

Fiscal Year 2025 Calendar

Date	Day of Week	Description
03/01/2024	Wednesday	Last day to submit FY24 Furniture, Fixtures, & Equipment (FF&E) requisitions to Purchasing & Ancillary Services (PaAS). From PO order placement average lead time is 10-12 weeks, excluding unforeseeable delays. Conditions: Delivery must occur and Hilltop Shop (HTS) receipt must be posted by 2:00 pm on Friday, 5/31/2024. The vendor must submit the invoice to Disbursements on or before 5/31/2023. Final determination for fiscal year designation is determined by ABS.
03/15/2024	Friday	FY24 February reports are available on ePrint.
03/29/2024	Friday	All requisitions should indicate the FY to charge in the comment field of the HTS order. For non- catalog orders, please indicate lead time and date required. Service orders must indicate the date(s) services will be rendered.
04/04/2024	Thursday	Review open commitments on purchase orders (POs) issued before 3/1/2024. Please email purchasing@usfca.edu indicating POs to close. Please include PO#, Vendor Name and remaining encumbrance amount.
04/16/2024	Tuesday	FY24 March reports available on ePrint
Thursday by noon	05/09/2024	p-REQS: Last day to submit and approve FY24 p-REQs to create Banner PO (non-HTS order). Conditions: This requisition type is ONLY used if the vendor is not active in HTS and there is an active Banner vendor number set-up correctly. This includes a valid Certificate of Insurance (COI) on file, order-to/remit-to addresses, ACH banking information, etc. Banner receiving record must be posted prior to the deadline. Please email purchasing@usfca.edu by noon on Wednesday, 5/31/2024. Indicate the PO#, item, quantity and date the item was received or the date the service was rendered. The vendor must submit the invoice to Disbursements on or before 5/31/2024. Final determination for fiscal year designation is determined by ABS.
05/10/2024	Friday	Final review of FY24 open commitments. Please email purchasing@usfca.edu indicating POs to close. Please include PO#, Vendor Name, and remaining encumbrance.
05/10/2024	Friday	Last day to submit FY24 Labor Redistributions
05/10/2024	Friday	USF Stationery and Business Card Orders: (Copy Mill Printing & Graphics) Last day to approve final proofs for standard business cards/stationery orders to receive items by Friday, 5/31/2024. Special orders are not included. Please contact CopyMill Printing & Graphics to obtain an estimated delivery date. Please ensure the PO number is referenced . Conditions: Delivery must occur and Hilltop Shop (HTS) receipt must be posted by 2:00 pm on Friday, 5/31/2024. The vendor must submit the invoice to Disbursements on or before 5/31/2024. Final determination for fiscal year designation is determined by ABS.
05/15/2024	Wednesday	FY24 April reports available on ePrint
05/16/2024	Thursday	Concur Invoice: Please approve FY24 invoices and wire requests. Concur Expense: Please submit FY24 expense reports.

