

FY-24 BUDGET DEVELOPMENT TIMELINE:

<u>DATE</u>	<u>EVENT/ACTION</u>
January 11	Communication to leadership about FY-24 budget development activities
February 10	Tuition/Fee Change Templates due to WSU Budget Office
February 24	Adaptive Planning Security Role assignments due
March 17	Last Day for FY-23 PBL adjustments in BPS
March 24	Final FY-23 PBL tables created in BPS (based on JV's submitted through March 17)
March TBD	Adaptive Planning and FY-2024 budget development demo and training sessions
April TBD	Adaptive Planning available to areas for FY-2024 budget development
April 7	Final Tuition/Fee Change Templates due to WSU Budget Office. Includes student feedback
April 10	All campuses S&A / Tech (Pullman & Van Only) Fee documents due to WSU Budget Office for May 2023 Board of Regents Meeting
April 23	End of regular legislative session. Budget bills delivered to governor for signature
April-May	WSU notified of maximum rate increase allowed for resident undergraduate tuition
May 5	WSU Regents vote on tuition and fees rates for FY-2024
June 9*	Accounting adjustments, manual journals and supplier invoices for subcontractors with grant worktags must be submitted
June 23*	Priority Deadline: Supplier Invoices for goods and services for FY-2023 posting. Note: from Friday, June 20 to Friday, July 7, submitted invoices will be processed by materiality to be included in FY-2023.
June 30*	Customer Cash Deposits due at Bursar's Office by 12pm.

June 30*	Commitment and obligations roll forward fully approved by 5p.m.
June 30	Fiscal Year End
July 3*	Payroll Costing Allocation transactions to be fully approved by 5 p.m.
July 7*	Payroll Accounting Adjustments need to be fully approved
July 7*	All manual journals and accounting adjustments must be fully approved
July 7*	All Pcard and CTA transactions must be verified
July 7*	All FY-2023 receipts for travel or reimbursements must be fully approved
July 7*	ISD's need to be fully approved.
July 7*	Receipt Accrual to run at close of business
July 7*	Close Workday to all operations transactions
July 10*	Allow departments to process manual journals for clean-up. All journals need to be fully approved by the end of day July 19 th .
July 11*	Final State expense adjustments. Close June in Workday.
July 12*	AFRS Year-End Runs
July 14*	Property Inventory Reports Due
July 17*	Accounts Receivable Reports due. Physical Inventory Reports due.
NLT July 29	FY-24 Core & Non-Core fund budgets loaded to Workday from Adaptive Planning

**denotes that action is part of FY-2023 End-of-Year procedures outlined by WSU Controller's Office. For more information, please visit the [Controller's Website](#).*