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| August 2023 Year End Task **\* Will affect account balance**  **\*\* Tentative file feed date for August and will affect account balance** | | | | | | | | |
| **Monday** | **Tuesday** | | | **Wednesday** | | **Thursday** | | **Friday** | |
|  | **1**  Account Rec Write Off Form 3 due to Sales & Rec | | | **2** | | **3** | | 4  **\***Texas A&M Fdn scholarship transfer request due to TAMF | |
| **7** | **8** | | | **9** | | **10**  **\*\***Vet Small Animal (VSAM) file feed for G bills | | **11**  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  **\***Texas A&M Fdn transfer request due to TAMF | |
| **14**  Forms FDP-411 due to FMO-Property Mgmt | **15**  **\*** AP invoices, travel documents and encumbrance corrections rec’d by 5pm will be guaranteed to be processed in FY23  FDP-402 Annual Certification of Physical Inventory due to FMO-Property Mgmt | | | **16** | | **17**  \*\*Mail Service (MAIL) file feed | | **18**  \* Last day to create PCTs  **\*** Voucher and IDT/AR corrections, and DBRs rec’d by 5pm will be guaranteed to be processed in FY23 | |
| **21** \*No PCT will process through FAMIS after August 21, 2023.  \*Any PCT that did not reach final approval in the ECT Processing Office by 8/21/23 will be **cancelled at year end and will need to be**  **re-entered in FY24.** | **22** | | | **23** | | **24** | | **25** | |
| **28** | | **29** | **30**  **\***For departments posting their own ACH deposits the notification for 8/31/23 or prior ACHs must be keyed in iPayment with an 8/31/23 effective date otherwise contact FMO Sales & Rec for a manual posting before August closing on September 6, 2023 | | **31**  FY23 iPay files must have effective date of on or before 8/31. This date can be changed at the time the file is created.  Form FDP4 & FDP414 due to FMO-Property Mgmt  All orders placed or travel booked prior to 8/31 should be entered in AggieBuy or Concur  Sponsored Project accounts that ends on 8/31/2023 all expenses/corrections should be recorded on the account by 8/31/2023. Encumbrances cannot be claimed as expenditures  \*\*CSCN file feed for T bills  \*\*UES file feed for P bills, B bills  \*\*BAKC file feed for-K bills | |  | | |