



FY23 Closeout Calendar

MARCH 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
					5pm Deadline - POs for items requiring formal bidding (\$25,000 or greater)	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		9am – 12pm Year End Town Hall Meeting, Zoom or Clough 144				
26	27	28	29	30	31	
						

FY23 Closeout Calendar

APRIL 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
					5pm Deadline - POs for items requiring sole source justification approval from the State (\$500,000 or greater)	
16	17	18	19	20	21	22
		5pm Deadline for Carry forward requests for General Operations (Gen Ops) funds submitted to Budget Office				
23/30	24	25	26	27	28	29
					5pm Deadline – POs for items requiring sole source justification approval from the State (\$25,000 - \$499,999)	

FY23 Closeout Calendar

MAY 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
					Noon Open Obligation Reports due - <u>closures only</u> – POs issued prior to 3/1/23 5pm *Deadline – POs for any Commodity/Service on a State/GT Contract - (\$25,000 or greater) *Deadline to submit new supplier registrations	
14	15	16	17	18	19	20
					5pm *Deadline for POs not requiring bids but require Purchasing Review (Contract or non-contract; \$2,500 - \$24,999)	
21	22	23	24	25	26	27
	5pm *Summer Pay Panel for May pay period closed in OneUSG Connect				5pm Deadline for All Change Order Requisitions	
28	29	30	31			
			5pm Revisions to Gen Ops carry forward requests due to Budget Office			




FY23 Closeout Calendar

JUNE 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					5pm Deadline for Year End (YE) Transactions: Systems Mass Spectrometry Center; Nuclear Magnetic Resonance (NMR) Center; IEN Micro/Nano Fabrication Facility; Materials Characterization Facility; Mechanical Properties Characterization Facility	
4	5	6	7	8	9	10
	5pm *OneBudget system open for final FY23 budget amendments *MSS transactions for employee payroll actions due - Biweekly pay period ending 6/10		5pm Late timesheets for pay periods ending prior to 5/13 must be submitted via ServiceNow - Payroll		5pm *Deadline to submit invoices, SIRs, adhoc payments, & wire transfers *Last day to approve all invoice match exceptions & enter receipts for pmt in FY23 *Deadline for Expense Report submission to Expense Partners to guarantee FY23 payment. *Final FY23 budget amendments due *Deadline for YE Transactions: Facilities; OHR Training; Parking Office *Petty Cash replenishment requests for FY23 due	
11	12	13	14	15	16	17
	10am Deadline for timesheets - Biweekly pay period ending 6/10 & late pay periods after 5/13 Noon Open Obligation Reports due - <u> closures only</u> - POs issued 3/1 to 5/31		5pm *Deadline – POs for contracted purchases less than \$25K where the contract is selected on the requisition *MSS transactions due - Monthly pay period ending 6/30 *Airline travel included in the 6/14 invoice will be paid with FY23 funds *Biweekly Payroll transactions for pay period ending 6/10 & late time periods posted	5pm *Deadline - Final Regular Off-Cycle check requests for FY23 *PCard transactions that hit the bank by 6/15 will be included in FY23	5pm *Last day to create & approve small dollar catalog Requisitions (\$2,499 or less) *Biweekly Staff & Student pay day *MSS transactions for employee payroll actions due – Biweekly pay period ending 6/24 *Deadline for YE Transactions: Chemistry Glass Shop; Printing & Copying Services *Written prior year Cost Transfer requests for grants year end journals due *Over 90-day salary redistributions to externally funded sponsored projects due to Commitment Accounting	
18	19	20	21	22	23	24
		5pm *Mass Close - PY POs \$500 or less (excluding OSP subcontracts, construction, FF&E & R&M) *Summer Pay Panel for the June pay period closed in OneUSG Connect *Written Cost Transfer requests for grants < 90 days year end journals due	5pm *Last day to approve Invoice Match Exceptions in Workday & enter receipts *Late timesheets for pay periods ending prior to 5/27 must be submitted via ServiceNow - Payroll *Deadline for Telecommunications year end transactions	4pm *Final Travel reimbursements for Expense Reports processed *Final FY23 AP payment run 5pm *Deadline for FY23 Spend Authorizations to be submitted & approved *Mass Close of BR23 Current Year POs \$10 or less *Final Regular Off-Cycle Check Request Payroll transactions post *Deadline for Year End Transactions: BuzzCard Center; IBB Core Facilities & Service Centers; Post Office; All Remaining Service Center Transactions *PCard Verifications (PCV) due for transactions through 6/15	8am Mass close of FY23 spend authorizations 5pm *Pay date for Final Regular Off-Cycle pay requests *Deadline for Year End Transactions: GTRI Machine Shop; GTRI machines services to RI *Last day for FY23 OSP integration to Workday Grants for new awards & modifications	
25	26	27	28	29	30	
	10am Deadline for timesheets - Biweekly pay period ending 6/24 & late pay periods 5pm FY2023 Biweekly Payroll Accrual posted		4pm Deadline for submitting FY23 Cash Receipts to Bursar's Office 5pm Monthly Payroll transactions and Biweekly Payroll transactions for pay period ending 6/24 & late time periods posted to the ledger *Deadline for Supplier Invoice & Expense Report Operational Journals – Submission & Approval *Deadline for Accounting Journals & Accounting Adjustments – Submission & Approval *Deadline for EIB Upload Journals (other than GTPE) – Submission & Approval *FY2023 Biweekly Payroll Accrual posted		5pm *All request framework submissions to request a New Award Line or Grant or to change Grant Attributes must be entered in Workday *Monthly Staff, Biweekly Staff ,and Student Pay Date *Deadline to process Commitment Accounting/Express Direct Retro (EDR) salary distribution changes	



