

Welcome to the 2024 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 2024 (FY24) financial data is captured completely and accurately. Thank you for reviewing these materials and for your collaboration in the fiscal year-end closing processes and deadlines.

The fiscal year-end first close begins on July 1 during which FY24 transactions must be processed and posted. The fiscal year-end second close begins on July 8 and is primarily intended for adjustments and redistributions. Detailed deadlines for both the first and second fiscal year-end close are included throughout this publication as well as in the [2024 Fiscal Year-End Closing Calendar \[.pdf\]](#).

Once closing activities are completed, the university's FY24 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.

TABLE OF CONTENTS

■ P2	Accounts Payable	■ P7	Payroll (continued) Closeout Entries and Beginning Balance Roll Forward
■ P3	Accounts Payable (continued) Accounts Receivable	■ P8	Fiscal Year-End Giving Purchasing: University Cards and Purchase Orders
■ P4	Sponsored Projects Accounting Cash Operations	■ P9	Purchasing: University Cards and Purchase Orders (continued)
■ P5	General Ledger (GL) Journal Entries and Grants Expenditure Batches	■ P10	Business and Travel Expense Reporting
■ P6	Payroll	■ P11	Clearing Deficits Internal Awards Additional Fiscal Year-End Closing Resources

CLOSING CALENDAR DEADLINES

The closing calendar deadlines are posted in the following locations:



[2024 Fiscal Year-End Closing Calendar \[.pdf\]](#)

Printable 2024 closing calendar



[Business Applications Development and Support Website](#)

Monthly closing dates posted under "Closing Schedule"



[Finance Division Calendar](#)

View closing dates and other Finance Division deadlines/ events

FY24 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 FY24 is July 3 by 5:00 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 FY24 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 9](#) for more information about creating receipts.

If invoices are received by July 3, your final June accounting statements will reflect this activity for FY24.

If you receive an FY24 invoice between July 3 and July 9, submit it to 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 3. After final AP close on July 10, 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.

All invoices for a good or service that was provided or will be provided to your department for FY25 should not be submitted to AP until July 12.

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
DMC110
Carnegie Mellon University
5000 Forbes Ave.
Pittsburgh, PA 15213-3815

It is recommended that AP refund and reimbursement deposits as well as supporting documentation are submitted to AP by June 17 to ensure the information is reflected in FY24.

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

Contact 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. All sponsored project redistributions require a Financials Data Warehouse (FDW) report from Power BI 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.

CONTINUED ON PAGE 3

ACCOUNTS PAYABLE (CONT.)

International InterCompany Form

For any AP Redistributions that need to be allocated between the Qatar Ledger (Entities 68 and 73) and the U.S. Ledger, 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 9:00 a.m. on July 9.**

AP Deadlines

- **JUNE 17:** AP Redistribution Forms through May due by 9:00 a.m.
- **JUNE 17:** Redistributions for Sponsored Funds not yet submitted for FY24 due by 9:00 a.m.; AP refund and reimbursement deposits due by 5:00 p.m.
- **JULY 3:** June AP Redistribution Forms due by 5:00 p.m.



AP CONTACTS

Accounts Payable
ap-help@andrew.cmu.edu

Becky Marcej

Accounts Payable Manager
412-268-1006
rmarcej@andrew.cmu.edu



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



View the full [FY24 FYE Closing Calendar \[.pdf\]](#)

ACCOUNTS RECEIVABLE

FY24 Revenue Invoices

If you have invoiced or need to invoice for FY24 business, the [Invoice Requisition Form \[.pdf\]](#) must be submitted by 9:00 a.m. on July 9 to ensure all FY24 revenue is recorded.

Contact Beth Callaway (see contact information below) if FY24 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

AR REDISTRIBUTIONS CONTACT

Bridget Mazzei

Cash Operations Specialist
412-268-2095 or bmazzei@andrew.cmu.edu

AR Redistributions

Corrections to FY24 miscellaneous receipts or gift invoices processed through AR must be done using the [AR Redistribution Form \[.pdf\]](#).

AR Redistribution Forms Deadlines

- **JUNE 17:** AR Redistribution Forms through May due by 9:00 a.m.
- **JULY 9:** June AR Redistribution Forms due by 9:00 a.m.



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



View the full [FY24 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 [FY24 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 Power BI financial data warehouse at **Miscellaneous > Sponsored GL GM Recon.**

SPA Deadlines

These deadlines for redistributions/ adjustments must be met so that the forms can be completed and signed prior to the AP redistribution deadlines.

- **JULY 8: LD Adjustments with sponsored funds due to SPA by 9:00 a.m.**



SPA CONTACT

Beth Callaway

Director, Sponsored Projects Accounting/Receivables
412-268-5838 or 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 3 for accepting any year-end deposits for FY24.

The Cash Operations drop slot is available to drop off any non-cash deposits. Anything received in the drop slot by Wednesday, July 3 will be recorded for June business.

