



TO: Budget Officers & Budget Review Officers

FROM: Troy Bruun

DATE: May 22, 2023

SUBJECT: FY 2023 Year End Financial Information

The following information is being shared to assist you in managing your budget(s) as fiscal year 2023 draws to a close. The following deadlines, if met, will likely allow Financial Services staff enough time to process your transactions before fiscal year 2023 is closed.

Accounts Payable

- Pcard transactions for statement cycle 5/10/2023 - 6/09/2023 must be submitted by 5:00 PM June 14, 2023.
- Pcard reconciliation reports and travel expense reports must be final approved by 5:00 PM June 16, 2023.
- Unreconciled Pcard charges for the 6/10/2023 – 7/09/2023 statement cycle will be paid in FY 2024.
- All invoices (purchase order and direct payments), correction requests, and Inter-Organizational Transfer Documents (IOTD) must be submitted to accountspayable@wichita.edu by 5:00 PM June 19, 2023.
- Departmental access to FGAJVCD will be removed at 5:00 PM on June 19, 2023.

Accounts Receivable

- Final date to submit FY 2023 deposits is 5:00 PM June 23, 2023.
- FY 2023 cash transfer requests must be received by 5:00 PM June 23, 2023.
- Accounts Receivable Banner forms that begin with 'T' will be unavailable on June 26, 2023. TouchNet web deposits, Marketplace POS and CME will be available.

Budget Office

- Please submit FY 2023 budget adjustments by 5:00 PM June 19, 2023.

Payroll

- May 31, 2023 is the final date to submit corrections to our Payroll Office.

Purchasing

- If competitive bids are not required, the requisition must be completed and submitted with supporting documentation and quotes to purchasing.office@wichita.edu by 5:00 PM June 19, 2023.
- If competitive bids are required, payment will come from your FY 2024 budget.

Please remember that if you initiate a purchase using GU fund A2000 that will not be completed by June 19, 2023, you must enter a purchase requisition in Banner with the vendor and appropriate funding information if you wish to encumber your fiscal year 2023 budget. Once the requisition is received and approved by Purchasing, the requisition will be converted to a Purchase Order and your fiscal year 2023 budget will be encumbered. Fiscal year 2023 encumbrances will be rolled forward to fiscal year 2024. If all necessary information, including a vendor quote, is not received by June 19, 2023 in Purchasing, the requisition will be cancelled.