

August 2017 Year End Task

* Will effect account balance

** Estimated file feed date for August and will effect account balance

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Account Rec Write Off Form 3 due to Sales & Rec	2 Current UFO's released	3 UFO templates distributed	4 *Texas A&M Fdn scholarship transfer request due to TAMF
7	8	9	10 *Payroll corrections due to Payroll Services	11 *Texas A&M Fdn transfer request due to TAMF
14	15 Forms FDP-411 due to FMO-Property Mgmt FDP-402 Annual Certification of Physical Inventory due to FMO-Property Mgmt **Vet Small Animal (VSAM) file feed	16	17	18 * AP invoices, travel documents, voucher corrections, IDT corrections, encumbrance corrections and DBRs rec'd by 5pm will be guaranteed to be processed in FY17 Form FDP4 & FDP414 due to FMO-Property Mgmt Any internally developed software with a cost of \$1,000,000 or more should be reported to FMO Property Mgmt use Form FDP-4 for new software and Form FDP414 for additions to existing software assets
21 **Mail Service (MAIL) file feed	22	23	24	25
28 ** Departmental Accounting Services file feed for –PATT, REED, HUMR, EOD, SBS, PURS, SRPL *UFO templates due to Kelli Holt and Deborah Wright	29	30 *For departments posting their own ACH deposits the notification for 8/31/17 ACHs must be keyed in iPayment on 8/31/17 otherwise contact FMO Sales & Rec for a manual posting	31 FY17 iPay files must be created on or before 8/31 Sponsored Project accounts that ends on 8/31/2017, all expenses/corrections should be recorded on the account by 8/31/2017. Encumbrances cannot be claimed as expenditures	31 All orders placed or travel booked prior to 8/31 should be entered in AggieBuy or Concur **CSCN file feed for C bills **UES file feed for P bills, B bills **BAKC file feed for-K bills **MSCN file feed ** RELH file feed