

Welcome to the 2023 Fiscal Year-End Edition Finance Bulletin. As members of the university financial community, you play a significant role in year-end closing activities by helping to ensure the university's Fiscal Year 2023 (FY23) financial data is captured completely and accurately. Thank you for reviewing these materials and for your collaboration in the fiscal year-end close processes and deadlines.

The fiscal year-end first close begins on July 3 during which FY23 transactions must be processed and posted. The fiscal year-end second close begins on July 10 and is primarily intended for adjustments, redistributions, or processing items that were not received in time for first close. Detailed deadlines for both the first and second fiscal year-end close are included throughout this publication as well as in the [2023 Fiscal Year-End Closing Calendar \[.pdf\]](#).

Once closing activities are completed, the university's FY23 financial statements will be audited by KPMG and ultimately will be distributed to the Board of Trustees, bond holders, donors, the university community and others, as requested.

We hope that the information included in this publication will assist you with understanding your fiscal year-end closing responsibilities and with meeting the necessary deadlines. Questions or comments about the contents of this publication or the year-end closing processes are welcomed at [fin-comm@andrew.cmu.edu](mailto:fin-comm@andrew.cmu.edu).

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#### CLOSING CALENDAR DEADLINES

The closing calendar deadlines are posted in the following locations:



[2023 Fiscal Year-End Closing Calendar \[.pdf\]](#)

Printable 2023 closing calendar



[Finance Division Calendar](#)

View closing dates and other Finance Division deadlines/events



[Business Applications Development and Support Website](#)

Monthly closing dates posted under 'Closing Information'

# ACCOUNTS PAYABLE

## FY23 Invoices

To ensure that all expenses are recorded in the appropriate fiscal year, the deadline for submission of all Accounts Payable (AP) invoices and payment forms related to FY23 is July 6 by 5 p.m. Examples of these types of invoices and pay forms include:

- Vendor and Independent Contractor Invoices
- Honorariums
- Human Subjects
- Request for Payment/Refund Form
- Prize and Awards
- Non-Qualified Scholarships

Be proactive in acquiring invoices to meet this deadline. If a good or service was provided to your department during FY23 and you have not yet been invoiced, contact the supplier immediately. If an invoice is to be matched to a purchase order, there must be a receipt created in Oracle Purchasing. See [page 8](#) for more information about creating receipts.

If invoices are received by July 6 your final June accounting statements will reflect this activity for FY23.

If you receive an FY23 invoice between July 7 and July 12, submit it to [ap-cmu-poinv@andrew.cmu.edu](mailto:ap-cmu-poinv@andrew.cmu.edu) as AP will make an effort to process these invoices prior to final close. However, to ensure invoices are processed prior to close, invoices should be sent to AP for processing by July 6. After final AP close on July 12, AP will analyze invoices received and will record accrual journal entries as necessary to ensure proper accounting and financial reporting. If you have any invoices that require immediate attention, email [ap-help@andrew.cmu.edu](mailto:ap-help@andrew.cmu.edu).

**All invoices for a good or service that was provided or will be provided to your department for FY24 should not be submitted to AP until July 14.**

## AP Refund and Reimbursement Deposits

Check deposits refunding or reimbursing the university, including university card and expense report transactions, must be accompanied by an [AP Deposit Form \[.pdf\]](#) and submitted to:

- Carnegie Mellon University  
Accounts Payable  
UTDC Building  
5000 Forbes Avenue  
Pittsburgh, PA 15213

**It is recommended that AP refund and reimbursement deposits as well as supporting documentation are submitted to AP by June 15 to ensure the information is reflected in FY23.**

Reimbursements may also be made by electronic bank transfer. For instructions, contact [ap-help@andrew.cmu.edu](mailto:ap-help@andrew.cmu.edu). Completion of an [AP Deposit Form \[.pdf\]](#) may still be required.

Contact [ap-help@andrew.cmu.edu](mailto:ap-help@andrew.cmu.edu) with questions regarding check deposits refunding or reimbursing the university.