FY23 Closeout Calendar

JULY 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
	<p>9am *Workday Financials Open for FY24 *First day to enter FY24 Requisitions *First day for FY24 AP Payments & Expense Reimbursements 5pm *PCard transactions posted to bank btw 6/17 - 6/30 loaded *Deadline - Budget Amendments for Organization requests for grants *Pre-paid expenses paid in FY23 for FY24 posted as an expense *Spend Authorizations with travel end dates of 4/30/23 & after reloaded into FY24 *MSS transactions for employee payroll actions due - Biweekly pay period ending 7/8</p>		<p>5pm Late timesheets for pay periods ending prior to 6/10 must be submitted via ServiceNow - Payroll 6pm Georgia Tech Professional Education (GTPE) Close</p>	<p>6pm *Georgia Tech Applied Research Corp (GTARC) Gifts Close *Georgia Tech Research Institute (GTRI) Close</p>	<p>5pm PCV due for transactions posted to the bank btw 6/16 - 6/30 6pm *Begin Budget Office & Controller's Office FY23 Close *Year End Checklist Due to fy.review@gatech.edu if significant items *Georgia Tech Foundation (GTF) Gifts Close *Georgia Tech Research Corporation (GTRC) Gifts Close *Grants & Contracts Accounting Close</p>	<p>6pm *Continue Budget Office & Controller's Office FY23 Close</p>
9	10	11	12	13	14	15
<p>9am Final FY23 Closing Processes for Workday Operating Ledger 6pm Workday Financials Operating Ledger Closed for FY23</p>	<p>9am *Commitment Accounting Open for FY23 *Express Direct Retro Open for FY23 10am *Deadline for timesheets - Biweekly pay period ending 7/8 & late pay periods 5pm PCard Transactions loaded for transactions posted to the bank btw 7/1 - 7/9</p>		<p>5pm Biweekly Payroll transactions for pay period ending 7/8 & late time periods posted to the ledger</p>		<p>5pm Biweekly Staff and Student pay day</p>	
16	17	18	19	20	21	22
	<p>Noon ASR Salary Charges Available - prepared based on 6/30 salary distribution</p>				<p>6pm Workday Business Assets Ledger Closed for FY23</p>	
23/30	24/31	25	26	27	29	29
						

FY23 Closeout Calendar

AUGUST 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		9am Workday Business Assets Open for FY24				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
				5pm Certified ASRs due to Grants and Contracts Accounting		

