass close all longen Purchase Ord	Thursday, June 20, 2024		HR Business Centers	Human Resources
Finday, June 21, 2024 Last day for financial aid disbursements.  Last day to process all 2024 Budget Amendments, including carryforward amendments.  Last day to process all 2024 Budget Amendments, including carryforward amendments.  Last day to submit manual registration requests of assets. All documentation for support for the addition or conversion is to be submitted to ensure assets are property classified by year-end.  Last day to fully approve Accounting Adjustments for 2024 transactions.  Finance Business Centers  Finance Business Centers  Finance Business Centers  Amonday, June 21, 2024  Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved.  Monday, June 24, 2024  Monday, June 24, 2024  Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved.  Monday, June 24, 2024  Monday, June 24, 2024  Monday, June 24, 2024  Monday, June 24, 2024  Monday, June 25, 2024  Monday, June 26, 2024  Mass close all open Purchase Orders that are fully received and invoiced or verified.  Monday, June 26, 2024  Mass close all lopen Purchase Orders regardless of balance remaining. Purchase Orders  Monday, June 27, 2024  Mass close all Balanket Purchase Orders with balance less than \$1.00 explusion purchase Orders  Note of Procurement Services  Nicole Arit  Nellie Nido  Nicole Arit  Nellie Nido  Nicole Arit  Nellie Nido  Nicole Arit  Nicole Arit  Nellie Nido  Nicole Arit  Nicole Arit  Nicole Arit  Nicole Arit  Nellie Nido  Nicole Arit	Thursday, June 20, 2024	Last day to submit and process FY2024 Federal Workstudy (FWS) Payroll Accounting Adjustments.		
Last day to submit manual registration requests of assets. All documentation for support for the addition or conversion is to be submitted to ensure assets are property classified by year-end.  Last day to fully approve Accounting Adjustments for 2024 transactions.  Finance Business Centers  Budget Office  Finance Business Centers  Nicole Arft Justin Strobel Scott Sedlak  Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved.  Procurement Card transactions not verified and fully approved will post against FY2025 budget.  Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved.  Procurement Card transactions not verified and fully approved will post against FY2025 budget.  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday  O6/24/2024.  Supplier Invoices submitted after 10am are subject to cancellation.  Foundation Deadline: Last day to fully approved ALL expense transactions on Foundation GIFTS. Transactions on or prior to June 24, 2024 using Foundations Gifts will be denied by the Gift Manager. For transactions between Tuesday, June 25 and Sunday, June 30 please  Foundation Accounting  Tuesday, June 25, 2024  Mass close all lane Purchase Orders that are fully received and invoiced or verified.  Tuesday, June 25, 2024  Mass close all Blanket Purchase Orders regardless of balance remaining. Purchase Orders issued in FY23 with no activity will be closed unless notified.  Mass close all lane Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Nellie Nido Nicole Arft Nellie Nido Nicole A	Friday, June 21, 2024	Last day for financial aid disbursements.		Financial Aid
submitted to ensure assets are property classified by year-end.  Last day to fully approve Accounting Adjustments for 2024 transactions.  Finance Business Centers  Finance Business Centers  Budget Office  Finance Business Centers  Ronday, June 21, 2024  Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved.  Procurement Card transactions not verified and fully approved will post against FY2025 budget.  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday  06/24/2024.  Supplier Invoices submitted after 10am are subject to cancellation.  Foundation Deadline: Last day to fully approved ALL expense transactions on Foundation GIFTS. Transactions on or prior to June 24, 2024 using Foundations Gifts will be cancelled and will have to be re-entered. June transactions subsequent to June 24, 2024 using Foundations Gifts will be denied by the Gift Manager. For transactions between Tuesday, June 25 and Sunday, June 30 please  Foundation Accounting  Wass close all lopen Purchase Orders that are fully received and invoiced or verified.  