

Year End Close Dates 2024

Note: for the most up to date deadlines, use the online version

LAST DAY TO ORDER ETF PURCHASES (DN000298 IN-EQUIPMENT TRUST FUND (ETF) AND DN000299 WS-EQUIPMENT TRUST FUND (ETF)) THROUGH CAVALIER COMPUTERS (ASSUMES EQUIPMENT CAN BE RECEIVED BY MAY 15TH)

April 26,
2024 -
5:00pm

For any department purchases made on ETF Designateds, the cutoff date to order from Cavalier Computers will be Friday, April 26, at the close of business. Exceptions must be pre-approved by the Fixed Assets Accounting Group. Exceptions must be pre-approved by the Fixed Assets Accounting Group

LAST DAY FOR ACCOUNTING JOURNALS AND ACCOUNTING ADJUSTMENTS (EXCL CAVALIER COMPUTERS) AFFECTING ETF CAPITAL EQUIPMENT

May 10,
2024 -
5:00pm

All Accounting Adjustments and Accounting Journals affecting ETF Capital Equipment must be submitted and through departmental approvals no later than Friday, May 10. Exceptions must be pre-approved by the Fixed Assets Accounting Group.

LAST DAY FOR CAVALIER UPLOADED ETF ISD TRANSACTIONS

May 10,
2024 -
5:00pm

All Accounting Adjustments and Accounting Journals affecting ETF Capital Equipment must be submitted and through departmental approvals no later than Friday, May 10. Exceptions must be pre-approved by the Fixed Assets Accounting Group.

LAST DAY TO HAVE RECEIVED AND PAID FOR ETF CAPITAL EQUIPMENT

May 15,
2024 -
5:00pm

IMPORTANT NOTE: Final Day for all ETF items to be: Received/Paid/Operational 100%

LAST DAY FOR PRINTING JOBS DELIVERED AND COPIES MADE TO BE BILLED IN FY24

May 24,
2024 -
5:00pm

Last day for printing jobs delivered and copies made at our Copy Centers to be billed in FY24. Meter readings accessible on departmental copiers in May will be billed in FY24.

LAST DAY FOR CATERED EVENTS TO BE BILLED IN FY24

June 7,
2024 -
5:00pm

Catered events held on or before June 7 will be billed in FY24. Events on/after June 8 will be billed in FY25.

SAFM | SIS DATA ENTRY DEADLINE FOR JULY STIPEND PAYMENTS TO BE PROCESSED PRIOR TO FY END. MUST BE ENTERED AND APPROVE IN SAFM.

June 13,
2024 -
5:00pm

The JULY STIPEND Disbursement date is 6/14/2024 to ensure students receive their stipend on time. July stipends entered after June 15th are subject to delays until after July 1st.

PO INVOICE CUTOFF

June 14,
2024 -
12:00pm

All valid PO invoices received via email in Accounts Payable by 12:00 Noon on this date will be processed with this year's funds. Departments must ensure that the PO is complete and approved.

ORIGINAL DOCUMENTATION FOR PETTY CASH

June 14,
2024 -
12:00pm

Original documentation must be received in Accounts Payable by 12:00 Noon this day. Please be sure and include all original receipts. Only complete and approved transactions will be processed in this fiscal year.

LAST DAY FOR CAVALIER COMPUTER PURCHASES OTHER THAN CAPITAL EQUIPMENT TO BE BILLED IN FY24

June 14,
2024 -
5:00pm

Purchase must be received and signed for by the department in order to be billed in FY24. If a shipment does not arrive in time there is no recourse for billing so be sure to place orders as early as possible.