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05/21/2024	Tuesday	Last day for cash & check departmental deposits. Please send any checks (with respective support and DDRs) via intercampus mail through the mailroom by Tuesday, 5/21/24. The intercampus mail envelope should specify, "ABS Controller's Group." Also include the sending department, and seal the envelope with packing tape to help reduce any tampering efforts.
05/21/2024	Tuesday	Last day to approve Concur expense reports for out-of-pocket expenses to be paid in FY24.
05/23/2024	Thursday	Bookstore Department Purchases: Last day for departments to charge a FOAP at the USF Bookstore using FY24 funds. Conditions: Delivery must occur before Friday, 5/31/2024. The vendor must submit the invoice to PaAS on or before 5/31/2024. Final determination for fiscal year designation is determined by ABS.
05/23/2024	Thursday	Hilltop Shop (HTS): HTS Requisitions: Last day to submit/approve a FY2024 HTS requisition. (Deadline 3:30 PM) Conditions: Services/goods must be rendered/received on or before 5/31/2024. Vendors must submit invoices through the USF Vendor Portal on or before 5/31/2024. Final determination for fiscal year designation is determined by ABS.
05/31/2024	Friday by Noon	Banner POs from p-REQs (non-HTS order): Last day for departments to notify Central Receiving by emailing receiving@usfca.edu to post receipts on Banner POs for FY24. Indicate the PO#, quantity and date the item was received or the date the service was rendered. Departments may verify posted receipts in SSB. Conditions: Delivery or services were rendered on or before 5/31/24. The vendor must submit the invoice to Disbursements on or before 5/31/2024. Final determination for fiscal year designation is determined by ABS.
05/31/2024	Friday	Hilltop Shop (HTS): Last day for departments to post PO delivery and service receipts to qualify for FY24. Departments may verify posted receipts in HTS. Conditions: Delivery or services were rendered on or before 5/31/24. Vendors must submit invoices through the USF Vendor Portal on or before 5/31/2024. Final determination for fiscal year designation is determined by ABS.
05/31/2024	Friday	Last day of Fiscal Year 2024
05/31/2024	Friday	Cashier team in office to verify any final cash and deposit by 5/31
06/03/2024	Monday	First day to submit HTS catalog orders for FY25 expenditures.
06/06/2024	Thursday	Last day to submit Contract & Grant expense transfers/corrections
06/10/2024 (note that date as been moved up to account for approvals & payment processing before accrual report)	Monday	Last day to submit invoices to be processed for FY24. If invoices are not available for submission, but goods and services were received prior to 6/1/24, please provide the following details of items to be booked as an accrual for FY24 to accounting: 1. FOAP the expenditure should be charged to. 2. Amount for the anticipated invoice. 3. Name of the respective vendor and goods and/or services provided. 4. Relevant documentation to support expenditure (i.e. email correspondence w/vendor)
06/13/2024	Thursday	First preliminary May reports available on ePrint
06/17/2024	Monday	HRO invoices need to be submitted in Concur for last pay period in May. Tracy to split report between FY24 and FY25.

Date	Day of Week	Description
06/17/2024	Monday	Last day to submit final corrections, expense transfers, and budget transfers for FY24
06/25/2024	Tuesday	Second preliminary May reports available on ePrint
07/05/2024	Friday	Financial Certifications by Management are due.
08/23/2024	Friday	FY25 June & July Month end reports available on ePrint
09/01/2024	TBD	Final FY24 reports available on ePrint
09/17/2024	Tuesday	FY25 August reports available on ePrint
10/15/2024	Tuesday	FY25 September reports available on ePrint
11/15/2024	Friday	FY25 October reports available on ePrint
12/13/2024	Friday	FY25 November reports available on ePrint
01/15/2025	Wednesday	FY25 December reports available on ePrint
02/14/2025	Friday	FY25 January reports available on ePrint
03/14/2025	Friday	FY25 February reports available on ePrint
04/15/2025	Tuesday	FY25 March reports available on ePrint
05/15/2025	Thursday	FY25 April reports available on ePrint

FISCAL YEAR END PO CLOSE PARAMETERS:

PO Type:	Action
PO (All types)	POs will not carryover for more than 2 consecutive fiscal years (current & NY). PaAS will close POs that do not meet this rule during FY close activities (late May). Any remaining Banner ENC balance will be returned to the FOAP.
HTS PO = CLOSED Status	If HTS reflects PO is CLOSED , no additional activity will be posted against the PO. Any remaining Banner ENC balance will be returned to the FOAP. PaAS removes the Banner ENC balances on closed POs throughout the FY.
HTS Catalog POs (OPEN STATUS)	The original Banner ENC balance will not be reinstated in the NY because payment usually occurs within 60 days. AP will force pay a related invoice against the HTS PO in the NY. The HTS PO will close when a payment is applied to every PO line item.
HTS Non-Catalog or Service POs	The original Banner ENC balance will not be reinstated in the NY because payment usually occurs within 90 days. AP will force pay a related invoice against the HTS PO in the NY. The HTS PO will close when a payment is applied to every PO line item.
HTS Blanket POs	The original Banner ENC balance will not be reinstated in the NY because the blanket PO period is normally aligned with the FY (6/1 to 5/31). AP will force pay the May invoice against the HTS PO in the NY. The HTS PO will close when a payment is applied to every PO line item.
Project Funded POs	If a formal budget was not established in Banner, the Banner ENC will not be reinstated in the NY. AP will force pay a related invoice against the HTS PO in the NY. The HTS PO will close when a payment is applied to every PO line item. Please note the related contract in the HTS Contracts+ module should control/monitor project spend.