

# FY25 Year-End Guidance and Schedule

Dear TCNJ Colleagues,

Please review the important information and deadlines related to the fiscal year 2025 year-end process to ensure your financial transactions are processed on time and in the correct budget year. To review specific event information and deadlines, click on the links below or see the full memo [here](#).

<b>Finance and Business Services (FBS) Deadlines For the Period Ending June 30, 2025</b>		
<b>Date</b>	<b>Event</b>	<b>For Assistance, Please View</b>
Mon., June 09, 2025	Review current open purchase orders	<a href="#">FY2025 Open Purchase Orders</a>
Mon., June 16, 2025	Foundation Transfer Request	<a href="#">Foundation Transfers</a>
Mon., June 16, 2025	Pause purchases/submitting requisitions against FY'25 budget (4:00 pm)	<a href="#">FY2025 Purchases</a>
Tue., June 24, 2025	Submit cash/ check transactions (4:00 pm)	<a href="#">Deposit Receipts</a>
Mon., July 7, 2025	Receive orders and submit invoices to AP (4:00 pm)	<a href="#">Accounts Payable Invoices</a>
Mon., July 7, 2025	Submit a check request to AP (4:00 pm)	<a href="#">Accounts Payable Invoices</a>
Mon., July 14, 2025	Submit approved travel expense reports (4:00 pm)	<a href="#">Employee Travel</a>
Mon., July 21, 2025	COA Correction Forms (4:00 pm)	<a href="mailto:budfin@tcnj.edu">budfin@tcnj.edu</a>
Thu., July 24, 2025	Submit general ledger journal entries (4:00 pm)	<a href="#">Interdepartmental Charges</a>
Thu., July 24, 2025	Submit cost transfers (4:00 pm)	<a href="#">Grants &amp; Contracts</a>
Thu., July 24, 2025	Submit an accrual request for FY25 invoices that have not been processed to AP (4:00 pm)	<a href="mailto:budfin@tcnj.edu">budfin@tcnj.edu</a> Subject: FY25 Accrual
Thu., July 24, 2025	Submit AR transactions that need to be accrued for FY2025 (4:00 pm)	<a href="#">Accounts Receivable</a>
Before Thu., July 24, 2025	PBCS updated with FY25 actuals	<a href="#">FY2025 Budget-to-Actual Review</a>

**Training:** Visit the Treasurer's Office [website training calendar](#) for information session dates and times to assist departments in end-of-year functions.

Dated 4/28/2025

# Year-End Closing Deadlines – FY2025

The College is approaching the end of the current fiscal year, which means it is time to coordinate the year-end closing activities. Campus-wide cooperation is essential for a timely and accurate year-end close; therefore, all departments must adhere to each applicable deadline outlined below. If anyone anticipates difficulty in meeting any of these deadlines, please contact us at [budfin@tcnj.edu](mailto:budfin@tcnj.edu), so that your concerns can be addressed promptly.

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## [FY2025 Budget-to-Actual Review](#)

A departmental review of budget-to-actual expenditures should be conducted throughout the year; however, FBS must have accurate data before the year is closed. Your role in assisting with this is to conduct a thorough review of your accounts. This is done by using Budgetary Control in TCNJ Cloud or PBCS. If you experience any difficulty accessing Oracle Cloud, contact FBS as soon as possible by emailing [budfin@tcnj.edu](mailto:budfin@tcnj.edu).

If you have Accounts Payable invoices that were not charged to the correct CoA or POETAF, please submit a CoA Correction Form to [budfin@tcnj.edu](mailto:budfin@tcnj.edu) by July 21, 2025.

For forms, job aids, and guidance for TCNJ Cloud, please visit <https://treasurer.tcnj.edu/>.

