

# September 2016 Year End Task

\* Will effect account balance \*\*Estimated file feed date and will effect balance

Monday	Tuesday	Wednesday	Thursday	Friday	Friday
			<p><b>1</b></p> <ul style="list-style-type: none"> <li>* UFO's uploaded to FAMIS</li> <li>* FY16 iPay files must be closed <b>no</b> later than 10am. iPay files closed after 10am will post in FY17</li> <li>* DCR corrections received by 5pm will be processed in FY16</li> <li>* Account Receivable Form 5 due to FMO-Sales &amp; Rec</li> <li>State Hold Form due to FMO-Sales &amp; Rec by Noon</li> <li>Pledge Receivable Form due to FMO- Sales &amp; Rec by Noon</li> <li>**Posting of IDTs from other depts. TCOM,EMS(UCEN,BPCC,RSPO,RUDD and BEUT)</li> <li>*Form-FD403 Inventory of Consumable Supplies &amp; Merch for Resale due to FMO-External Reporting</li> <li>*Prepaid Expense/Deferred Rev Form due to FMO-External Reporting</li> </ul>	<p><b>2</b></p> <ul style="list-style-type: none"> <li>*August Payment Card transactions must be reallocated by Noon.</li> <li>All TDP On-line Transfers must be completed in canopy by the receiving department</li> <li>Posting Prepaid Expense and Deferred Revenue Form in FAMIS</li> <li>* Posting Form FD403 Inventory of Consumable Supplies &amp; Merchandise for Resale in FAMIS</li> </ul>	<p><b>2</b></p> <ul style="list-style-type: none"> <li>*Last day for FMO to approve documents for payment in Buy A&amp;M/ AggieBuy and Concur. All requisitions, travel requests and receipts for FY16 should be completed by the departments as of September 2<sup>nd</sup> to record encumbrances or payables.</li> <li>*Any Buy A&amp;M/AggieBuy PO approved or Concur Travel Request approved prior to 9/2/16 will create an encumbrance for the current FY, unless the new FY is selected for funding in Buy A&amp;M/ AggieBuy</li> </ul>
<p><b>5</b></p> <ul style="list-style-type: none"> <li>* August Citibank transactions will post to FAMIS</li> </ul>	<p><b>6 August Month End Closing</b></p> <ul style="list-style-type: none"> <li>*FAMIS will run YER217 which will create a payable on the GL account and expense on SL account( will reverse in FY17)</li> </ul>	<p><b>7 FY17 opens in FAMIS</b></p>	<p><b>8</b></p>	<p><b>9</b></p>	

<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> Pre Close – Target Date	
<b>19</b> Departmental Statements Available	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	