## AP Redistributions

Corrections to invoices processed through AP including Expense Reports, Purchasing Card Verification Reports, and Purchase Orders, must be done using the [Accounts Payable Redistribution Form \[.pdf\]](#). Instructions on the form explain how to complete single redistributions and mass redistributions. Any AP Redistribution forms submitted after the deadline will be tracked and reported to the unit's associate dean or Administrative Leadership Group (ALG) member and will be processed after July 14. All sponsored project redistributions require a Financials Data Warehouse (FDW) report from DecisionCast or PowerBI showing the transactions to be attached to the AP Redistribution Form. A FDW report is also required to be attached for mass GL redistributions. AP Redistribution Forms must be fully completed and contain all required signatures to be processed.

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# ACCOUNTS PAYABLE (CONTINUED)

## International InterCompany Form

For any AP Redistributions that need to be allocated to the Qatar (Entities 68 and 73) or Australia (Entity 70) international Ledgers (from the US Ledger/between Ledgers), use the [International InterCompany Form \[.pdf\]](#). The form requires transaction information to be input along with supporting documentation, which should be submitted along with preparer information and signature. Once Section A of the form is complete, it should be submitted to International Finance for completion of Section B and final processing. **All International InterCompany Forms should be submitted to International Finance no later than 9 a.m. on July 11.**

## AP Deadlines

- **JUNE 1:** AP Redistribution Forms through April due by 9 a.m.
- **JUNE 7:** SPA Redistributions through May due by 9 a.m.
- **JUNE 9:** AP Redistribution Forms through May due by 9 a.m.
- **JUNE 15:** Redistributions for Sponsored Funds not yet submitted for FY23 due by 9 a.m.; AP refund and reimbursement deposits due by 5 p.m.
- **JULY 6:** June AP Redistribution Forms due by 5 p.m.



## AP CONTACTS

Accounts Payable

[ap-help@andrew.cmu.edu](mailto:ap-help@andrew.cmu.edu)

### Becky Marcej

Accounts Payable Manager

412-268-1006

[rmarcej@andrew.cmu.edu](mailto:rmarcej@andrew.cmu.edu)



View [How To: Make Corrections to Transactions \[.pdf\]](#) for more information on how to correct transactions.



View the full [FY23 FYE Closing Calendar \[.pdf\]](#)

# ACCOUNTS RECEIVABLE

## FY23 Revenue Invoices

If you have invoiced or need to invoice for FY23 business, the [Invoice Requisition Form \[.pdf\]](#) must be submitted by 9 a.m. on July 11 to ensure all FY23 revenue is recorded.

Contact Beth Callaway (x8-5838 or [callaway@andrew.cmu.edu](mailto:callaway@andrew.cmu.edu)) if FY23 business was not invoiced by the deadline.

For more information about revenue invoicing, refer to the [University Billing Guidelines and Procedures \[.pdf\]](#).



## AR CONTACT

### Beth Callaway

Director, Sponsored Projects Accounting/Receivables

412-268-5838 or [callaway@andrew.cmu.edu](mailto:callaway@andrew.cmu.edu)

## AR REDISTRIBUTIONS CONTACT

### Feikee Summers

Cash Operations Coordinator

412-268-2095 or [fsummers@andrew.cmu.edu](mailto:fsummers@andrew.cmu.edu)

## AR Redistributions

Corrections to FY23 miscellaneous receipts or gift invoices processed through AR must be done using the [AR Redistribution Form \[.pdf\]](#).

## AR Redistribution Forms Deadlines

- **JUNE 9:** AR Redistribution Forms through May due by 9 a.m.
- **JULY 11:** June AR Redistribution Forms due by 9 a.m.



View [How To: Make Corrections to Transactions \[.pdf\]](#) for more information on how to correct transactions.



