



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

2024 Due Date	Description of Task	Contact Name	Department
Friday, May 3, 2024	Mass close all converted Purchase Orders from Peoplesoft with no activity since July 1, 2022.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Wednesday, May 15, 2024	Request Suppliers to send all open invoices.		Finance Business Centers
Friday, May 17, 2024	Begin evaluating and correcting 2024 Purchase Order balances for any changes.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, May 17, 2024	Last day to submit Waiver of Competition or Sole Source requests for FY2024 review.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, June 7, 2024	Last day to submit FDM changes to be effective by 7/1/2024.		WES Team
Thursday, June 13, 2024	Settlement Runs will begin to be run daily from Thursday, June 13, 2024 through Friday, June 28, 2024	Laura Crouch	COE - Accounts Payable
Friday, June 14, 2024	Last day for 2024 Requisitions to be fully approved and sourced to a Purchase Order. All unapproved (draft/in-progress) Requisitions will be canceled.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, June 14, 2024	Last day for 2024 Punchout Requisitions to be fully approved and sourced to a Purchase Order. All unapproved (draft/in-progress) Punchout Requisitions will be canceled.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, June 14, 2024	Last day for 2024 Purchase Order - Change Orders to be fully approved and issued. All unapproved (draft/in-progress) Purchase Order - Change Orders will be canceled.	Nellie Nido Nicole Arft	Finance Business Centers kNEXT COE - Procurement Services
Friday, June 14, 2024	Last day for 2024 Internal Service deliveries (ISDs) to be fully approved.	Jessica Scheck	WES Team
Friday, June 14, 2024	Last day to complete the scanning of 2024 asset inventory.	Shella Mercado	Asset Management
Friday, June 14, 2024	Last day to submit lost forms for unscanned assets.	Shella Mercado	Asset Management
Monday, June 17, 2024	Mass close all unapproved (draft/in-progress) Requisitions, Purchase Orders, and Change Orders.	Nicole Arft	kNEXT
Thursday, 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
Thursday, June 20, 2024	Last day to submit and process FY2024 Federal Workstudy (FWS) Payroll Accounting Adjustments.		
Friday, June 21, 2024	Last day for financial aid disbursements.	Michael Bell Danielle Darwich	Financial Aid
Friday, June 21, 2024	Last day to process all 2024 Budget Amendments, including carryforward amendments.	Sean Simmons	Budget Office
Friday, June 21, 2024	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.	Shella Mercado	Asset Management
Friday, June 21, 2024	Last day to fully approve Accounting Adjustments for 2024 transactions.		Finance Business Centers
Friday, June 21, 2024	FY2025 Budget loaded, units should review the budget load for accuracy.	Sean Simmons	Budget Office
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.	Nicole Arft Justin Strobel Scott Sedlak	Finance Business Centers kNEXT COE - Travel   COE - Card Pro
Monday, June 24, 2024	Last day for 2024 Supplier Invoices to be approved and processed for payment (PO and Non-PO) <b>by 10:00am</b> on Monday 06/24/2024. Supplier Invoices submitted after 10am are subject to cancellation.	Nicole Arft	Finance Business Centers kNEXT
Monday, June 24, 2024	<b>Foundation Deadline:</b> 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 use a date of July 1, 2024.	Erick Kepfer Marcia Munroe	Foundation Accounting
Tuesday, June 25, 2024	Mass close all open Purchase Orders that are fully received and invoiced or verified.	Nellie Nido Nicole Arft	COE - Procurement Services
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.	Nellie Nido Nicole Arft	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 Nicole Arft	COE - Procurement Services

## 2024 Fiscal Year End Schedule

2024 Due Date	Description of Task	Contact Name	Department
Wednesday, June 26, 2024	Last day for Stop Payment requests to be sent to General Accounting to be canceled/voided and replaced in FY2024.	Melody Martinez Laura Crouch	General Accounting COE - Accounts Payable
Wednesday, June 26, 2024	Last day to submit manual wire requests by 10am to be processed in FY2024 (except payroll).	Sandrine Gatchev Laura Crouch	General Accounting COE - Accounts Payable
Wednesday, June 26, 2024	Last day for ACH Replacements to be processed in FY2024 (except payroll).	Laura Crouch Melody Martinez	COE - Accounts Payable 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 COE - Procurement Services
Thursday, June 27, 2024	First day FY2025 Punchout Requisitions can be created (dated 7/1/24).		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	<b>Foundation Deadline:</b> 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
Friday, June 28, 2024	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:  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
Monday, July 8, 2024	Run June 2024 Depreciation.	Rashida Pierre-Graham	Asset Management
Monday, July 8, 2024	Last day to fully approve FY2024 Manual Journal Entries.	Melody Martinez	General Accounting
Tuesday, July 9, 2024	All unapproved (draft/in-progress) Manual Journal Entries will be canceled.	Melody Martinez	General Accounting
Wednesday, July 10, 2024	Deadline for Finance Business Center submission to Laura Crouch of either unpaid invoices or estimates for goods or services received by 06/30/2024 that are greater than or equal to \$10,000. These invoices and estimates will be used for financial statement accruals. If it is an estimate, please provide documentation supporting the estimate (for example, Purchase Orders, Supplier quotes, etc.).	Laura Crouch	COE - Accounts Payable
Friday, July 12, 2024	<b>Foundation Deadline:</b> Gift budget load for FY2025 once all transactions are finalized by Records & Gifts.	Melinda Abreu	Foundation Accounting