

## FY24 Year End Close Schedule

**FY24 Note: Reinstating fiscal year end close process within Common Book only. Allocations will only be done within Common Book. For Prelim close, Common Book will be closed at noon on the 4th business day as usual then will be re-opened for processing final fiscal year end close entries.**

Description	Business Day of Month	June Close
Procure to Pay Requisitions: Entries using a trackable spend category for the University (excluding SMH) for purchases greater than \$1,000 per unit cost must be submitted by no later than 5 PM May 31, 2024 to ensure timely processing. Starting July 1, 2024, all purchases must meet the University's capitalization guidelines of having a unit cost of \$5,000 or greater and a useful life of greater than one year.	-20	Friday, May 31, 2024
Payroll Reallocation Changes: Requests for payroll reallocation changes on Form 800 should be received no later than <b>4pm</b> . Please email the documents to <a href="mailto:800_Forms_Payroll@UR.Rochester.edu">800_Forms_Payroll@UR.Rochester.edu</a> .	-10	Friday, June 14, 2024
Supplier Invoice Requests must be fully approved in Workday. Supplier Invoices for Workday Purchase Orders must have all match exceptions resolved. All other Supplier Invoices, F4 Payment Requests, and Journal Entry requests related to AP errors must be received in Accounts Payable no later than 5pm by emailing to <a href="mailto:AccountsPayable@finance.rochester.edu">AccountsPayable@finance.rochester.edu</a>	-6	Friday, June 21, 2024
All Journal Entry Forms and 312 Internal Requisitions (non-purchasing) must received in General Accounting (GA) no later than <b>5pm</b> . Email approved forms and backup to <a href="mailto:GeneralAccounting@UR.Rochester.edu">GeneralAccounting@UR.Rochester.edu</a> .	1	Monday, July 1, 2024
All integrations completed in Workday by business day 2.	2	Tuesday, July 2, 2024
Workday Expense Reports: With a Header Date of June or prior must be fully Approved in Workday no later than <b>5pm</b> for Operational Journal close for common book.	3	Wednesday, July 3, 2024
<b>Common Book Operational Journals close at 5pm</b> (AR/AP, HH payroll, workday expense, banking, procurement, lease contracts, student finance, etc.).	3	Wednesday, July 3, 2024
Journal entries: no new Common Book journals entered after <b>5pm</b> .	3	Wednesday, July 3, 2024
All June Common Book journal entries need to be approved by <b>Noon</b> . <b>All unapproved Common Book entries will be cancelled.</b>	4	Friday, July 5, 2024
<b>Preliminary FYE Close:</b> Run allocations at <b>Noon</b> as soon as all In Progress journals are cancelled. Prelim Financials reporting available email sent as soon as Common Book Closed.	4	Friday, July 5, 2024
Begin posting final fiscal year end closing entries in <b>Common Book</b> . Total University journals route to UR Central Finance Manager for final approval.	5	Monday, July 8, 2024
All <b>final</b> June Common Book journal entries need to be approved by <b>Noon</b> . <b>All unapproved Common Book entries will be cancelled.</b>	7	Wednesday, July 10, 2024
<b>Final FYE Close:</b> Run final allocations at <b>Noon</b> as soon as all In Progress journals are cancelled. Final Financials reporting available email sent as soon as Common Book Closed.	7	Wednesday, July 10, 2024
FYE rollforward and beginning of year FAO Available balances updated.	8	Thursday, July 11, 2024
June Post Close Book closed.		Friday, August 30, 2024

**Questions:** If you should have any questions or need further clarification regarding fiscal year end closing, please contact **General Accounting** ([GeneralAccounting@UR.Rochester.edu](mailto:GeneralAccounting@UR.Rochester.edu)). Questions concerning **Invoices/Payments** should be directed to [AccountsPayable@UR.Rochester.edu](mailto:AccountsPayable@UR.Rochester.edu) and **Employee/Student Expense Reimbursements** should be directed to [Business\\_Expense\\_Reimbursement@finance.rochester.edu](mailto:Business_Expense_Reimbursement@finance.rochester.edu). Questions concerning **Payroll Reallocations** should be directed to Payroll ([800\\_Forms\\_Payroll@UR.Rochester.edu](mailto:800_Forms_Payroll@UR.Rochester.edu)). Questions concerning **Procure to Pay on Capital purchases** should be directed to [equipadmin@finance.rochester.edu](mailto:equipadmin@finance.rochester.edu) or [procurement\\_service\\_center@ur.rochester.edu](mailto:procurement_service_center@ur.rochester.edu).