View the full [FY23 FYE Closing Calendar \[.pdf\]](#)

# SPONSORED PROJECTS ACCOUNTING

## Year-End Tasks

As the fiscal year-end approaches, review the following items related to the sponsored awards in your area:

### TASK FUNDING

Any Project Task Awards (PTAs) that were overspent for at least three months should be reviewed, and if available, funding should be adjusted to correct the issue. If no remaining funding is available and no additional funding is expected, work with your SPA representative to cost share the overage. At year-end, review all overspent PTAs to ensure appropriate revenue recognition and invoicing/cash flow.

### AT RISK AWARDS

Work with the Office of Sponsored Programs (OSP) to ensure timely receipt of new awards and modifications. If any At Risk awards will not be executed, notify and work with your SPA representative to close the awards.

### PENDING CLOSING ADJUSTMENTS

Any completed awards that have closing adjustments that have not yet posted should be reviewed and follow-up should be performed with the department responsible for posting the pending adjustments. Include your SPA representative on your correspondence.



View the full [FY23 FYE Closing Calendar \[.pdf\]](#)

## Grants to GL Reconciliations

Activity between Grants and General Ledger for sponsored projects (sponsored funding sources 071000-089010) should be reconciled on a timely and consistent basis. It is very important that this is completed at year-end so that the net asset balances are correct for the new fiscal year. A [Grants/General Ledger Reconciliation Guide \[.pdf\]](#) is available on the SPA website. The Financials Data Warehouse (FDW) queries referenced in the documentation exists in the DecisionCast financial data warehouse at **Public > College & Department > Sponsored GL GM Recon** or within the PowerBI financial data warehouse at **Miscellaneous > Sponsored GL GM Recon**.

## SPA Deadlines

It is important to meet these deadlines for redistributions/adjustments so that the forms can be completed and signed prior to the AP redistribution deadlines.

- **JUNE 7: Redistributions with sponsored funds through May due to SPA by 9 a.m.**
- **JUNE 15: Redistributions for Sponsored Funds not yet submitted for FY23 due by 9 a.m.**
- **JULY 10: LD Adjustments with sponsored funds due to SPA by 9 a.m.**



### SPA CONTACT

**Beth Callaway**

Director, Sponsored Projects Accounting/Receivables  
412-268-5838 or [callaway@andrew.cmu.edu](mailto:callaway@andrew.cmu.edu)

# CASH OPERATIONS

Cash Operations will be open during regular business hours on every Tuesday and Thursday with an additional business day on Wednesday, July 5 for accepting any year-end deposits for FY23.

Cash Operations drop slot is available to drop off any non-cash deposits. Anything received in the drop slot by Wednesday, July 5 will be recorded for June business.

Contact [treasury-receipts@andrew.cmu.edu](mailto:treasury-receipts@andrew.cmu.edu) with questions regarding currency deposits.

## Cash Operations Deadlines

- **JUNE 29: Deposits due to Cash Operations by 3 p.m.**
- **JULY 11: June AR Redistribution Forms due by 9 a.m.**



### CASH OPERATIONS CONTACT

**Judy Cvejkus**

Manager, Cash Operations  
412-268-4433 or [jc00@andrew.cmu.edu](mailto:jc00@andrew.cmu.edu)

### CASH OPERATIONS CHECK DEPOSITS

Carnegie Mellon University  
PO Box 360154  
Pittsburgh, PA 15251-0154



View the full [FY23 FYE Closing Calendar \[.pdf\]](#)

# GENERAL LEDGER (GL) JOURNAL ENTRIES AND GRANTS EXPENDITURE BATCHES

The deadlines for FY23 GL Journal Entries and Grants Expenditure Batches to be posted are July 3 by 5 p.m. (for first close) and July 12 by 12 p.m. (for second close).

Allow time for GL Journal Entries (except those using the FUNDING category) to be approved. Approvers are reminded to [assign a vacation rule](#) if they will be out of the office during these deadlines. Journals that require approval are systematically posted nightly in the US ledger. Funding journals, or journals that must be posted prior to the nightly systematic posting, can be posted manually. Journal entries approved on July 3 or July 12 must be manually posted by the user prior to the 5 p.m. deadline

Additional information about creating and posting GL Journal Entries can be found in the [General Ledger User Guide \[.pdf\]](#). For more information on Grants Expenditure Batches, review the [Grants Expenditure Batches User Guide \[.pdf\]](#) and the [Grants Expenditure Batches Tutorial](#).



