From: Cup, Jo Beth
Sent: Tuesday, May 16, 2023 6:49 PM
To: OUE-Sr-Leadership <OUE-Sr-Leadership@office365.gatech.edu>
Subject: FY2023 Closeout Documents and Deadlines

Dear OUE Sr. Leadership

Resending the emails below to share information about year-end deadlines to the top of your inboxes. Please see below for 1) the schedule of year-end deadlines, 2) the link to the FY23 Year-end Closeout Documents, and 3) the "Closeout and AFR Calendar" which contains due dates for year-end close and annual financial reporting (initially shared in the Fiscal Year 2023 Year-End Close Memo distributed to campus via email on Monday, March 6, 2023.)
Thank you.
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Sent on Behalf of Tammy Benjamin & Mallorie Seibert – 3/27/2023

Dear Colleagues,

As we prepare to head into FY23 Closeout, there are several deadlines that are fast approaching. We are asking all departments to be very proactive this year with close out deadlines.

FY23 CLOSE OUT DEADLINES

- Below are the critical **internal** VPUE deadlines for FY23 (PDF version attached to share within your divisions). Most of these deadlines are two weeks prior to the Institute's own deadlines to ensure that our requests in Workday have enough time to get through the approval processes in the system. Unless a Requisition goes all the way through the system, it will be returned as unprocessed so please check your Workday queue daily to ensure there is nothing in the system waiting for your review.

- We are asking that all departments complete their spending by June 1st, 2023 to ensure a clean close out process. We understand that emergencies do arise and if you have a spending request after June 1st, 2023 that you contact OUE_Admin@gatech.edu as soon as possible with all of the information regarding your request.

- We have several team members assisting with financial budgeting, processing and reconciliation. Our partnership with OUE is very important to us and we greatly appreciate your assistance in helping us ensure a smooth closeout.

- Please remember that questions and requests for financial support should be sent to OUE_Admin@gatech.edu for support. HR requests should continue to be sent to Mysty Connelly and James Godard.

FY23 OUE CLOSE OUT CALENDAR			
DATE	DAY	TIME	DESCRIPTION
3/10/2023	Friday	COB (5 pm)	PO's for items requiring formal bidding - $25K or greater
3/31/2023	Friday	COB (5 pm)	PO's for items requiring sole source justification approval from the state ($500K or greater.)
4/14/2023	Friday	COB (5 pm)	PO's for items requiring sole source justification approval from the state ($25K - $499,999.)
4/28/2023	Friday	COB (5 pm)	Open Obligations Reports due to Finance for all open PO's FY22 and FY23 prior to March 1, 2023.
4/28/2023	Friday	COB (5 pm)	PO's for any Commodity/Service on a State/GT Contract - ($25K or greater).
4/28/2023	Friday	COB (5 pm)	Deadline to submit NEW SUPPLIER REGISTRATIONS through the Supplier Portal.
5/5/2023	Friday	COB (5 pm)	Deadline for PO's not requiring bids, but requiring Purchasing Review (Contract or Non-Contract; $2,500 - $24,999.)
5/12/2023	Friday	COB (5 pm)	Deadline for all CHANGE ORDER REQUISITIONS - Submission & Approval
5/26/2023	Friday	COB (5 pm)	Deadline to submit Invoices, Supplier Invoice Requests (SIRs), Adhoc Payments, and Wire Transfers.
6/7/2023	Wednesday	COB (5 pm)	Last day to approve all invoice match exceptions & enter appropriate receipts for goods & services for guaranteed payment in FY23.
5/26/2023	Friday	COB (5 pm)	Last day to submit Expense Reports to the Travel Team for guarantee FY23 payment.
5/26/2023	Friday	COB (5 pm)	Deadline for Facilities, Parking Office Transactions.
5/29/2023	Monday	COB (5 pm)	Deadline for Open Obligations Reports - PO's issued 3/1 - 5/31
6/14/2023	Wednesday	COB (5 pm)	Airline travel included in the 6/14 invoice from Travel Inc. will be paid with FY23 funding. Transactions after this date will be paid on FY24 funding.
6/22/2023	Thursday	COB (5 pm)	Pcard Transactions that hit the bank by 6/15 will be included in FY23.

