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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 FY23FDP-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 MgmtAll orders placed or travel booked prior to 8/31 should be entered in AggieBuy or ConcurSponsored 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 |  |