

# FY24 YEAR-END CLOSING CALENDAR

## OVERVIEW

In order to meet year-end reporting requirements, the following instructions and deadlines are provided to assist with managing resources effectively through the end of the current fiscal year (June 30, 2024). Please carefully review the deadlines outlined below as they directly impact departmental planning and may differ from those in previous years.

### Summary of Key Dates:

- **June 14, 2024:**
  - Payable, and the Banner eReceiving report must be completed by the department no later than Friday, June 14, 2024, to be paid in FY24.
  - Chrome River expense reports for travel taken prior to June 14, 2024, must be submitted no later than June 14, 2024, to be paid to FY24.
  - PCard transactions from May 16, 2024, through June 14, 2024, must be posted no later than June 14, 2024, to be paid in FY24.
  - Forms, and other Journal Vouchers must be submitted by June 14, 2024, to be posted to FY24.
- **June 17, 2024:**
  - All budget adjustments are due to the Office of Budget and Financial Planning to ensure all budget deficits are cleared for FY24.



## ACCOUNTS PAYABLE

Email [invoice@odu.edu](mailto:invoice@odu.edu) or call 3-4813, 3-5020, 3-4762, or 3-4528 with questions.

- Vendors are required to mail or email ([invoice@odu.edu](mailto:invoice@odu.edu)) invoices directly to Accounts Payable. Invoices received by departments must be forwarded immediately to Accounts Payable at [invoice@odu.edu](mailto:invoice@odu.edu). Invoices sent to departments could result in payment delays to vendors and violate Commonwealth Prompt Pay requirements.
- Departments must **not** hold invoices or eReceivers due to lack of funds. The University is obligated to pay, and departments are required to manage budgets accordingly. **(Reminder: Inspection of the items or services received by departmental staff and the completed eReceiver should be completed in Banner as soon as possible, but in no case more than three working days after delivery).**
- Prepayment of expenditures may be authorized if required by an annual contract or for recurring expenditures paid annually each June (such as memberships and subscriptions). **Requests for prepayments must be submitted no later than June 2, 2024.** Prepayment invoices and supporting documentation (Purchase Order and eReceiver) that are authorized according to the CAPP Manual and that are PAID prior to June 14, 2024, will be recorded in FY24. Prepayments made after June 14, 2024, will be posted to FY25.
- Petty Cash Funds:
  - Must be reconciled monthly. If there are no expenditures for a month, submit a PC-4 Form
  - Petty Cash reconciliations must be completed and reported to Accounts Payable by **July 3, 2024.**

**ACCOUNTS PAYABLE**

Email [invoice@odu.edu](mailto:invoice@odu.edu) or call 3-4813, 3-5020, 3-4762, or 3-4528 for additional information.

FUNCTION/ACTIVITY	DEADLINE FOR SUBMISSION
Last day to request prepayments to be paid from FY24. (Complete documentation includes PO, invoice, and eReceiver)	<b>June 2, 2024</b>
Petty cash custodians must request reimbursement of departmental petty cash funds for expenditures to be charged to FY24 for activity through May.	<b>June 3, 2024</b>
<b>Deadline for submission of travel expense reports for travel taken through June 14, 2024.</b> <ul style="list-style-type: none"><li>○ All travel must be submitted within thirty days of return.</li><li>○ Travel taken prior to June 14, 2024, must be submitted no later than June 14, 2024, to be charged to FY24.</li><li>○ Trips taken after June 14, 2024, must be submitted no later than July 6, 2024, and will be charged to FY25.</li></ul>	<b>June 14, 2024</b>
eReceivers for goods or services received on or before June 14, 2024, must be completed <b><i>within 3 working days after delivery. eReceivers completed after June 14, 2024, will be posted to FY25.</i></b>	<b>June 14, 2024</b>
Last day for ETF orders to be received and invoiced (including high tech research equipment requiring calibration/installation/software fine-tuning)	<b>June 14, 2024</b>
Petty cash custodians must request reimbursement of departmental petty cash funds for expenditures to be charged to FY24 for June activity.	<b>July 8, 2024</b>

**GENERAL ACCOUNTING/DATA CONTROL**  
**Call 3-4795 or 3-3058 (General Accounting) or 3-3257 (Data Control) with questions.**

<b>FUNCTION/ACTIVITY</b>	<b>DEADLINE FOR SUBMISSION</b>
<b>IDT forms and other Journal Voucher requests</b> for FY24 transactions processed.	<b>June 14, 2024</b>
<b>Accounting Service Requests</b> must be submitted immediately after discovery of errors. All final ASRs are due by June 20, 2024.	<b>June 20, 2024</b>
Inventory reports from central services departments are due in General Accounting.  Inventory report must reflect actual materials/supplies on hand as of June 30, 2024, and inventory must be performed during the week of June 11-15, 2024 (monitor for changes and report by the deadline).	<b>July 8, 2024</b>

**OFFICE OF BUDGET AND FINANCIAL PLANNING (OBFP)**  
 Email [budget@odu.edu](mailto:budget@odu.edu) or call 3-3131 or 3-

**Call 3-6879 with questions.**

Deposits must be in the bank by June 30, 2024, to be recorded as FY24 revenue. It is critical that deposit and billing information be complete when

<b>FUNCTION/ACTIVITY</b>	<b>DEADLINE FOR SUBMISSION</b>
<b>Last day to key student refunds, Balance-of-Aid (RALL) transactions.</b>	<b>June 21, 2024</b>

**Departmental deposits**  
recording and depositing in FY24.  
*This applies to departments who are **not** online cashiering sites.*

**June 27, 2024**

**PAYROLL**  
**Call 3-3014 with questions.**

- The last **hourly** payday for FY24 (pay period June 1-15, 2024) is July 1, 2024.
- The last payday for **salaried (full-time and Graduate Assistants, pay period May 25-**







## CONTACT INFORMATION

### **Office of Finance**

Associate Vice President for Finance & University Controller	Maggie Libby	3-3211
Associate Controller	Catherine Burris	3-4795
Assistant Controller	Bernardette Carter	3-6274
General Accounting Manager	Lisa Wharton	3-3058
Finance Systems Manager, Data Control	Linda Meyers	3-3279
Interim Bursar & Director of Student Accounts	LaTonya Gregory	3-6879
Payroll Director	Gloria Boone	3-3014

### **Human Resources**

Recruitment & Employment Manager	Pam Harris	3-5131
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### **Office of Budget and Financial Planning (OBFP)**

Associate Vice President for Budget & Financial Planning	Stephanie Jennelle	3-3089
Director of Budget Operations	Tealen Hansen	3-3131
Budget Analyst (AA, Research, Digital Learning) - Erin Abrams		3-4717
Budget Analyst (A&F, SEES, Comm, HR, Adv., Athl.) - Lakisha Mompremier		3-3128

### **Procurement Services and Accounts Payable**

Executive Director, Strategic Sourcing & Payment Solutions	Etta Henry	3-5889
Accounts Payable Manager	Monique Johnson-Dowe	3-4813