- Forms can be found under Resources☐Forms
- Job aids and training videos can be found under Training / Resources☐ Training & Job Aids: Info Sheets, Job Aids & Videos
- Additional guidance, particularly for CoA and Projects, can be found on the Cloud Project Website, ERP Resources☐Chart of Accounts Converter Tool

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## [FY2025 Purchases](#)

All purchases for FY2025 should be procured by June 16, 2025. This gives sufficient time to physically receive the goods/services on or before June 30, 2025. Once received, enter a receipt in Oracle Cloud and submit invoices for FY25 purchases to accounts payable by July 07, 2025.

Purchases against the FY2026 budget must be suspended until the new fiscal year is open, and you can enter requisitions. A communication will go out via email when the FY2026 budget is available for purchases.

## [FY2025 Open Purchase Orders](#)

Effective immediately, departments are encouraged to review FY2025 open purchase orders in Oracle Cloud and notify the Purchasing Department of any purchase orders that can be liquidated. To review open purchase orders, please run the TCNJ PO Activity Report with Project Details.

## [Purchase Order Liquidation](#)

All purchase orders for goods and services will be liquidated after the last check run. **POs with a balance available or their budget will not be rolled over to FY26.**

### [FY2025 Entry of Purchase Orders in Cloud](#)

The deadlines for entering purchase orders and receipts in Cloud Procurement for FY2025 are as follows:

New purchase orders	June 16, 2025
Receiving purchase orders	July 07, 2025

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### **Employee Travel**

A Concur Travel Request must be completed before any financial commitments for the travel are incurred. Outstanding travel expense reports for any travel must be completed immediately. **All travel completed by June 30, 2025, must have a Concur Expense Report completed and approved by July 14, 2025.**

For more information on the College travel policy and to access Concur, please visit our [Travel Site](#)

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### [Grant/Project POs & Invoices](#)

Grant/Project POs are not liquidated at year end, and invoices should be submitted on a timely basis. All grants and project-related open POs should be reviewed before the end date in Oracle Cloud and notify the Purchasing Department of any purchase orders that can be liquidated. To review open purchase orders, please run the TCNJ PO Activity Report with Project Details.

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### **Accounts Payable Invoices**

Invoices for goods and services ***received by June 30, 2025, must*** be processed as expenditures against FY2025. To ensure timely processing of your department's expenditures, please email approved invoices to Accounts Payable ([apinvoice@tcnj.edu](mailto:apinvoice@tcnj.edu)) **immediately**. Please be sure to enter a receipt in Cloud Procurement against the PO for the invoice before emailing the invoice to Accounts Payable. The deadline for FY2025 invoices is as follows:

Invoices for goods and services received by June 30, 2025	July 07, 2025
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If goods and services have been received by June 30, 2025, but your department did ***not receive*** the associated invoice, **please contact the vendor and request a copy of the invoice**. These invoices must be emailed to [apinvoice@tcnj.edu](mailto:apinvoice@tcnj.edu) **no later than July 07, 2025**, for the **final FY2025 check run on July 16, 2025**. FY2025 invoices received after July 7th must be submitted to [apinvoice@tcnj.edu](mailto:apinvoice@tcnj.edu) with the COA, AP2025 accrual, your name, PO# if procured via requisition, and the budget manager's signature no later than **July 24, 2025**. Check requests should be submitted for reimbursements.

***Charges for all goods and services submitted after July 24, 2025, will be processed against the department's FY2026 budget.***

***Purchase requests for FY2026 cannot be processed until the new fiscal year is open and you can enter requisitions.***

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### [Procurement Card Charges](#)

All procurement card purchases appearing on the June 30, 2025, statement will be recorded against the department's FY2025 budget. P-card charges should be reconciled & approved by July 8, 2025. **All p-card charges must be reclassified to the appropriate CoA or POETAF using the "Coding" feature in Wells Fargo WellsOne when reconciling and approving the P-card charges.** Instructions for reclassifying charges are found on the P-card website: <https://treasurer.tcnj.edu/wp-content/uploads/sites/90/2025/03/Coding-Expenses.pdf>. Purchases not appearing on the June 30, 2025 statement will automatically be charged against the department's FY2026 budget.