<u>T&E CARD TRANSACTIONS</u>	June 14, 2024 - 5:00pm	Deadline to place all intended FY24 T&E Card transactions - cannot guarantee all transactions will post and be fed to Workday in time to complete expensing process. Please make FY24 purchases as early as possible. T&E Cards can be used throughout year end close. Purchases made after 6/14 will likely need to be expensed in FY25.
<u>LAST DAY FOR BOOKSTORE PURCHASES TO BE BILLED IN FY24</u>	June 14, 2024 - 5:00pm	Purchases must be made at the Bookstore (includes Central Grounds, TJs Locker at AFC, Courts and Commerce at the Law School and Darden Exchange) to be included in FY24 billings.
<u>JULY MASS STIPEND DISBURSEMENT DATE</u>	June 17, 2024 - 5:00pm	The JULY STIPEND Disbursement date is 6/17/2024 to ensure students receive their stipend on time. July stipends entered after June 17th are subject to delays until after July 1st.
<u>LAST DAY FOR ISD TRANSACTIONS RELATED TO CAPITAL PROJECTS</u>	June 18, 2024 - 12:00pm	Last day for ISD transactions for capital projects. Facilities Management and ITS will not bill capital projects after this date and the following transactions related to capital projects will be suspended until the next fiscal year.
<u>SUPPLIER INVOICE REQUESTS: INCLUDES REIMBURSEMENTS TO NON-EMPLOYEES, STUDENTS, AND MEDICAL CENTER EMPLOYEES.</u>	June 18, 2024 - 12:00pm	All Supplier Invoice Requests must be complete and approved. This includes any requiring adjustments or resubmits to PSDS. Departments will not be able to approve or submit any system SIRs after this cutoff.
<u>ELECTRONIC INVOICES (DIRECT FEEDS/INTEGRATIONS)</u>	June 18, 2024 - 12:00pm	Valid electronic invoices received by this date will be processed in this fiscal year.
<u>SUPPLIER INVOICE CORRECTION/ACTION</u>	June 18, 2024 - 12:00pm	All Supplier Invoice Correction/Action web request forms must be received in Accounts Payable by this cutoff.
<u>FINANCIAL AID BATCH DISBURSEMENT DATE FOR SUMMER SESSION II.</u>	June 19, 2024 - 2:00am	Process Financial Aid for Summer Session II in SIS.
<u>FINAL ACD BI-WEEKLY PAYROLL COMPLETED</u>	June 19, 2024 - 5:00pm	Final biweekly payroll for FY24 will process on June 19.
<u>LAST DAY FOR SIS DEPARTMENTAL AID FEED</u>	June 20, 2024 - 5:00pm	Final Feed from SAFM to the SIS departmental aid module
<u>SAFM FINAL DATA ENRY DEADLINE FOR ALL AID TO POST IN FISCAL YEAR 2023. MUST BE ENTERED AND APPROVED IN SAFM.</u>	June 20, 2024 - 5:00pm	Final Deadline for aid to be included in the Fiscal Year. If the SAFM awards are not Approved by this date at 5 pm the aid will not be refunded until July 1st, and if they are stipend payments, they will not refund until July 1st.

<u>LAST DAY FOR INTERNAL SERVICE DELIVERY (ISD) TRANSACTIONS.</u>	June 20, 2024 - 5:00pm	Last day for internal service providers to create internal service deliveries (either manually or by integration). If the ISD is not Approved on this day or the ISD fails as part of the last integration run on 6/20, there is no recourse in this fiscal year.
<u>DEPARTMENTS MUST HAVE STIPENDS ENTERED AND APPROVED IN SAFM</u>	June 20, 2024 - 5:00pm	SIS will process final student stipend file for fiscal year.
<u>LAST DAY TO TRANSFER FUNDS FROM UAOS TO UVA R&V</u>	June 20, 2024 - 5:00pm	
<u>SUPPLIER INVOICE SUPPORTING DOCUMENTATION CUTOFF FOR CHECK MAILING</u>	June 21, 2024 - 12:00pm	Any supporting documentation required to be mailed with a check must be received in Accounts Payable by this cutoff. Checks will not be processed until this paperwork is received.
<u>LAST DAY TO REQUEST PURCHASE ORDERS THAT INCLUDE GRANTS WITH END DATES PRIOR TO JUNE 1 FOR ROLL FORWARD</u>	June 21, 2024 - 5:00pm	
<u>ACCOUNTING JOURNAL AND ACCOUNTING ADJUSTMENT CUT OFF FOR TRANSACTIONS IMPACTING GRANTS</u>	June 21, 2024 - 5:00pm	Last day for Accounting Journals and Accounting Adjustments impacting Grants, entered and approved by initiating departments must be in OSP queue by this date
<u>LAST DAY TO ENTER PAYROLL ACCOUNTING ADJUSTMENTS FOR GRANTS</u>	June 21, 2024 - 5:00pm	Last day for Payroll Accounting Adjustments impacting Grants. Transactions need to be entered and approved by initiating departments in OSP queue by 6/23. PAAs not through departmental approval workflow by 6/23 may not be approved by OSP in FY23. Departments will need to reenter the PAAs in FY24 for processing by OSP
<u>LAST DAY FOR ACCOUNTING JOURNALS AND ACCOUNTING ADJUSTMENTS AFFECTING CAPITAL EQUIPMENT (NON-ETF)</u>	June 21, 2024 - 5:00pm	All Accounting Adjustments and Accounting Journals affecting Capital Equipment (non-ETF) must be submitted and through departmental approvals no later than Tuesday, June 25. The Fixed Asset Team will reject/deny transactions after the cut-off.
<u>FINAL SIS AP FEED TO WORKDAY</u>	June 21, 2024 - 5:00pm	Final student refunds to be processed from AP system for fiscal year.

