



FY24 Fiscal Year End Important Dates

June 3, 2024	Cash-all funds must have positive cash balance
June 7, 2024	Last day that FY24 Personnel Budget changes will post in Banner. Any changes requested after this date will post in September.
June 14, 2024	Cutoff date for print shop charges for FY24
June 14, 2024	Cutoff date for copy room charges for FY24
June 14, 2024	Cutoff date for credit card purchases to ensure posted in FY24
June 22, 2024 5:00 PM	All credit card purchases must be worked in Chrome River
June 21, 2024	FY24 temporary budget adjustments due in Budget Office
June 28, 2024 11:00 AM	Cutoff date for cash deposits and receipts
July 1, 2024	New fiscal year begins and FY25 will default in Banner forms
July 1 – July 25, 2024	FYE 24 closing period July 1 to July 25
July 5, 2024	FY24 travel reimbursements due in Business Services
July 5, 2023	FY24 BPAs due in Business Services
July 5, 2024	FY24 Expenditure Correction Requests and payroll EPAFs due in Financial Services & Payroll
July 19, 2024	Final FY24 payroll posted
July 26, 2024	FY24 closed – final reports can be run

More information can be found at <http://www.msubillings.edu/financialservices/FYE.htm>

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