



FISCAL YEAR 2023 INSTRUCTIONS

AAOU SSC Fiscal Year End Deadlines

Deadlines listed are the deadline to [Submit RT Ticket](#) to AAOU SSC for all request types normally processed by AAOU SSC for your department.

All deadlines are by Close of Business unless noted otherwise

Close Purchase Orders

For instructions to close Purchase Orders for Year-End, please open an RT click here: [Close PO Instructions](#).

May 31, 2023 – Requisitions

Contact: Lenn Caron – lenn.caron@umbc.edu

FY23 Requisitions must be approved by Department Approver by COB, June 1, 2023.

Requisition / Purchase Order after deadline or with [*Unforeseen Issues*](#) may appear as an encumbrance.

Ideally, this deadline is enough time for item to be Shipped then “Received in PAW” to post as an expense in FY23 — barring any [*Unforeseen Issues*](#) or missing items below:

- Items not “Received in PAW” by “*Receipt for Goods & Services Deadline*”, will be Encumbrance, which will roll into the next Fiscal Year.
 - “Receipt” more closely determines what Fiscal Year the Expense will appear. See “*Receipt for Goods & Services Deadline*” below.
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June 2, 2023 – Budget Amendment

June 2, 2023 – Payroll Retro

Payroll 2023-025 is Final Payroll in FY23 to accept Retros.

Payroll 2024-002 will be next payroll allowing retros. [See Payroll Calendar](#)

June 9, 2023 – Payment Request

Payment Request must be approved by Department Approver by COB, June 16, 2023 for all Payment Requests processed internally (not submitted via RT ticket to AAOU SSC).

All payment requests submitted after the deadline will be recorded in the next Fiscal Year or if there are any [*Unforeseen State Delays*](#)

Processing Payment Requests will resume July 3, 2023. [Click HERE for Instruction](#)

Help: [RT: Get Help >General Question>AP](#)

June 16, 2023 – Travel Reimbursement

Help: [RT: Get Help >General Question>AP](#)

Travel reimbursement expenses received after deadline will be recorded in next fiscal year or if there are any [*Unforeseen State Delays*](#).

Review UMBC's [Travel Policy and Procedures](#).

June 16, 2023 – Pcard PURCHASE

June 28, 2023 – Pcard REALLOCATION

Pcard PURCHASE for FY23 should be made by PURCHASE deadline.

CONTINUE TO USE PCARD. Transactions after deadline may post later.

Pcard REALLOCATION:

- Reallocate transactions loaded on June 23-28 daily after 11:00am.
- Reallocate until June 28 at 11:59 PM.

Any unallocated transactions will post to the default chartstring on June 30, 2023, not withstanding any unforeseen bank delays out of UMBC control within the week.

Any Pcard charges after Reallocation Deadline will be in next Fiscal Year. NOTE: Reallocation of both May and June charges will be required in order to meet year-end fiscal deadlines with the State of Maryland.

June 13, 2023 – Payroll DBE's

Payroll DBE for PR 2023-026 must be completed online by COB. [Click HERE "Straddle Fiscal-Year" DBE Instructions](#). Contact: Justin Hopkins hopkins3@umbc.edu

June 13, 2023 – Receipt for Goods, Services

Enter Receipts along with invoices / supporting documents to AP.

- If item is not "Received in PAW" by the "*Receipt for Goods & Services Deadline*", Encumbrance will roll into next Fiscal Year.
 - "Receipts" that miss deadline or are missing the invoices or supporting documents will be paid in the next Fiscal Year. [Click HERE for Instructions](#).
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June 20, 2023 – Petty Cash

Petty Cash received by deadline will be in FY2023.

<https://businessservices.umbc.edu/petty-cash/>

June 20, 2023 – Off-Campus Billing

Please email Off-Campus billing request forms to Jasmine Zacharia zacharia@umbc.edu by deadline.

[Click HERE for Off-Campus Billing webpage](#).

June 20, 2023 – Working Fund Check

Working Fund checks issued by COB will be recorded as expenditures for FY23, *only* if the check has been reconciled. (All paperwork, receipts and/or money has been returned to the Working Fund Custodian.) Help: [RT: Get Help >General Question>AP](#)

June 21, 2023-Foundation Reimbursement

Visit USM Foundation for NOON Reimbursement Details [USM Foundation](#). Please complete RT ticket when USM eDRF has been submitted. [RT Foundation Wire](#). The last batched wire receipt will be dated on June 26, 2023.

June 22, 2023 – Inventory & Plant Accounting

All [DocuSign](#) inventory changes, additions, or disposition requests must be picked up by Student Workforce by deadline to be recorded in FY23. [Click HERE for Inventory webpage.](#) Contact: Tina Carter-Brown tcbrown@umbc.edu

June 16, 2023 – R*STARS Inter-Agency Payment

R*STARS Payment Transactions must be approved by Departmental Approver by COB. Be sure to include required items to ensure item gets into FY23: [Click HERE for Instructions.](#) Help: [RT: Get Help >General Question>AP](#)

June 16, 2023 – Restricted Journals

Journal Entry Earlier deadline for Restricted Funds: 1114,1115,1253. Journals must be approved by Department Approver by COB of deadline.& [Join Deadline Calendar](#)

June 29, 2023 – Cash Receipts / Deposits

Items received on or before deadline must be delivered to Student Business Services, 300 Administration Building. If the Administration Building is still closed, please deliver items to our temporary location at the Police Station. [Click for SBS Departmental Deposit webpage.](#)

- Everything must be received by 12:00 PM NOON

For departments that process their own deposits, paperwork for deposits pertaining to FY23 must be received by Student Business Services (SBS) by deadline. Any items received after the cutoff times will be posted to next Fiscal Year. Contact: Amita Naik anaik@umbc.edu

June 23, 2023 – Unrestricted Journals

Journals must be approved by Department Approver by COB of deadline. Restricted Funds have an earlier deadline.

“Journal Date” dictates the Fiscal Year, please back-date journal to 6/30 for Unrestricted Journals for FY23. [Click HERE for Instructions to backdate Journal.](#) & [Join Deadline Calendar](#)

June 30, 2023 – Dept. Scholarship 00005145

Please clear Departmental Scholarship Project before Year-End. [Click Here for Instructions](#)

June 30, 2023

Central Departments will have the following available for REX Finance Reports: [Payroll Accrual](#), Aux. Admin Overhead, and Deferred Summer Revenue by deadline.

July 3, 2023

Payroll- DBE FY24 is open. [Click here for "Straddle Fiscal-Year" DBE Instructions](#)

PO Rollover FY23 for purchase orders waiting for delivery of items and receipts to be entered.

R*STARS Inter-Agency Receipt

Departments expecting transactions from another State agency must coordinate directly with that agency to ensure processing. Contact the applicable agency to verify that the agency has posted each transaction. Highly Recommended: Coordinate with agencies ~2 weeks prior to the State's deadline.

Once received by State Deadline, transactions will be recorded in PeopleSoft Finance by July 12, 2023 to be included in FY23 if R*Stars Notice RT ticket is complete.

Please follow instructions for the R*Stars Notice RT Ticket: [Here](#). Contact: Menchu Estaban menchues@umbc.edu