Contact treasury-receipts@andrew.cmu.edu with questions regarding currency deposits.

Cash Operations Deadlines

- **JUNE 27: Deposits due to Cash Operations by 3:00 p.m.**
- **JULY 9: June AR Redistribution Forms due by 9:00 a.m.**



CASH OPERATIONS CONTACT

Tammy Chapman

Staff Accountant, Cash Operations
412-268-9412 or tchapman@andrew.cmu.edu

CASH OPERATIONS CHECK DEPOSITS

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



[View the full FY24 FYE Closing Calendar \[.pdf\]](#)

GENERAL LEDGER (GL) JOURNAL ENTRIES AND GRANTS EXPENDITURE BATCHES

The deadlines for FY24 GL Journal Entries and Grants Expenditure Batches to be posted are July 1 by 5:00 p.m. (for first close) and July 10 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 U.S. ledger. Funding journals, or journals that must be posted prior to the nightly systematic posting, can be posted manually. Journal entries approved on July 1 or July 10 must be manually posted by the user prior to the 5:00 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

Elizabeth Kaciubij

Senior Director, Accounting and Financial Reporting

412-268-4064

ekaciubi@andrew.cmu.edu



View the full [FY24 FYE Closing Calendar \[.pdf\]](#)

General Ledger (GL) & Grants Accounting Deadlines

- **JULY 1:** GL Journal Entries and Grants Expenditure Batches due by 5:00 p.m. for June (first close)
- **JULY 2:** Detailed GL data available in FDW for all ledgers
- **JULY 3:** U.S. and QAR ledger Grants data available in Oracle and FDW
- **JULY 5:**
 - GL closing begins at 8:00 a.m. for U.S. and QAR ledgers
 - GL closing for GBL Consolidated ledger by 5:00 p.m.
 - GL data available in Oracle by end of day
- **JULY 10:** GL Journal Entries and Grants Expenditure Batches processed by 12:00 p.m. for June second close
- **JULY 11:** U.S. ledger Grants data available in Oracle and FDW
- **JULY 12:**
 - GL closing begins at 8:00 a.m. for U.S. and QAR ledgers
 - GL closing for GBL Consolidated ledger by 5:00 p.m.
 - GL data available in Oracle by end of day
 - QAR Grants data available in Oracle and FDW
- **JULY 15:**
 - Detailed and Consolidated GL data available in FDW
 - July data available in FDW
- **JULY 16:** Division closeout entries due by 5:00 p.m.
- **JULY 17:** Close June by 10:00 a.m.
- **JULY 18:** Final division closeout adjusting entries due (only if notified of AP accruals)
- **JULY 22:**
 - GL beginning balances rolled forward to Jul24-25 and FY25 Budget
 - Encumbrances rolled forward to FY25

Clearing Payroll Suspense (Object Code 99909 or 99908)

In preparation for fiscal year-end closing, Oracle Labor Distribution (LD) users should run reports in the Power BI Financials Data Warehouse (FDW) to review their payroll distributions that were charged to suspense (object code 99909 or 99908). The FDW contains four reports that access and/or present the suspense transactions in different ways. The Power BI 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 the below-listed suspense clearing deadlines will be transferred to the organization using the administrative exempt full-time salary object code and benefits will be charged at the FY24 full-time benefit rate. The transfer of these charges will be completed via Payroll Manual Pregen entry and remain on the updated salaried object code. A list will be communicated to Administrative Leadership Group (ALG) members of transferred suspense charges. These items can be updated via an Oracle Payroll Distribution Adjustment by departments as needed.

Suspense Clearing Deadlines

- **Suspense posted to Oracle GL in Mar24-24 to May 24-24: June 28 by 5:00 p.m.**
- **Suspense posted by Oracle GL in June 24-24: July 9 by 5:00 p.m.**

All suspense transactions with Jun24-24 GL posting dates will be communicated to ALG members on July 2. Payroll distribution adjustments (PDAs) must have full approval no later than July 9 at 5:00 p.m. to be included within the fiscal year.

All remaining payroll suspense will be transferred to the organization using the administrative exempt full-time salary object code and benefits will be charged at the FY24 full-time benefit rate and communicated to ALG members after the transfer is complete.

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.

For Payroll Suspense questions, please contact hr-help@andrew.cmu.edu

FY24 Payroll Distribution Adjustments

Corrections to FY24 payroll distributions processed through LD must be done by using the LD Payroll Distribution Adjustments Oracle responsibility.

Payroll Deadlines

- **JUNE 17: Payroll Distribution Adjustments* through May due by 9:00 a.m.**
- **JUNE 28:**
 - **LD Labor Schedules due by 10:00 p.m.**
 - **Payroll Distribution Adjustments* due by 5:00 p.m.**
- **JULY 2: June LD data available in FDW**
- **JULY 8: Payroll Distribution Adjustments* involving sponsored accounts due to SPA by 9:00 a.m.**
- **JULY 9: June Payroll Distribution Adjustments* due by 5:00 p.m.**

*Also referred to as "LD Redistributions" or "LD Adjustments" on the [FY24 FYE Closing Calendar \[.pdf\]](#).