Wass close all lalanket Purchase Orders regardless of balance remaining. Purchase Orders issued in FY23 with no activity will be closed unless notified.  Wass close all lopen Purchase Orders with balances loss than \$1,000 excluding Purchase Orders  Vivesday, June 25, 2024  Wass close all lopen Purchase Orders with balances loss than \$1,000 excluding Purchase Orders  Vivesday, June 25, 2024  Wass close all lopen Purchase Orders with balances loss than \$1,000 excluding Purchase Orders  Vivesday, June 25, 2024  Wass close all lopen Purchase Orders with balances loss than \$1,000 excluding Purchase Orders  Vivesday, June 25, 2024  Wass close all lopen Purchase Orders with balances loss than \$1,000 excluding Purchase Orders  Vivesday, June 25, 2024  Wass close all lopen Purchase Orders with balances loss than \$1,000 excluding Purchase Orders  Vivesday, June 25, 2024  Wass close all lopen P	-riday, June 21, 2024		Sean Simmons	Budget Office
FY2025 Budget loaded, units should review the budget load for accuracy.  Monday, June 21, 2024  Monday, June 24, 2024  Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved. Procurement Card transactions not verified and fully approved will post against FY2025 budget.  Last day for 2024 Supplier Invoices to be approved will post against FY2025 budget.  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday 06/24/2024. Supplier Invoices submitted after 10am are subject to cancellation.  Foundation Deadline: Last day to fully approve ALL expense transactions on Foundation GIFTS. Transactions on or prior to June 24, 2024, not fully approved in Workday will be cancelled and will have to be re-entered. June transactions subsequent to June 24, 2024 using Foundations Gifts will be denied by the Gift Manager. For transactions between Tuesday, June 25 and Sunday, June 30 please  Fuesday, June 25, 2024  Mass close all Dene Purchase Orders that are fully received and invoiced or verified.  Mass close all Blanket Purchase Orders regardless of balance remaining. Purchase Orders issued in FY23 with no activity will be COE - Procurement Services Nellie Nido Nicole Arft Nellie Nido Nellie Nido Nicole Arft Nellie Nido	<sup>-</sup> riday, June 21, 2024		Shella Mercado	Asset Management
Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved. Procurement Card transactions not verified and fully approved will post against FY2025 budget.  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday  Monday, June 24, 2024  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday  Monday, June 24, 2024  Monday, June 24, 2024  Monday, June 24, 2024  Monday, June 24, 2024  Monday, June 25, 2024  Mass close all lanket Purchase Orders that are fully received and invoiced or verified.  Monday, June 25, 2024  Mass close all Blanket Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all long Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Monday, June 25, 2024  Mass close all pope Purchase Orders with balances less than \$1,000 excludin	Friday, June 21, 2024	Last day to fully approve Accounting Adjustments for 2024 transactions.		Finance Business Centers
Last day for Procurement Card transactions dated on or before 6/30/24 to be verified and fully approved. Procurement Card transactions not verified and fully approved will post against FY2025 budget.  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday  Monday, June 24, 2024  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday  Nicole Arft  Supplier Invoices submitted after 10am are subject to cancellation.  Foundation Deadline: Last day to fully approve ALL expense transactions on Foundation GIFTS. Transactions on or prior to June 24, 2024 using Foundations Gifts will be denied by the Gift Manager. For transactions between Tuesday, June 25 and Sunday, June 30 please  Tuesday, June 25, 2024  Mass close all pen Purchase Orders that are fully received and invoiced or verified.  Mass close all pane Purchase Orders regardless of balance remaining. Purchase Orders issued in FY23 with no activity will be consecutive in Nellie Nido Nicole Arft  Nellie Nido  Nicole Arft  Supplier Invoices submitted after 10am are subject to cancellation.  Foundation Accounting  Foundation Accounting  Foundation Accounting  Foundation Accounting  Foundation Accounting  Nellie Nido  Nicole Arft  Nellie Nido	Friday, June 21, 2024	FY2025 Budget loaded, units should review the budget load for accuracy.	Sean Simmons	Budget Office
Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday  Monday, June 24, 2024  Monday, June 24, 2024  Monday, June 24, 2024  Monday, June 24, 2024  Monday, June 25, 2024  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday  Nicole Arft  Finance Business Centers kNEXT  Finance Business Centers kNEXT  Finance Business Centers kNEXT  Foundation Deadline:  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am on Monday  Nicole Arft  Finance Business Centers kNEXT  Foundation Deadline:  Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) by 10:00am  Nicole Arft  Foundation Accounting  Foundation Accounting  Foundation Accounting  Foundation Accounting  Nellie Nido  Nicole Arft  Nellie Nido  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole Arft  Nellie Nido  Nicole A	Monday, June 24, 2024		Justin Strobel	kNEXT
Foundation Deadline: Last day to fully approve ALL expense transactions on Foundation GIFTS. Transactions on or prior to June 24, 2024 2024, not fully approved in Workday will be cancelled and will have to be re-entered. June transactions subsequent to June 24, 2024 using Foundations Gifts will be denied by the Gift Manager. For transactions between Tuesday, June 25 and Sunday, June 30 please use a date of July 1, 2024.  Tuesday, June 25, 2024 Mass close all open Purchase Orders that are fully received and invoiced or verified.  Tuesday, June 25, 2024 Mass close all Blanket Purchase Orders regardless of balance remaining. Purchase Orders issued in FY23 with no activity will be closed unless notified.  Tuesday, June 25, 2024 Mass close all open Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Tuesday, June 25, 2024 Mass close all open Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Tuesday, June 25, 2024 Mass close all open Purchase Orders with balances less than \$1,000 excluding Purchase Orders  Tuesday, June 25, 2024 Mass close all open Purchase Orders with balances less than \$1,000 excluding Purchase Orders	Monday, June 24, 2024	06/24/2024.		Finance Business Centers
Tuesday, June 25, 2024 Mass close all open Purchase Orders that are fully received and invoiced or verified.  Tuesday, June 25, 2024 Mass close all Blanket Purchase Orders regardless of balance remaining. Purchase Orders issued in FY23 with no activity will be COE - Procurement Services  Nellie Nido Nicole Arft Nellie Nido	Monday, June 24, 2024	Foundation Deadline: Last day to fully approve ALL expense transactions on Foundation GIFTS. Transactions on or prior to June 24, 2024, not fully approved in Workday will be cancelled and will have to be re-entered. June transactions subsequent to June 24, 2024 using Foundations Gifts will be denied by the Gift Manager. For transactions between Tuesday, June 25 and Sunday, June 30 please	•	Foundation Accounting
Mass close all Blanket Purchase Orders regardless of balance remaining. Purchase Orders issued in FY23 with no activity will be closed unless notified.  Wass close all pen Purchase Orders with balances less than \$1,000 excluding Punchout Purchase Orders.  Wass close all open Purchase Orders with balances less than \$1,000 excluding Punchout Purchase Orders.  Wass close all pen Purchase Orders with balances less than \$1,000 excluding Punchout Purchase Orders.  OCE - Procurement Services	Tuesday, June 25, 2024			COE - Procurement Services
Tuesday, June 25, 2024 Mass close all open Purchase Orders with balances less than \$1,000 <b>excluding</b> Punchout Purchase Orders  Nellie Nido  COE - Procurement Services	Tuesday, June 25, 2024		Nellie Nido	COE - Procurement Services
	Tuesday, June 25, 2024		Nellie Nido	COE - Procurement Services

## 2024 Fiscal Year End Schedule

2024 Due Date	Description of Task	Contact Name	Department
We do and a v lune 24 2024		Melody Martinez	General Accounting
Wednesday, June 26, 2024	Last day for Stop Payment requests to be sent to General Accounting to be canceled/voided and replaced in FY2024.	Laura Crouch	COE - Accounts Payable
