

# Fiscal Year 2023 Year-End Deadlines

**June-July:** Daily approval of entries (all billings must be current). Approve all Concur expense reports.

**June 23, Friday, 5:00 p.m.:** LTIP cutoff for June activity (FY 2023 LTIP transactions can continue to be posted through 7/14, these transactions will be included as July LTIP activity).

**June 29-30, Thursday-Friday:** Concur expense reports should be approved by the end of the day to post to FY 2023. Also see July 1.

**June 30, Friday:** Delegates set up in preparation for Year End (YE) e-docs.

**June 30, Friday, 8:45 p.m.:** Final collector files and enterprise feeds.

**June 30, Friday, 9:00 p.m.:** In-year e-docs will be automatically disapproved [Budget Adjustment (BA), Distribution of Income and Expense (DI), General Ledger Transfer (GLT), Internal Billing (IB), Transfer of Funds (TF), Salary Expense Transfer (ST), Benefit Expense Transfer (BT)].

**July 1, Saturday:** YE e-docs for FY 2023 available. (You may need to refresh your menu using the **Refresh Navigation** link at the bottom of the menu panel.) **The GLT e-doc does not have a year-end version. Instead, choose Closing to post back to FY 2023.** See note on July 14 about initiating GLT e-docs from 3:00 to 5:00 p.m.

**July 1, Saturday:** FY 2024 in-year e-docs available.

**July 1, Saturday, 5:00 p.m.:** Concur expense reports approved on July 1 will be posted to FY 2023.

**July 3, Monday:** Final procurement card load (PCDO auto-held until 7/20/23).

**July 5, Wednesday:** Biweekly payroll accrual posted to period 12 (2 days: 6/29 and 6/30). This may be posted as early as June 30.

**July 5, Wednesday:** Final Payment Request (PREQ) input for FY 2023 (last day fiscal officers can adjust accounts on PREQs for FY 2023).

**Note:** The vendor invoice date must be June 30 or earlier to post back to June. If the vendor invoice is July 1 or later, it will post to the new fiscal year.

**July 6, Thursday:** Auxiliary Voucher (AV) cutoff for FY 2023.

**July 10, Monday, 9:00 p.m.:** Procurement card post-back period ends (last day procurement card transactions can be posted to FY 2023).

**July 11, Tuesday:** First account reversion.

**July 13, Thursday:** Final entries for Medical College due-to/due-from C7910xx.

**July 13, Thursday:** Final gift feed.

**July 13, Thursday:** Second account reversion.

**July 14, Friday, 3:00 p.m.:** Final YE e-doc **submission** (all except central DFS/UBO staff). **GLT docs initiated between 3:00 and 5:00 p.m. will be held.**

**July 14, Friday, 5:00 p.m.:** Final YE e-doc **approval** (all except central DFS/UBO staff).

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**July 14, Friday, 6:00 p.m.:** KFS and e-SHOP will be unavailable, 6:00 p.m. - 12:00 a.m.

**July 14, Friday, 6:00 p.m.:** Third and final account reversion.

**July 17, Monday, 9:00 p.m.:** Central DFS/UBO final creation/approval of YE Salary Transfer (YEST) e-docs.

**July 18, Tuesday, 5:00 p.m.:** Central DFS/UBO final creation/approval of YE e-docs. YEJV only active e-doc.

**July 20, Thursday, 5:00 p.m.:** Year-end close (KFS and e-SHOP will be unavailable, 5:00 p.m. - 12:00 a.m.).