<u>LAST DAY TO ENTER NON-GRANT PAYROLL ACCOUNTING ADJUSTMENTS</u>	June 21, 2024 - 5:00pm	Last day to enter Payroll Accounting Adjustments for non-grants.
<u>SIS FINAL JOURNAL ENTRY FILES</u>	June 21, 2024 - 5:00pm	SIS to run final Workday Journal files at 6 pm; both static & dynamic item types
<u>WORKDAY EXPENSE: EMPLOYEE REIMBURSEMENTS AND T&E CARD TRANSACTIONS</u>	June 21, 2024 - 5:00pm	All expense reports must be fully submitted and approved.
<u>LAST DAY TO REQUEST PURCHASE ORDERS THAT INCLUDE GRANTS WITH END DATES PRIOR TO JUNE 1 FOR ROLL FORWARD</u>	June 21, 2024 - 5:00pm	
<u>SFS TO RUN FINAL BATCH REFUND PROCESS</u>	June 23, 2024 - 4:00pm	SFS to Run Final Batch Refunds. No student refunds 6/22 through 6/28.
<u>LAST SIS REFUND SETTLEMENT</u>	June 24, 2024 - 12:00am	Last SIS Refund Checks/ACH payments processed for the fiscal year. This activity processes SIS data from the prior business day (SIS to Workday nightly interface feed).
<u>ELECTRONIC INVOICE RECEIPT</u>	June 24, 2024 - 12:00pm	Deadline for UVA units who send electronic invoice files to Workday. Example: Library, FM.

<u>PURCHASE ORDER CUTOFF FOR TRANSACTIONS IMPACTING GRANTS</u>	June 24, 2024 - 5:00pm	
<u>WORKDAY NON-CATALOG ORDERS; CONTRACTS REQUESTS REQUIRING SIGNATURE (AND PO CHANGE ORDERS)</u>	June 25, 2024 - 5:00pm	Last day to submit Procurement contracts requiring signature (includes Contract Requests Requiring Signature and Non-Catalog Orders that are contract requests) for FY24 contract execution.
<u>LAST DAY FOR PAYROLL COSTING ALLOCATION UPDATES</u>	June 25, 2024 - 5:00pm	Last day for Workday Payroll Costing Allocations additions/changes for 6/28 for MC Bi-weekly (6/11-6/24) and UPG Bi-weekly (6/11-6/24). There will not be time for PAAs related to these payroll runs as payroll cuts off on 6/28. Departments need to assure Costing Allocation are up to date and correct before payroll runs are completed.
<u>DEPARTMENTAL BANK AND CREDIT CARD ACTIVITY</u>	June 26, 2024 - 12:00am	Banking activity that post to Bank of America by 6/26 will be posted in FY24 if the Ad Hoc Bank Transaction is fully approved. All transactions not approved or recorded will be posted in FY25. Credit cards in particular have variability of when the bank actually credits the University account.
<u>SUPPLIER INVOICE APPROVAL (RECEIVING)</u>	June 26, 2024 - 5:00pm	All supplier invoice approvals (receiving) must be done by this date to be processed/accounted in this fiscal year.