Wednesday, June 26, 2024		Sandrine Gatchev	General Accounting
	Last day to submit manual wire requests by 10am to be processed in FY2024 (except payroll).	Laura Crouch	COE - Accounts Payable
W. I. I. 27 2024		Laura Crouch	COE - Accounts Payable
Wednesday, June 26, 2024	Last day for ACH Replacements to be processed in FY2024 (except payroll).	Melody Martinez	General Accounting
Wednesday, June 26, 2024	FY2024 issued Purchase Orders will be rolled forward and applied to FY2025 funds	Nellie Nido	Procurement Services
Wednesday, June 26, 2024	2024 Payroll Accruals will be loaded.	Melody Martinez	General Accounting
Thursday, June 27, 2024	Last day to process Student Refunds in FY2024.	Kelly D'Agostino	Student Accounts
Thursday, June 27, 2024	Last Day to process on demand payroll checks. Process 06/27/2024 for check date 06/28/2024	Dana Torres	Human Resources
Thursday, June 27, 2024	First day FY2025 Requisitions can be created (dated for 7/1/24).		Finance Business Centers kNEXT
Thursday, June 27, 2024	First day FY2025 Punchout Requisitions can be created (dated 7/1/24).		COE - Procurement Services Finance Business Centers kNEXT COE - Procurement Services
Thursday, June 27, 2024	First day FY2025 Purchase Orders to be sent to Suppliers (dated 7/1/24).		Finance Business Centers kNEXT COE - Procurement Services
Thursday, June 27, 2024	First day FY2025 rolled forward Purchase Order - Change Orders can be created (dated for 7/1/24).		Finance Business Centers kNEXT COE - Procurement Services
Friday, June 28, 2024	Foundation Deadline: All cash, checks or credit card payments must be in hand on or before June 28, 2024, to be included in contribution totals for fiscal year 2024. Please deliver funds received to the UCF Advancement - Records and Gifts Department no later than Friday, June 28, 2024, by 4pm. Xuyang Xie, Records and Gifts, Xuyang.Xie@ucf.edu or (407) 882-1219.	Xuyang Xie	Records and Gifts
Friday, June 28, 2024	Last day for FY2024 Settlement Run. Settlement Runs will be run daily Thursday, June 13, 2024 through Friday, June 28, 2024 at 12:00pm.	Laura Crouch	COE - Accounts Payable
Friday, June 28, 2024	Last day to submit and process FY2024 Payroll Accounting Adjustments (PAA). (This does not include FWS PAA. The last day to process FWS PAA is Thursday June 20, 2024)		
Friday, June 28, 2024	Last day for FBC to check FY2025 budget load in Workday for accuracy and the budget check is turned on.	Sean Simmons	Budget Office
Friday, June 28, 2024	Last day to make cash/check deposits. All campuses should complete prior to 10:00AM to ensure posting at the bank on 06/30/24.	Ray Bacchus	Student Accounts
	Perform year-end inventories in Auxiliaries. Please remove old, obsolete, and unusable items. Due date for inventory to Financial Affairs is no later than 07/08/2024. Cost Centers with significant resale purchases include:		
Friday, June 28, 2024	FO Central Stores Health Services A&SF Ticket Center Telecommunications The Spot Computer Store Printing Services Postal Services Rosen College Campus Card	Melody Martinez	General Accounting
Monday, July 1, 2024	First day FY2025 Expense Reports can be created.	Nicole Arft Justin Strobel Scott Sedlak	Finance Business Centers kNEXT COE - Travel   COE - Card Pro
Friday, July 5, 2024	Last day for FY2024 Expense Reports to be fully approved, including Expense Card transactions. All unapproved (draft/in-progress) Expense Reports will post in FY2025.	Nicole Arft Justin Strobel Scott Sedlak	Finance Business Centers kNEXT COE - Travel   COE - Card Pro
Friday, July 5, 2024	Last day to fully approve Customer Transactions (Customer Invoices, Customer Cash Sales) with a transaction date on or before 6/30/24. All unapproved (draft/in-progress) Transactions will post in FY2025.	Ray Bacchus	Student Accounts
		<u> </u>	i
	Run June 2024 Depreciation.	Rashida Pierre-Graham	Asset Management
Monday, July 8, 2024	Run June 2024 Depreciation.		Asset Management General Accounting
Monday, July 8, 2024 Monday, July 8, 2024	Run June 2024 Depreciation.  Last day to fully approve FY2024 Manual Journal Entries.	Melody Martinez	General Accounting
Monday, July 8, 2024	Run June 2024 Depreciation.		· ·