



Wrap-up Fiscal Year 23 and Prepare for Fiscal Year 24!

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Fiscal Year 2023 (FY23) draws to a close on June 30, 2023. Starting today, April 3, BUY.IU allows departments to enter non-catalog orders for Fiscal Year 24 (FY24).

Dates & Deadlines

Unless noted otherwise, the following deadlines apply to FY23.

Date	Deadline
May 24	Submission of non-catalog orders over \$5,000 or requiring a contract
June 14	Catalog order submission
June 15	P-Card transactions
June 16	Wire transfer payments at Treasury Review workflow stop
June 29	P-Card reconciliation expense report

approvals

June 29

Check request approvals

July 3

FY24 PO release

July 4

Invoice submission

July 10

BUY.IU invoice approvals

Purchasing FAQs

When do I place a new recurring or blanket order versus adding funds to an existing order?

Orders involving a Framework Service Agreement (FSA or MSA stated in the PO line) which will continue to be used may have funds added for the next fiscal year. If FSA or MSA is not stated in the PO line, a new recurring order should be established for the next fiscal year.

I have a recurring order that I'll continue using in FY24. What do I need to do?

After July 1, initiate a change request to add funds for the new fiscal year, update information in the Recurring Payments section of the PO, and make any additional changes.

I want my catalog order or check request to be charged to FY24. When should I submit my requisition?

Wait until July 1. Payments are charged to the fiscal year in which the invoice is received. Never update the fiscal year field in the Accounting Codes section of the requisition when placing catalog or check request orders.

I need to place a catalog order or use the P-Card after the transaction deadlines listed above. Can I do that?

Yes, but always check with your local office first. Charges associated with those orders may be charged to FY24 depending on when the

invoice is paid or P-Card charges are reconciled and approved.

Accounts Payable FAQs

Where should invoices be emailed?

Invoices must be emailed to invoice@iu.edu for processing by Digital Mailroom (DMR). Invoices attached to requisitions or submitted via the Support Form will not be processed.

What determines which fiscal year an invoice is charged to?

This is determined by the supplier invoice date and the date the BUY.IU invoice is in Complete status. Invoices dated June 30 or earlier and in Complete status by end of day July 10 will be charged to FY23. Invoices dated July 1 or later and in Complete status after July 10 will be charged to FY24.

When should I close FY23 POs?

Do not close a PO until all expected invoices have been received. If additional invoices or credit memos arrive after a PO is closed, processing will be delayed and may be charged to the following fiscal year.

Help & Support

- [Purchasing, Accounts Payable, and P-Card Support Form](#): review the “Year End” option for reminders or to contact a team for support.
- [SOP-PURCH-22](#): learn how to locate FY23 POs and establish new orders for FY24.
- [Requesting Sourcing or Quotes](#): start here if your non-catalog order is over \$10,000.
- [Place a Non-Catalog Order](#): start-to-finish guide on placing a non-catalog order.

- [Add or Remove Funds](#): use a change request to add funds for the next fiscal year.
 - [When to Close POs](#): learn when it is appropriate to close a PO.
 - [Locate Pending Fiscal Year-End Invoices](#): find invoices that will charge to FY23 if in Complete status by July 10.
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