FY23 End of Year Closing Calendar August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 **IT PURCHASES** Last day to place FY23 IT purchases	12
13	14	15	16	17	18 **Vendor Invoices / Payment Requests** Last Day to submit FY 2023 invoices already received. Continue to submit additional invoices as received	19
20	21	22	23	24	25 **e-NPO/ e-IDT** Last day to submit FY23 e-IDT's **SAP/ Market Place** Last day to place FY23 purchase requests at noon **Vendor Invoices/ Payment Requests** Last Day to submit FY 2023 Vendor and AP-2 Uploads	26
27	28 **SAP/ MARKETPLACE** First day to place FY24 purchase requests	29	30	31 **P-Card** Last day to use PCard using FY23 funds **Travel Requests** Last day to create FY23 travel requests **Good Receipts/Z-MIGO cut off**	Sept 1 **e-NPO/ e-IDT** First day to use FY24 funds on e-NPO's, e- IDT's **Travel Requests** Create FY 2024 Concur Travel requests **Student Business Services** Departmental Deposits 4:00 p.m.	2