

YEC Major Deadlines - FY23

Number	Title	Dept	Due Date & Time
1	Last day to submit requisitions over \$250,000	PCMM	4/7/23 5:00 PM
2	Last day to submit requisitions between \$25,000 - \$250,000	PCMM	5/5/23 5:00 PM
3	YEC Process Training	FAR	5/16/23 9:30 AM
4	YEC Process Training	FAR	5/17/23 2:00 PM
5	Memorial Day Holiday	FAR	5/29/23 8:00 AM
6	Last day for entry of SIS A/R in Banner - Except for Spring Term	SAS	5/31/23 12:00 AM
7	PHAREDS opens for redistributions	PAY	6/1/23 12:00 AM
8	Last day to submit FOAPA element change requests to be effective July 1	BUD	6/1/23 5:00 PM
9	Period 01 Future FY Open for PO's only	FAR	6/7/23 8:00 AM
10	Additional payroll posting for redistributions	PAY	6/8/23 8:00 PM
11	Last day to reimburse petty cash funds	Cashiers	6/9/23 5:00 PM
12	Last day for students to work on Current FY Work Study funds	PAY	6/9/23 5:00 PM
13	Last day for processing OSUF Direct Pays for 6/30 Payment. Entry should be completed by 5pm.	FNDDT	6/12/23 5:00 PM
14	Last day to submit prior period, prior week cash receipts to the Cashier's Office	Cashiers	6/14/23 4:30 PM
15	Last day for HR staff to enter paperwork for June	PAY	6/15/23 5:00 PM
16	Last day to submit Wire Transfer requests for Current FY	AP	6/16/23 12:00 AM
17	Mid-Month payroll posting of redistributions	PAY	6/16/23 12:00 AM
18	Payroll encumbrance liquidation for current FY	PAY	6/17/23 7:00 PM
19	Juneteenth Holiday	FAR	6/19/23 8:00 AM
20	Last day to request a scholarship through GRRS for both graduating and continuing students	FNDDT	6/19/23 5:00 PM
21	Last day to enter time in PYAHOURL (will close at noon)	PAY	6/21/23 12:00 AM
22	Last day for submitting SIS A/R files to Business Services - Student Accounts for entry in current FY	SAS	6/23/23 12:00 AM
23	Last day to submit check requests to ARF for FG / FX Index payments to OSU	ARF	6/23/23 12:00 PM
24	Last day for submitting bulk coin deposits to be deposited in Current FY	Cashiers	6/23/23 5:00 PM
25	June zero sequence payroll posting	PAY	6/26/23 12:00 AM
26	Last day for requests to be approved in the OSUF Reimbursement System for 6/30 deposit	FNDDT	6/26/23 12:00 AM
27	A/P Check Run (Normal Run)	Cashiers	6/27/23 12:00 AM

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28	Last student refund check run	SAS	6/28/23 12:00 AM
29	All Cash Receipts should be submitted to the Cashier's Office by Noon.	Cashiers	6/30/23 12:00 PM
30	Banner SIS will not be available to update activity after 12:00 pm, noon.	SAS	6/30/23 12:00 PM
31	All Point of Sale (POS) merchants must be settled by noon.	Cashiers	6/30/23 12:00 PM
32	Last day to enter Labor Distribution Changes in PHAREDS for current FY. PHAREDS will close at noon.	PAY	6/30/23 12:00 PM
33	Invoice Approvals must stop in order to complete final 6/30 AP Check Run.	AP	6/30/23 2:00 PM
34	Last June AP Check Run	Cashiers	6/30/23 3:00 PM
35	Physical count of petty cash or vault funds should be completed.	Cashiers	6/30/23 5:00 PM
36	Final payroll posting of adjustments and manual checks	PAY	6/30/23 8:00 PM
37	Period 01 of the New FY is Open for Cash, JVs, and Invoices.	FAR	7/1/23 8:00 AM
38	Banner SIS update will be restored upon completion of SIS AR Recon.	SAS	7/1/23 10:00 AM
39	Last day to submit budget change requests for changes CROSSING college/unit boundaries	BUD	7/1/23 5:00 PM
40	4th of July Holiday	FAR	7/4/23 8:00 AM
41	Last day for processing OSUF Direct Payment Requests for FY23	FNDT	7/7/23 12:00 AM
42	Last day to provide OSRAA with expense information on Kxxxxx Grants	OSRAA	7/10/23 12:00 PM
43	Budget clean-up JVs on 1xGF, 1xGP, and 1xAS rules codes must be completed and approved by Noon.	BUD	7/10/23 12:00 PM
44	Last day to post FUPLOAD JV transactions with June Transaction dates	FAR	7/10/23 12:00 PM
45	Last day to enter Invoices and JV's with June Transaction dates	AP	7/10/23 12:00 PM
46	Last day to approve Concur Expense Reports for FY23	AP	7/10/23 1:00 PM
47	Banner FIS will be unavailable starting at 3pm. Includes all Finance forms, jobs, and reports.	DFA IT	7/10/23 3:00 PM
48	Invoices and JVs for June transactions must be approved; Incomplete June JVs will be deleted.	FAR	7/10/23 3:00 PM
49	Last day for verifying all completed FY23 purchase orders are closed	AP	7/10/23 5:00 PM
50	PERIOD 12 CLOSE	FAR	7/10/23 5:05 PM
51	General Ledger Roll	FAR	7/10/23 5:15 PM
52	Encumbrance Roll	AP	7/10/23 5:15 PM
53	New FY GL balances have been rolled and are open concurrently with Old FY GL until period 14 close.	FAR	7/11/23 8:00 AM
54	Last day to enter any Fixed Asset JV's on 4xxxx account codes	FAR	7/11/23 5:00 PM

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Number	Title	Dept	Due Date & Time
55	Last day for approving FS Index Reimbursements for FY23. Entry should be completed by noon.	FNDT	7/14/23 12:00 AM
56	Last day to submit AP Accrual Spreadsheets to Accounts Payable	AP	7/14/23 5:00 PM
57	Last day to resolve negative restricted fund balances to comply with USSE requirements	FAR	7/17/23 5:00 PM
58	Period 14 entry will no longer be available except to FAR, AP, Budgets and OSRAA	FAR	7/17/23 5:00 PM
59	Balance Sheet account reconciliations due for all Axxxx and Bxxxx accounts with an ending balance	FAR	7/17/23 5:00 PM
60	Last day to enter FY23 JVs including all YEC accruals	FAR	7/17/23 5:00 PM
61	Year-end AP Accrual transactions will be available in CORE for review.	AP	7/21/23 12:00 AM
62	PERIOD 14 CLOSE	FAR	7/24/23 5:00 PM
63	Foundation Financial Edge (FE) system closes for YEC processing.	FNDT	8/9/23 12:00 PM