6/2/2023	Friday	COB (5 pm)	Last day to create and approve a small dollar catalog requisition ($2,499 or less). Contact your approval team once submitted. Reqs not fully approved will be deleted and will need to be placed in Workday when it reopens in FY24.
6/22/2023	Thursday	COB (5 pm)	Pcard Verifications (PCV) due for transactions through 6/15.
6/22/2023	Thursday	4:00 PM	Travel reimbursements for Expense Reports will be processed through 4pm. Reports must be approved and have all receipts/documentation. Expense reports that are not approved for payment in FY23 will be denied.
6/22/2023	Thursday	4:00 PM	Final FY23 AP payment run (invoices, Payment Requests, Wire Transfers, Student Refunds from Bursar, etc..,)
6/22/2023	Thursday	COB (5 pm)	Deadline for BuzzCard Center year end transactions.
6/23/2023	Friday	8:00 AM	Mass Close of FY23 Spend Auths. Fully approved Sas with travel dates of 4/30 and after without an expense report associated with it will be reloaded into FY24.

Jo Beth Cup, M.S. (she/her)
Senior Director of Strategic Initiatives & Operations
Office of Undergraduate Education
Georgia Institute of Technology
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Telephone: 630-338-6796
Email: jobeth.cup@gatech.edu

From: Drummond, Christopher K <christopher.drummond@business.gatech.edu>
Sent: Tuesday, May 16, 2023 11:22 AM
To: financialcouncil-request@lists.gatech.edu; fin-accountants <fin-accountants@office365.gatech.edu>; fin-expense-preparers <fin-expense-preparers@office365.gatech.edu>; fin-managers <fin-managers@office365.gatech.edu>; fin-pcard-cost-center-managers <fin-pcard-cost-center-managers@office365.gatech.edu>; fin-property-coordinators <fin-property-coordinators@office365.gatech.edu>; fin-rq-reviewers <fin-rq-reviewers@office365.gatech.edu>; fin-cost-center-managers <fin-cost-center-managers@office365.gatech.edu>; fin-driver-worktag-managers <fin-driver-worktag-managers@office365.gatech.edu>
Subject: RE: FY2023 Closeout Documents and Year-End Town Hall Meeting

In order to communicate with the effective audience, we must send this email to many roles in Workday. This email pertains to Financial Year-End Closeout activities. If you do not participate in these activities, please delete this email. We apologize for any inconvenience.

Good afternoon!

The Controller's Office has collaborated with OIT to offer a digital resource for year-end task management. We are excited to introduce the "Closeout and AFR Calendar" which contains the essential due dates for year-end close and annual financial reporting initially shared in the Fiscal Year 2023 Year-End Close Memo distributed to campus via email on Monday, March 6, 2023. To add the calendar, please use the instructions attached for either the desktop Outlook or web-based Outlook. Please note this calendar is not editable and the associated email box is not monitored. If this calendar doesn't enhance your year-end task management, do not feel obligated to add it. Please email christopher.drummond@business.gatech.edu for updates or with any questions.

From: Drummond, Christopher K
Sent: Monday, March 6, 2023 3:21 PM
To: financialcouncil-request@lists.gatech.edu; fin-accountants <fin-accountants@office365.gatech.edu>; fin-expense-preparers <fin-expense-preparers@office365.gatech.edu>; fin-managers <fin-managers@office365.gatech.edu>; fin-pcard-cost-center-managers <fin-pcard-cost-center-managers@office365.gatech.edu>; fin-property-coordinators <fin-property-coordinators@office365.gatech.edu>; fin-rq-reviewers <fin-rq-reviewers@office365.gatech.edu>; fin-cost-center-managers <fin-cost-center-managers@office365.gatech.edu>; fin-driver-worktag-managers <fin-driver-worktag-managers@office365.gatech.edu>
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The following message is from Jim Fortner, Vice President for Finance and Planning & Amy Herron, Institute Controller and Chief Accounting Officer:
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Please find attached the FY2023 Closeout Documents including the Closeout Memo, Chronological Closeout Schedule, Closeout Calendar, and Fiscal Year-End Closing Review Checklist.

- FY2023 Year-End Closeout Documents

Questions regarding closeout deadlines or processes should be sent to the appropriate support team via ServiceNow per the grid on Page 2 of the Closeout Memorandum.

Christopher Drummond
Financial Reporting and Compliance Accountant
Georgia Institute of Technology
Controller's Office, Lyman Hall Suite 325
Phone: 404-894-8148