If you need assistance with reconciling your P-Card charges in Wells Fargo CEO, please visit <https://treasurer.tcnj.edu/procurement-card/> or contact Devon Manfredo.

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### [Staples & Grainger Supplies](#)

All Staples & Grainger orders for FY2025 must be made by **June 16, 2025**. Supply orders should be suspended after June 17th until the new fiscal year is open and you can enter requisitions.

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### [Allegra Graphics](#)

All duplicating, stationery, and business cards orders from Allegra Graphics placed by **June 16, 2025**, will be an FY2025 expense. Any orders placed after this date will be charged to the department's FY2026 budget.

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### [Interdepartmental Charges](#)

The interdepartmental services listed below must be completed by **June 16, 2025**:

- Express shipping
- Mailing labels and postage
- Graphics studio
- ITS (Media Center)

The above deadline is for the general campus community. A memo will be sent to the Servicing Departments addressing the due dates for the final FY2025 billings.

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### [Deposit Receipts](#)

To ensure that all cash and check deposits are correctly included in FY2025 revenue, all funds received by a department must enter a receipt into Oracle Cloud **AND** the corresponding cash/checks delivered to the Student Accounts office (Green Hall Room 119) by June 24, 2025.

In the event you cannot meet this deadline, please inform FBS. Any FY2025 receipt created in Cloud OR delivered to Student Accounts after June 24, 2025, will be treated as a receivable. In such instances, please email [budfin@tcnj.edu](mailto:budfin@tcnj.edu) with the receipt number for the deposit you wish to be included in FY2025. The deadline for FY2025 Account Receivable entries is July 24, 2025.

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## **Accounts Receivable**

Departments knowing of amounts owed to the College as of **June 30, 2025 and not received by June 24, 2025, must** send an e-mail to [budfin@tcnj.edu](mailto:budfin@tcnj.edu) detailing the amount owed, the name of the customer, and the TCNJ Cloud CoA against which the revenue should be credited to no later than **July 24, 2025**. FBS staff will provide each department with the TCNJ Cloud CoA,, where the funds should be deposited when received.

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## **Grants & Contracts**

Any necessary journal entries for grants must be sent to Post Award Grants at [pagrants@tcnj.edu](mailto:pagrants@tcnj.edu) by July 07, 2025. P-card charges to a grant must be reclassified to the grant in the Wells Fargo P-card system.

Submit all cost transfers by July 24, 2025. Reminder: Justification is required for cost transfers or purchases made within the last 90 days of the award.

For grants ending on or before June 30, 2025, principal investigators must review their work plan in conjunction with the grant expenditures posted in Cloud and contact [pagrants@tcnj.edu](mailto:pagrants@tcnj.edu) if there are any questions or concerns. A separate reminder and close-out checklist will be sent to the principal investigators whose grants are scheduled to end on or before June 30, 2025.

An effort verification form for FY2025 must be completed for **all** grant employees (including faculty release time) and sent to Post Award Grants at [pagrants@tcnj.edu](mailto:pagrants@tcnj.edu) by July 18, 2025, in order to comply with federal requirements and College policy.

Authorization for Employment Forms (AFEs) for employees with current AFE end dates on or before June 30, 2025, who will continue employment into FY2025, must be entered in Taleo by June 6, 2025, to ensure timely processing and continuity of employment.

All grant-related forms can be found at <https://treasurer.tcnj.edu/forms/> under the **Grant Post Award Forms** heading. Instructions for reviewing grant budgets and expenditures are found in the Grants job aids on the Treasurer's website: <https://treasurer.tcnj.edu/calendar/>.

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## **Foundation Transfers**

For expenses recorded in FY2025 that will be reimbursed by Foundation funds, the Foundation Transfer Request form and appropriate supporting documentation must be sent to the Foundation office by June 16, 2025, to ensure timely processing of the transfer in FY2025.