

Dear campus community,

As we move toward semester's end and graduation celebrations, the end of the fiscal year is also approaching. We will be working toward the close out of FY24 and toward the smooth launch of FY25. Here are a few things you can do to help your department ensure a smooth transition to the new fiscal year:

Closing Calendar FY24

(Please note that Friday, June 28, is the last business day of FY24.)

May 3

- Deadline for requesting bid solicitations for use of FY24 funds. Please be advised that any purchase from a solicitation must be received and invoiced prior to June 14. The deadline for invoice processing is noted below.

May 10

- Deadline for encumbering funds for equipment and furniture purchases that do not need to be bid (less than \$5,000). Purchases must be received by June 28.

May 31

- Deadline for processing requisitions for goods or services.

June 3

- Prior to June 3, review your payroll activity and identify any transactions that need to be moved. Work with the appropriate colleagues noted below to move the identified charges to the correct funding sources.
- Payroll transactions should be made by working with the Central Payroll office and sent to UMassDartmouthpayroll@umassp.edu.

June 12

- Expense entry and approval roles will be removed forever as we are now using Concur (PeopleSoft access removed). Complete all approvals prior to June 12.

June 14

- Invoices for goods and services received in FY24 should be emailed to invoices@umassp.edu on or before June 14 to ensure payment from the FY24 budget.
- Please ensure the correct Purchase Order number is noted on the invoice's header to expedite the payment.

June 20

- Last day to create Travel Authorizations for FY24 in Concur. All Travel Authorizations need to be fully approved by June 26, 2024, to roll properly into the new fiscal year.

June 21

- Last day to submit Expense Reports for FY24 in Concur. All reports must be fully approved by June 26, 2024, to be paid in FY24. Please note that Concur user access will be suspended effective June 27 and will not resume until July 1 with the fiscal roll.

June 26

- All blanket purchase orders for the Fiscal year will be closed. Goods must be received by June 26.

June 28

- Prior to June 28, review your account activity and identify any transactions that need to be moved. Work with the appropriate colleagues noted below to move the identified charges to the correct funding sources.
- Corrective Journal Entries, such as chargebacks (telephone, postage, and printing), should be completed through the Accounting office. For transaction corrections, you will need to provide proper support documentation. Please include a copy of the 7062 report detailing the transactions needing correction as well as the Journal Entry request form, signed and approved by the Department Head.
- [Review the forms](#) and once completed, they should be sent to Controller.request@umassd.edu.

Additional Budget guidelines prior to year-end:

- Review budgets and spending activity to ensure that budgets are not overspent and that spending activity is balanced against the budget.

- Ensure transfers are made to fund any existing deficits.

Contact Information:

Payroll

- UMassDartmouthpayroll@umassp.edu
- 774-455-7510

Budget

- [Mark Dias](#) - Ext. 8132
- [Dan Leander](#) - Ext. 6058
- [Annemarie Currie](#) - Ext. 8023

Accounting/Journal Entries

- [Jillian George](#) - Ext. 8165
- [William Hotte](#) - Ext. 8132

Thank you.

Best,

Suzanne Audet
Controller
Office of Budget & Finance



UMass Dartmouth

285 Old Westport Road, Dartmouth, MA 02747

UMass Dartmouth - Advancement Office

285 Old Westport Road Dartmouth

MA 02747

[Unsubscribe](#)