## GL JOURNALS & GRANTS EXPENDITURE BATCHES CONTACTS

### Maureen Blair

Director, Financial Reporting

412-268-4048

[meblair@andrew.cmu.edu](mailto:meblair@andrew.cmu.edu)

### Elizabeth Kaciubij

Senior Director, Accounting and Financial Reporting

412-268-4064

[ekaciubi@andrew.cmu.edu](mailto:ekaciubi@andrew.cmu.edu)



View the full [FY23 FYE Closing Calendar \[.pdf\]](#)

## General Ledger (GL) & Grants Accounting Deadlines

- **JULY 3:** GL Journal Entries and Grants Expenditure Batches due by 5 p.m. for June (first close)
- **JULY 4:** Detailed GL data available in FDW for all ledgers
- **JULY 6:** US and QAR ledger Grants data available in Oracle and FDW
- **JULY 7:**
  - GL closing begins at 8 a.m. for US, QAR, and AUS ledgers
  - GL closing for GBL Consolidated ledger by 5 p.m.
  - GL data available in Oracle by end of day
- **JULY 12:** GL Journal Entries and Grants Expenditure Batches processed by 12 p.m. for June second close
- **JULY 13:** US ledger Grants data available in Oracle and FDW
- **JULY 14:**
  - GL closing begins at 8 a.m. for US, QAR, and AUS ledgers
  - GL closing for GBL Consolidated ledger by 5 p.m.
  - GL data available in Oracle by end of day
  - QAR Grants data available in Oracle and FDW
- **JULY 17:**
  - Detailed and consolidated GL data available in FDW
  - July data available in FDW
- **JULY 18:** Division closeout entries due by 5 p.m.
- **JULY 19:** Close June at 10am; Final division closeout adjusting entries due (only if notified of AP accruals)
- **JULY 24:**
  - GL beginning balances rolled forward to Jul23-24 and FY24 Budget
  - Encumbrances rolled forward to FY24

## Clearing Payroll Suspense (Object Code 99909 or 99908)

In preparation for fiscal year-end closing, Oracle Labor Distribution (LD) users should run queries in the DecisionCast or PowerBI Financials Data Warehouse (FDW) to review their payroll distributions that were charged to suspense (object code 99909 or 99908). The FDW contains five queries that access and/or present the suspense transactions in different ways. The DecisionCast FDW folder path to these queries is **Ad Hoc Library > Public > College & Department > Labor Distribution > LD Suspense Reports**; the PowerBI FDW reports can be found at **Financial Data Warehouse App > Labor Distribution**. Additional information on using these queries can be found in the [FDW Payroll Suspense Reports \[.pdf\]](#) document that outlines the queries and the expected results.

Payroll distributions that were charged to suspense (OC 99909 or 99908) should be cleared by submitting an Oracle Payroll Distribution Adjustment. Additional information about creating Payroll Distribution Adjustments can be found in the [Oracle Labor Distribution User Guide \[.pdf\]](#).

Any items not cleared from the unallocated payroll suspense object codes (99909 or 99908) by 12 p.m. on July 13 will be accrued to the organization using the administrative exempt full-time salary object code and benefits will be charged at the FY23 full time benefit rate. The accrual will be reversed in July's business and the items will need to be cleared via an Oracle Payroll Distribution Adjustment in FY23. When the accrual is reversed, the benefit charges will be reversed as well.

Administrative Leadership Group (ALG) members receive a monthly listing of all charges currently in the unallocated payroll suspense object code for their area. Your ALG member may contact you about payroll suspense situations.

## FY23 Payroll Distribution Adjustments

Corrections to FY23 payroll distributions processed through LD must be done using the LD Payroll Distribution Adjustments Oracle responsibility.