<u>FINAL MC AND UPG BI-WEEKLY COMPLETE</u>	June 26, 2024 - 5:00pm	Final biweekly payroll for FY24 will process on June 26.
<u>LAST SCHEDULED ACCOUNTING JOURNAL INTEGRATION</u>	June 26, 2024 - 7:00pm	Last scheduled accounting journal integration
<u>FINAL SETTLEMENT RUN</u>	June 27, 2024 - 11:00am	Final settlement run will be completed by 11 AM.
<u>LAST DAY TO APPROVE NON-GRANT PAYROLL ACCOUNTING ADJUSTMENTS</u>	June 27, 2024 - 4:00pm	Payroll Accounting Adjustments cut-off. All PAAs have to be fully approved by this time to be included in FY24. PAAs in progress will post to the next fiscal year once approved.
<u>ACCOUNTING JOURNAL AND ACCOUNTING ADJUSTMENTS CUT-OFF EXCEPT GRANTS WHICH HAD AN EARLIER CUT-OFF DATE</u>	June 27, 2024 - 4:00pm	All Accounting Journals and Adjustments must be approved through departmental and central workflows by 4 PM. Accounting Journals and Adjustments in progress will be canceled by Central Accounting at this time. Canceled accounting journals and adjustments can be resubmitted in the next fiscal year. In some cases the Year-End Adjustments book code may be able to be utilized.

<u>AR/CUSTOMER ACCOUNTS CUT-OFF LAST DAY TO ENTER: - CUSTOMER INVOICES, - CUSTOMER INVOICE ADJUSTMENTS, - CUSTOMER PAYMENTS AND - DEPOSITS, CUSTOMER REFUNDS.</u>	June 27, 2024 - 4:00pm	
<u>MONTHLY CLOSE IN PROGRESS</u>	June 27, 2024 - 5:00pm	See Period Close Events for detailed steps and timing.
<u>FINAL UPG AND ACD MONTHLY COMPLETED</u>	June 27, 2024 - 5:00pm	Final UPG and ACD Monthly payroll for FY24 will process on June 25.
<u>MARKETPLACE ORDERS</u>	June 27, 2024 - 5:00pm	Last day for entering Requisitions. All requisitions converted to POs.
<u>RUN DEPRECIATION</u>	June 27, 2024 - 5:00pm	Central to close Assets period close activity group. Lisa Layne to run Depreciation for the month.
<u>WORKDAY DOWN FOR YEAR-END PROCESSING</u>	June 28, 2024 - 12:00am	System will be down for year-end balancing and closing activities. See Period Close Event for detailed steps and timing.
<u>LAST INTEGRATION FROM ADAPTIVE TO WORKDAY FOR FY2023-24 BUDGET</u>	June 30, 2024 - 5:00pm	Daily integration from Adaptive to WD will be suspended after this day. Integration for FY2024-25 budget will resume in FY2024-25. Any FY2023-24 budget amendments and adjustments must be entered in Adaptive by 5pm to be reflected in Workday.
<u>SFS TO RESUME STUDENT REFUND PROCESS</u>	July 1, 2024 - 4:00pm	Student refund process resumes 7/1.
<u>PAYROLL ACCOUNTING ADJUSTMENTS FOR NEW FISCAL YEAR ARE OPEN</u>	July 3, 2024 - 8:00am	
<u>YEAR END ADJUSTMENTS BOOK CODE AVAILABLE 7/1-7/19</u>	July 19, 2024 - 5:00pm	Department allowed to transfer funds in same fund/function to clear deficits. More guidance will be posted closer to year end.
<u>FINANCIAL REPORTING ADJUSTMENT</u>	September 20, 2024 - 5:00pm	Financial Reporting to process Financial Reporting Adjustment entries.