

Fiscal Year 2024 Year-End Deadlines

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

June 25, Tuesday, 5:00 p.m.: LTIP cutoff for June activity (FY 2024 LTIP transactions can continue to be posted through 7/12, these transactions will be included as July LTIP activity).

June 28-30, Friday-Sunday: Concur expense reports should be approved by the end of the day to be posted to FY 2024. Also see July 1.

June 28-30, Friday-Sunday: Delegates set up in preparation for Year End (YE) e-docs.

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

June 30, Sunday, 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, Monday: YE e-docs for FY 2024 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 2024.** See note on July 12 about initiating GLT e-docs from 3:00 to 5:00 p.m.

July 1, Monday: FY 2025 in-year e-docs available.

July 1, Monday, 5:00 p.m.: Concur expense reports approved on July 1 will be posted to FY 2024.

July 1, Monday: Final procurement card load (PCDO auto-held until 7/18/24).

July 5, Friday: Biweekly payroll accrual posted to period 12 (2 days: 6/27 and 6/28), which can be posted as early as June 30.

July 5, Friday: Final Payment Request (PREQ) input for FY 2024 (last day fiscal officers can adjust accounts on PREQs for FY 2024).

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 8, Monday: Auxiliary Voucher (AV) cutoff for FY 2024.

July 9, Tuesday: First account reversion.

July 10, Wednesday, 9:00 p.m.: Procurement card post-back period ends (last day procurement card transactions can be posted to FY 2024).

July 11, Thursday: Final entries for Medical College due-to/due-from C7910xx.

July 11, Thursday: Final gift feed.

July 11, Thursday: Second account reversion.

July 12, 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 12, Friday, 5:00 p.m.: Final YE e-doc **approval** (all except central DFS/UBO staff).

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

July 12, Friday, 6:00 p.m.: Third and final account reversion.

July 15, Monday, 9:00 p.m.: Central DFS/UBO final creation/approval of YE Salary Transfer (YEST) e-docs.

July 16, Tuesday, 5:00 p.m.: Central DFS/UBO final creation/approval of YE e-docs. YEJV only active e-doc.

July 18, Thursday, 5:00 p.m.: Year-end close (KFS and e-SHOP will be unavailable, 5:00 p.m. - 12:00 a.m.).