### Payroll Deadlines

- **JUNE 9:** Payroll Distribution Adjustments\* through May due by 9 a.m.
- **JUNE 30:**
  - LD Labor Schedules due by 10 p.m.
  - Payroll Distribution Adjustments\* due by 5 p.m.
- **JULY 5:** June LD data available in FDW
- **JULY 10:** Payroll Distribution Adjustments\* involving sponsored accounts due to SPA by 9 a.m.
- **JULY 11:** June Payroll Distribution Adjustments\* due by 9 a.m.

\*Also referred to as 'LD Redistributions' or 'LD Adjustments' on the [FY23 FYE Closing Calendar \[.pdf\]](#).



### PAYROLL CONTACT

**Kathy Proch**

Senior Director, Controller's Office

412-268-5158

[kproch@andrew.cmu.edu](mailto:kproch@andrew.cmu.edu)



View [How To: Make Corrections to Transactions \[.pdf\]](#) for more information on how to correct transactions.



View the full [FY23 FYE Closing Calendar \[.pdf\]](#)

# CLOSEOUT ENTRIES AND BEGINNING BALANCE ROLL FORWARD

Over the weekend of July 22, Financial Reporting and Business Applications Development and Support (BADS) will execute several processes to complete the closeout of FY23 activity and to roll FY23 ending balances forward to FY24 (Jul23-24 beginning balance and FY24 budget.)

## System Closeout Entries

The system closeout process is executed on July 22 to systematically move any General Unrestricted surpluses or deficits to the Operating Reserve (FS 060000). These balances are summarized by funding source, organization, and entity and moved using object code 72400 Transfer Surplus/Deficit.

## Division Closeout Entries

If you prefer to closeout your funding sources differently (e.g., by tracking certain balances by activity code or closing your various department organizations to one departmental operating reserve, etc.), you can record

division closeout journal entries to manually zero out your general unrestricted funding sources. In recording the journal entries, use object code 72400 Transfer Surplus/Deficit. These journal entries must be posted by 5 p.m. on July 18.

If any entries are made to your organization related to late FY23 AP invoices or related to sponsored project accruals and adjustments, you will be notified and will have an opportunity to make final division closeout adjustments on July 19.

## PO Encumbrance Carryforward

The encumbrance carryforward process will also take place the weekend of July 22, after the beginning balances are rolled forward. This is a GL process only in which encumbrance balances in GL are carried forward to Jul23-24 by GL account.

# FISCAL YEAR-END GIVING

## A Reminder from Advancement

We are approaching the end of another fiscal year and are looking forward to a large number of fiscal year-end contributions. Contact Gift Administration ([gift-administration@andrew.cmu.edu](mailto:gift-administration@andrew.cmu.edu)) for guidance on year-end giving for cash, securities, mutual funds, wire transfers, faculty and staff payroll deductions, and credit card gifts.

Ensure gifts received in the schools and departments are sent to Gift Administration by June 30. Any gifts received in early July 2023 that are dated in June 2023 should be scanned and emailed to Gift Administration ([gift-administration@andrew.cmu.edu](mailto:gift-administration@andrew.cmu.edu)) prior to placing in interoffice and courier mail. Include all documentation relating to the gift (i.e., donor letter, enclosures, and envelope).



## GIFT ADMINISTRATION CONTACTS

### John Crowley

Executive Director of Advancement Records Administration  
412-268-2964

[jcrowle1@andrew.cmu.edu](mailto:jcrowle1@andrew.cmu.edu)

### Gift Administration

412-268-2582

[gift-administration@andrew.cmu.edu](mailto:gift-administration@andrew.cmu.edu)



View the full [FY23 FYE Closing Calendar \[.pdf\]](#)

# PURCHASING: UNIVERSITY CARDS AND PURCHASE ORDERS

## University Cards

All university card transactions incurred through June 30 must be verified and approved by 9 a.m. on July 10. The cardholder, the verifier, and the card approver are encouraged to coordinate their efforts to meet the university card fiscal year-end close deadlines.

