



Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2023

DATE	DAY	TIME	DESCRIPTION
January 3, 2023	TUES	8am	Summer Semester Pay Panels opened in OneUSG Connect System
March 10, 2023	FRI	5pm	POs for items requiring formal bidding (\$25,000 or greater)
March 21, 2023	TUES	9am-12pm	Year End Town Hall Meeting, Zoom Event or Clough 144
April 14, 2023	FRI	5pm	Deadline - POs for items requiring sole source justification approval from the State (\$500,000 or greater)
April 18, 2023	TUES	5pm	Deadline for Carry forward requests for General Operations (Gen Ops) funds submitted to Budget Office
April 28, 2023	FRI	5pm	Deadline - POs for items requiring sole source justification approval from the State (\$25,000 - \$499,999)
May 12, 2023	FRI	Noon	Open Obligation Reports due - <u>closures only</u> - POs issued prior to March 1, 2023
		5pm	Deadline - POs for any Commodity/Service on a State/GT Contract - (\$25,000 or greater)
		5pm	Deadline to submit new supplier registrations through the Supplier Portal
May 19, 2023	FRI	5pm	Deadline for POs not requiring bids but require Purchasing Review (Contract or non-contract; \$2,500 - \$24,999)
May 22, 2023	MON	5pm	Summer Pay Panel for May pay period closed in OneUSG Connect
May 26, 2023	FRI	5pm	Deadline for All Change Order Requisitions – Submission and Approval
May 31, 2023	WED	5pm	Revisions to Gen Ops carry forward requests due to Budget Office
June 2, 2023	FRI	5pm	Deadline for Systems Mass Spectrometry Center year end transactions
		5pm	Deadline for Nuclear Magnetic Resonance (NMR) Center year end transactions
		5pm	Deadline for IEN Micro/Nano Fabrication Facility year end transactions
		5pm	Deadline for Materials Characterization Facility year end transactions
		5pm	Deadline for Mechanical Properties Characterization Facility year end transactions
June 5, 2023	MON	5pm	oneBudget system open for final FY2023 budget amendments
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 6/10
June 7, 2023	WED	5pm	Late timesheets for pay periods ending prior to 5/13 must be submitted via ServiceNow - Payroll



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June 9, 2023	FRI	5pm	Deadline to submit invoices, supplier invoice requests (SIRs), ad-hoc payments, and wire transfers. * <i>“Pre-paid expense” must be noted on the Supplier Invoice Request (SIR) or invoice for FY2023 expenses submitted by June 9 for payment by June 22</i>
		5pm	Last day to approve all invoice match exceptions & enter receipts for payment in FY23
		5pm	Deadline for Expense Report submission to Expense Partners (Travel Team) to guarantee FY2023 payment. Approvals must be complete, and documentation must be attached.
		5pm	Final FY2023 budget amendments due to Budget Office
		5pm	Deadline for Facilities year end transactions
		5pm	Deadline for OHR Training year end transactions
		5pm	Deadline for Parking Office year end transactions
		5pm	Petty Cash replenishment requests for FY2023 due
June 12, 2023	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/10 and late pay periods after 5/13
		Noon	Open Obligation Reports due - <u>closures only</u> - POs issued 3/1 to 5/31
June 14, 2023	WED	5pm	Deadline – POs for contracted purchases less than \$25K where the contract is selected on the requisition
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Monthly pay period ending 6/30
		5pm	Airline travel included in the 6/14 invoice will be paid with FY2023 funds; transactions after this date will be paid in FY2023 by 6/17
		5pm	Biweekly Payroll transactions for pay period ending 6/10 and late time periods posted to the ledger
June 15, 2023	THUR	5pm	Deadline - Final Regular Off-Cycle check requests for FY2023
		5pm	PCard transactions processed by the bank by 6/15 will be included in FY2023; PCard transactions from 6/16 to 6/30 will post on July 3, 2023



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DATE	DAY	TIME	DESCRIPTION
June 16, 2023	FRI	5pm	Last day to create and approve small dollar catalog Requisitions (\$2,499 or less)
		5pm	Biweekly Staff and Student pay day
		5pm	Deadline for Chemistry Glass Shop year end transactions
		5pm	Deadline for Printing & Copying Services year end transactions
		5pm	Written prior year Cost Transfer requests for grants year end journals due
		5pm	Over 90-day salary redistributions to externally funded sponsored projects due to Commitment Accounting
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 6/24
June 20, 2023	TUES	5pm	Mass Close - Prior Year (PY) POs \$500 or less (excluding OSP subcontracts, construction, FF&E & R&M)
		5pm	Written Cost Transfer requests for grants < 90 days year end journals due
		5pm	Summer Pay Panel for the June pay period closed in OneUSG Connect
June 21, 2023	WED	5pm	Last day to approve Invoice Match Exceptions in Workday and enter receipts
		5pm	Late timesheets for pay periods ending prior to 5/27 must be submitted via ServiceNow - Payroll
		5pm	Deadline for Telecommunications year end transactions
June 22, 2023	THUR	4pm	Travel reimbursements for Expense Reports will be processed through 4pm. Reports must be approved and have all receipts and documentation. Expense reports that are not approved for payment in FY2023 will be denied.
		4pm	Final FY2023 AP payment run (Invoices, Payment Requests, Wire Transfers, Student Refund Payments from Bursar's Office, etc.)
		5pm	Deadline for FY2023 Spend Authorizations to be submitted and approved
		5pm	Mass Close of BR23 Current Year POs \$10 or less
		5pm	Final Regular Off-Cycle Check Request Payroll transactions posted to the ledger
		5pm	Deadline BuzzCard Center year end transactions
		5pm	Deadline IBB Core Facilities and Service Centers year end transactions
		5pm	Deadline Post-Office year-end transactions
		5pm	Deadline for All Remaining Service Center Transactions
		5pm	PCard Verifications (PCV) due for transactions through 6/15



