

Unrestricted Funds

Activity	Deadline
Start Reviewing Financial Activity (Banner Self- Service or E-print) and Tigerbuy POs (FPIOPOF)	On-going
FY24- De-obligate or Expire Unused Encumbrance Balances: Non-Travel Purchase Orders Submit Change Order procurement@memphis.edu Expire Travel Preapprovals in Chrome River sharedservices@memphis.edu	Friday, May 31, 2024
Complete FY24 Purchase Order by Receipting Goods and Services: Tigerbuy for all Vendors, including Staples: Submit Payment Request through Vendor Payment Transmittal Portal	Friday, June 14, 2024
FY24 -Upload Receipts for Chrome River Travel and Non-Travel Claims: Travel Inquires - sharedservices@memphis.edu Non- Travel Inquires - accounts payable@memphis.edu (Travel trip with end date of July will be charged against FY25 funds)	Friday, July 05, 2024
FY24 Last Day to Submit Invoices: Submit Payment Request through Vendor Payment Transmittal Portal	Friday, July 05, 2024
Time Sheet for BW13 Biweekly Payroll (June 2nd - June 15th)	Friday, June 14, 2024
Time Sheet for Split BW14 Biweekly Payroll (June 16th – June 30th)	Thursday, June 27, 2024
FY24 Transfer Vouchers: accounting@memphis.edu	Monday, July 08, 2024
FY24 Submit Invoices for Accruals to Accounting accounting@memphis.edu	Start Accepting Accruals Monday, July 08, 2024 Projected End Date for Accepting Accruals Wednesday, July 31, 2024

As we approach June 30th, the end of FY 2024, the Accounting Office is reminding financial managers, administrative officials, department heads, and directors of accounts to carefully review your financial activity and submit corrections to the Accounting Office as soon as possible.

Remember that you may monitor your account activity by accessing Banner Self-Service or INB. This allows you to review current activity within your account and eliminates the need to wait for e~Print reports.

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SIGNIFICANT DEADLINES:

ACTION ITEMS

- **June 30, 2024, Preliminary Year-End Reports**

On Monday, July 1, 2024, Preliminary Year-End June reports will be available via E-Print. Please review these reports and submit notification of corrections to the Accounting Office by Monday, July 08, 2024.

NOTE: June – September 2024 final reports will not be available until mid-October 2024.

- **Obligations**

Please review your accounts for Tigerbuy Purchase Orders using the FPIOPOF screen in Banner INB or SSB Encumbrance Query to determine which open purchase orders require invoices, are no longer required, and which ones need to be carried forward into FY25. Please note that this review should be done throughout the year, as well as, at year-end. Non- Travel Purchase Order Adjustments / Change Orders for FY24 should be in Procurement by Friday, May 31th.

NOTE: FY24 Chrome River Travel Preapprovals will roll to the new fiscal year. All other travel (Student and Guest) purchase orders will be de-obligated and closed by Shared Services.

- **Invoices**

Ensure all purchases received for FY 2024, are receipted in Tigerbuy by Friday, June 14, 2024. If invoices are sent directly to your department, please submit the request for payment to the [Vendor Payment Transmittal Portal](#) by the deadline date. Ensure you include the approved invoice, purchase order number and receipt number for payment processing.

- **Staples Purchases**

Orders submitted in the month of June that are delivered and receipted by Friday, June 21st will be charged to FY 2024. Order delivered after June 30th will be charged to FY25.

- **Chrome River Travel Claims:**

Last Day to submit outstanding FY24 travel claims in Chrome River is Friday, July 05, 2024. Contact Shared Services Office at sharedservices@memphis.edu with any questions.