- **JUNE 15: University card transactions verified through June 15**
- **JUNE 20: University card transactions approved through June 15**
- **JULY 3: Last inload of FY23 university card transactions**
- **JULY 10: University card transactions verified through June 30**
- **JULY 11: University card transactions approved through June 30**

University card transactions made prior to July 3 must be verified and approved by July 11 to ensure these are recorded in FY23. Transactions currently under dispute with the vendor are not required to be verified prior to July 11, but they will be accounted for in FY24. For information about how to find unverified card transactions, refer to [How To: Find Unverified Card Transactions \[.pdf\]](#).

Please monitor the Update Credit Card Verification Reports section of your Procurement Card Application Home Page to determine if you have PRC verification reports that are in a Saved, Withdrawn, Returned, or Rejected status. If reports in any of these statuses contain FY23 university card transactions, these reports must also be approved by July 11.

Verifiers should monitor reports created for FY23 university transactions that are in the 'Pending Manager Approval' status and follow up with the approver as necessary. Refer to [How To: Track Expense or PRC Verification Reports \[.pdf\]](#) for guidance on how to find reports in this status.



### UNIVERSITY CARD CONTACT

PCard Help Desk

[pcrdhelp@andrew.cmu.edu](mailto:pcrdhelp@andrew.cmu.edu)

## Purchase Orders

### PURCHASE ORDER INVOICES

Goods or services purchased with a university purchase order (PO) for FY23 must be received by June 30 and the invoice(s) must be processed by the AP invoice deadline of July 6 by 5 p.m. If you have received goods or services but have not yet been invoiced by the supplier, contact them to request an invoice as soon as possible.

A receipt must be created for goods or services in Oracle Purchasing so that the invoice can be paid. When AP enters an invoice that matched against a purchase order line without a receipt, the invoice goes on hold and the buyer receives an email with the subject line of 'Invoice hold for matched purchase order.' The supplier payment will not be issued until the receipt is made in Oracle. For further information on creating receipts, refer to the [Purchasing Frequently Asked Questions](#).

### PO ENCUMBRANCE CLEARING

As the fiscal year ends, it is important to clear your open FY23 PO encumbrances. Encumbrances are effective budget management tools that assist with determining outstanding commitments to vendors, as well as with forecasting year-end results. If there are funds reserved (encumbered) on a PO that will not be billed in FY23, it is important to clear these encumbrances and unreserve those funds.

The [PO Encumbrance Clearing tutorial](#) and [Finding Open Purchase Order Encumbrances \[.pdf\]](#) offer instruction on common scenarios that result in PO encumbrances and step-by-step instructions on how to properly clear those encumbrances.

Encumbrances should be reviewed and cleared as necessary prior to the planned encumbrance carryforward closing process which will occur the weekend of July 22.



### PURCHASE ORDER CONTACTS

Business Systems Help Desk

412-268-4666

[orclhelp@andrew.cmu.edu](mailto:orclhelp@andrew.cmu.edu)

Procurement Services

[procurement-inbox@andrew.cmu.edu](mailto:procurement-inbox@andrew.cmu.edu)



# BUSINESS AND TRAVEL EXPENSE REPORTING

## Business & Travel Expense (BTE) Reporting

All employee expense reports for business and travel expenses incurred in FY23 must be submitted and approved by 9 a.m. on July 11. Non-employee expense reports for FY23 expenses must be approved by 5 p.m. on July 6. Consider the following tips to ensure these deadlines are met:

- » **Travelers or individuals that incur business expenses:** Submit your expense report as soon as you return from a trip or incur an expense.
- » **Expense report preparers:** Ensure that the people you support (both employees and non-employees) are aware of the fiscal year-end expense report deadlines and submit their FY23 expenses to you as soon as possible. For employee expense reports, monitor the expense reports that you create that have the 'Pending Manager Approval' status to ensure they are approved by the deadlines. To find reports in this status, refer to [How To: Track Expense or PRC Verification Reports \[pdf\]](#). For non-employee expense reports, contact the non-employee to ensure they comply with the closing deadlines.
- » **Expense report approvers:** Communicate with your preparers regarding your availability to approve expense reports. If you will be out of the office for any of the approval deadlines, arrange for report approvals to be completed by someone else.

