



Academic Affairs Other Units, Shared Services Center

FY24 Fiscal Year End Deadlines

Close Purchase Orders

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

May 21, 2024 – Requisitions

FY24 Requisitions requests must be submitted to AAOU SSC via RT Ticket by COB.

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 FY24 — 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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May 31, 2024 – Budget Amendment

FY24 Budget Amendment requests must be submitted to AAOU SSC via RT Ticket by COB.

May 28, 2024 – Payroll Retro

FY24 Payroll Retro requests must be submitted to AAOU SSC via RT Ticket by COB.

Payroll 2024-025 is Final Payroll in FY24 to accept Retros.

Payroll 2025-002 will be next Payroll allowing Retros. [See Payroll Calendar](#)

June 7, 2024 – Payment Request

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

FY24 Payment Requests must be submitted to AAOU SSC via RT Ticket by COB.

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 2, 2024. [Click HERE for Instruction](#)

June 14, 2024 – 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 14, 2024 – Pcard PURCHASE

Pcard PURCHASE for FY24 should be made by PURCHASE deadline.

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

June 27, 2024 – Pcard REALLOCATION

Pcard REALLOCATION:

- Reallocate transactions loaded on June 24-27 daily after 11:00am.
- Reallocate until June 27 at 11:59 PM.

Any unallocated transactions will post to the default chart string on June 30, 2024, notwithstanding 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 10, 2024 – Payroll DBE's

Payroll DBE for PR 2024-026 must be submitted to AAOU SSC via RT Ticket by COB.

June 11, 2024 – Receipt for Goods, Services

FY24 Receipt for Goods, Services requests must be submitted to AAOU SSC via RT Ticket by COB.

- 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 17, 2024 – Petty Cash

Petty Cash received by deadline will be in FY2024. <https://businessservices.umbc.edu/petty-cash/>

June 17, 2024 – Off-Campus Billing

Please email Off-Campus billing request forms to Jasmine Zacharias (zacharia@umbc.edu) by the deadline. [Click HERE for Off-Campus Billing webpage.](#)

June 17, 2024 – Working Fund Check

Working Fund checks issued by COB will be recorded as expenditures for FY24, *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 20, 2024 – Foundation Reimbursement

Visit USM Foundation for **NOON** Reimbursement Details [USM Foundation](#). Please complete RT ticket when USM e-DRF has been submitted. [RT Foundation Wire](#) The last batched wire receipt will be dated on June 27, 2024.

June 21, 2024 – Inventory & Plant Accounting

All [DocuSign](#) inventory changes, additions, or disposition requests must be picked up by Student Workforce by deadline to be recorded in FY24. [Click HERE for Inventory webpage](#). **Contact:** Tina Carter-Brown (tcbrown@umbc.edu)

June 14, 2024 – R*STARS Inter-Agency Payment

FY24 R*STARS Inter-Agency Payment requests must be submitted to AAOU SSC via RT Ticket by COB.

Be sure to include required items to ensure item gets into FY24.

June 14, 2024 – Restricted Journals

FY24 Restricted Journal requests must be submitted to AAOU SSC via RT Ticket by COB.

June 28, 2024 – Cash Receipts / Deposits

Items received on or before deadline must be delivered to Student Business Services, 300 Administration Building. [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 FY24 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 24, 2024 – Unrestricted Journals

FY24 Unrestricted Journal requests must be submitted to AAOU SSC via RT Ticket by COB.

June 26, 2024 – Dept. Scholarship 00005145

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

July 1, 2024

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

July 2, 2024

Payroll- DBE FY25 is open. [Click here for “Straddle Fiscal-Year” DBE Instructions](#)

PO Rollover FY24 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 15, 2024 to be included in FY24 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)