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DATE	DAY	TIME	DESCRIPTION
June 23, 2023	FRI	8am	Mass close of FY2023 spend authorizations. Fully approved Spend Authorizations with travel dates of 4/30 and after without an expense report associated will be reloaded into FY2024.
		5pm	Pay date for Final Regular Off-Cycle pay requests
		5pm	Deadline for GTRI Machine Shop year end transactions
		5pm	Deadline for GTRI machines services to RI year end transactions
		5pm	Last day for FY2023 OSP integration to Workday Grants for new awards and modifications
June 26, 023	MON	10am	Deadline for timesheets - Biweekly pay period ending 6/24 and late pay periods
		5pm	FY2023 Biweekly Payroll Accrual posted to the ledger
June 28, 2023	WED	4pm	Deadline for submitting FY2023 Cash Receipts to Bursar's Office
		5pm	Monthly Payroll transactions ending 06/30 and Biweekly Payroll transactions for pay period ending 6/24 and late time periods posted to the ledger
		5pm	Deadline for Supplier Invoice and Expense Report Operational Journals – Submission and Approval
		5pm	Deadline for Accounting Journals and Accounting Adjustments – Submission and Approval
		5pm	Deadline for EIB Upload Journals (other than GTPE) – Submission and Approval
June 30, 2023	FRI	5pm	All request framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday
		5pm	Biweekly Staff, Student Pay and Monthly Staff Pay Date
		5pm	Deadline to process Commitment Accounting/Express Direct Retro (EDR) salary distribution changes
July 3, 2023	MON	9am	Workday Financials Open for FY2024 – Expenses, Financial Accounting, Grants, PCard, Procurement, Projects, Supplier Accounts, etc.
		9am	First day to enter FY2024 Requisitions
		9am	First day for FY2024 AP Payments and Expense Reimbursements
		5pm	PCard transactions posted to bank btw 6/16 - 6/30 loaded in Workday
		5pm	Deadline - Budget Amendments for Organization requests for grants in Workday
		5pm	Pre-paid expenses paid in FY2023 for FY2024 transactions will be posted as an expense in FY2024
		5pm	Spend Authorizations with travel end dates of 4/30/23 and after, which are fully approved and do not have an expense report associated reloaded into FY2024 in approved state
		5pm	Manager Self-Service (MSS) transactions for employee payroll actions due - Biweekly pay period ending 7/8



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DATE	DAY	TIME	DESCRIPTION
July 5, 2023	WED	5pm	Late timesheets for pay periods ending prior to 6/10 must be submitted via ServiceNow - Payroll
		6pm	Georgia Tech Professional Education (GTPE) Close
July 6, 2023	THUR	6pm	Georgia Tech Research Corporation (GTARC) Gifts Close
		6pm	Georgia Tech Research Institute (GTRI) Close
July 7, 2023	FRI	5pm	PCard Verifications (PCV) due for transactions posted to the bank btw 6/16 - 6/30
		6pm	Georgia Tech Research Corporation (GTRC) Gifts Close
		6pm	Georgia Tech Foundation (GTF) Gifts Close
		6pm	Grants & Contracts Accounting Close
		6pm	Begin Budget Office & Controller's Office FY2023 Close
		6pm	Year End Checklist Due to fy.review@gatech.edu if significant items noted
July 8, 2023	SAT	6pm	Budget Office & Controller's Office FY2023 Close Continues
July 9, 2023	SUN	9am	Final FY2023 Closing Processes for Workday Operating Ledger
		6pm	Workday Financials Operating Ledger Closed for FY2023
July 10, 2023	MON	9am	Commitment Accounting Open for FY2024
		9am	Express Direct Retro Open for FY2024
		10am	Deadline for timesheets - Biweekly pay period ending 7/8 and late pay periods
		5pm	PCard Transactions loaded in Workday for transactions posted to the bank btw 7/1 -7/9
July 12, 2023	WED	5pm	Biweekly Payroll transactions for pay period ending 7/8 and late time periods posted to the ledger
July 14, 2023	FRI	5pm	Biweekly Staff and Student pay day
July 17, 2023	MON	Noon	ASR Salary Charges Available - prepared based on 6/30 salary distribution
July 21, 2023	FRI	6pm	Workday Business Assets Ledger Closed for FY2023
August 1, 2023	TUES	9am	Workday Business Assets Open for FY2024
August 31, 2023	THUR	5pm	Certified ASRs due to Grants and Contracts Accounting