While the BTE policy allows 90 days to submit expense reports, FY23 expenses must be submitted and approved by the BTE deadlines summarized on this page to meet the university closing deadlines and to produce accurate year-end financial statements.

All FY23 travel and business expenses should be submitted and approved by the following fiscal year-end close deadlines:

- **JUNE 15: All employee expense reports for expenses incurred through June 15 must be submitted.**
- **JUNE 20: All employee and non-employee expense reports for expenses incurred through June 15 must be approved.**
- **JULY 6: All non-employee expense reports for expenses incurred through June 30 must be approved by 5 p.m.**
- **JULY 10: All employee expense reports for expenses incurred through June 30 must be submitted.**

Updates for employee, including student employee, addresses for expense report reimbursements must be done through Workday, which will then pass the changed address to the employee's Supplier record. AP is not able to add or change address information for employees. Encourage your employees receiving expense reimbursements to sign up for [Accounts Payable Employee Expense Direct Deposit Form \[pdf\]](#). Their funds will be directly deposited into their bank account, and they will be notified by email about the deposit.



### BTE REPORTING CONTACT

Business Systems Help Desk

412-268-4666

[er-help@andrew.cmu.edu](mailto:er-help@andrew.cmu.edu)



View the full [FY23 FYE Closing Calendar \[pdf\]](#)

# CLEARING DEFICITS

Review and clear your FY23 deficits. [How To: Clear Deficits \[.pdf\]](#) provides information about funding deficits (unrestricted, auxiliary, temporarily restricted, sponsored, internal awards, and agency) from various sources and with the appropriate object code. Temporarily restricted (TR) funding source deficits for FY23 should be cleared or addressed by 12 p.m. on July 12.



## CLEARING DEFICITS CONTACTS

### Maureen Blair

Director, Financial Reporting

412-268-4048

[meblair@andrew.cmu.edu](mailto:meblair@andrew.cmu.edu)

### Elizabeth Kaciubij

Senior Director, Accounting and Financial Reporting

412-268-4064

[ekaciubi@andrew.cmu.edu](mailto:ekaciubi@andrew.cmu.edu)

## Reminders

- » When recording any of the entries to fund the deficits, always use the same object code on both sides of the entry.
- » You cannot use the 72xxx 'transfer' object codes if crossing net asset classes. Example: You cannot transfer funds between unrestricted funding sources (0xxxxx) and temporarily restricted (TR) funding sources (1xxxxxx and 2xxxxxx).

# INTERNAL AWARDS

All [Internal Award Forms \[.pdf\]](#) for FY23 funding must be received in Financial Reporting by 12 p.m. on July 10.

Incoming funds received after June 30 and posted to the General Ledger Grants Rollup funding sources (e.g., 06xxxx, 100000, 140000, 200000, & 240000) as June 2023 business will be processed as funding installmentsto the respective PTA.

For those funds received after June 30 and considered July 2023 (FY24) business, the associated Grants PTA funding installment(s) will be held and processed after year end cutover.



## INTERNAL AWARDS CONTACTS

### Maureen Blair

Director, Financial Reporting

412-268-4048

[meblair@andrew.cmu.edu](mailto:meblair@andrew.cmu.edu)

### Elizabeth Kaciubij

Senior Director, Accounting and Financial Reporting

412-268-4064

[ekaciubi@andrew.cmu.edu](mailto:ekaciubi@andrew.cmu.edu)

## ADDITIONAL FISCAL YEAR-END CLOSING RESOURCES



### [Finance Division Calendar](#)

View closing dates and other Finance Division deadlines/events



### [fin-comm@andrew.cmu.edu](mailto:fin-comm@andrew.cmu.edu)

Submit questions or comments about the contents of this publication or the year-end closing processes



### [Business Applications Development and Support Website](#)

Monthly closing dates posted under 'Closing Information'



### [cmu.edu/finance](http://cmu.edu/finance)

Finance Division Website