CONTINUED ON PAGE 7

PAYROLL (CONT.)

PAYROLL CONTACT

Deborah Stackhouse

Associate Director, Payroll Services

412-268-4403

dstackho@andrew.cmu.edu



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



View the full [FY24 FYE Closing Calendar \[pdf\]](#)

CLOSEOUT ENTRIES AND BEGINNING BALANCE ROLL FORWARD

Over the weekend of July 20, Financial Reporting and Business Applications Development and Support (BADs) will execute several processes to complete the closeout of FY24 activity and to roll FY24 ending balances forward to FY25 (Jul24-25 beginning balance and FY25 budget.)

System Closeout Entries

The system closeout process is executed on July 20 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), 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 5:00 p.m. on July 16.

If any entries are made to your organization related to late FY24 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 18.

PO Encumbrance Carryforward

The encumbrance carryforward process will also take place the weekend of July 20, after the beginning balances are rolled forward. This is a GL process only in which encumbrance balances in GL are carried forward to Jul24-25 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) 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 2024 that are dated in June 2024 should be scanned and emailed to Gift Administration (gift-administration@andrew.cmu.edu) prior to placing in interoffice and courier mail. Include all documentation relating to the gift (e.g., donor letter, enclosures, and envelope).



GIFT ADMINISTRATION CONTACTS

John Crowley

Executive Director of Advancement Records Administration

412-268-2964

jcrowle1@andrew.cmu.edu

Gift Administration

412-268-2582

gift-administration@andrew.cmu.edu



View the full [FY24 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 9:00 a.m. on July 9. 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 14: University card transactions verified through June 14**
- **JUNE 17: University card transactions approved through June 14**
- **JULY 1: Last inload of FY24 university card transactions**
- **JULY 8: University card transactions verified through June 30**
- **JULY 9: University card transactions approved through June 30 by 9:00 a.m.**

University card transactions made prior to July 1 must be verified and approved by July 9 to ensure these are recorded in FY24. Transactions currently under dispute with the vendor are not required to be verified prior to July 8, but they will be accounted for in FY25.

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 FY24 university card transactions, these reports must also be approved by July 9.

Verifiers should monitor reports created for FY24 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



View the full [FY24 FYE Closing Calendar \[pdf\]](#)

Purchase Orders

PURCHASE ORDER INVOICES

Goods or services purchased with a university purchase order (PO) for FY24 must be received by June 30 and the invoice(s) must be processed by the AP invoice deadline of July 3 by 5:00 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 FY24 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 FY24, 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 20.



PURCHASE ORDER CONTACTS

Business Systems Help Desk
412-268-4666

orclhelp@andrew.cmu.edu

Procurement Services

procurement-inbox@andrew.cmu.edu



View the full [FY24 FYE Closing Calendar \[.pdf\]](#)

BUSINESS AND TRAVEL EXPENSE REPORTING

Business & Travel Expense (BTE) Reporting

All employee expense reports for business and travel expenses incurred in FY24 must be submitted and approved by 9:00 a.m. on July 9. Non-employee expense reports for FY24 expenses must be approved by 5:00 p.m. on July 3. 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 FY24 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, FY24 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 FY24 travel and business expenses should be submitted and approved by the following fiscal year-end close deadlines:

- **JUNE 14: All employee and non-employee expense reports for expenses incurred through June 14 must be submitted**
- **JUNE 17: All employee and non-employee expense reports for expenses incurred through June 14 must be approved**
- **JULY 3: All non-employee expense reports for expenses incurred through June 30 must be approved by 5:00 p.m.**
- **JULY 9: All employee expense reports for expenses incurred through June 30 must be approved by 9:00 a.m.**

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



View the full [FY24 FYE Closing Calendar \[pdf\]](#)

CLEARING DEFICITS

Review and clear your FY24 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 FY24 should be cleared or addressed by 12:00 p.m. on July 10.



CLEARING DEFICITS CONTACTS

Maureen Blair

Director, Financial Reporting

412-268-4048

meblair@andrew.cmu.edu

Elizabeth Kaciubij

Senior Director, Accounting and Financial Reporting

412-268-4064

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 2xxxxx).

INTERNAL AWARDS

All [Internal Award Forms \[.pdf\]](#) for FY24 funding must be received in Financial Reporting by 12:00 p.m. on July 8.

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 2024 business will be processed as funding installments to the respective Project Task Award (PTA).

For those funds received after June 30 and considered July 2024 (FY25) 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

Elizabeth Kaciubij

Senior Director, Accounting and Financial Reporting

412-268-4064

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

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

Finance Division Website