**FY23 Year End Due Dates by FMO/UAS Sections**

Operational Accounting

 Aug 4th Texas A&M Foundation scholarship transfers

 Aug 11th  Texas A&M Foundation transfers

 Aug 18th DBRs guaranteed to be processed in FY23

 Aug 18th Voucher or IDT/AR Corrections guaranteed to be processed inFY23

 Sept 1st FY23 DCR corrections

 Sept 6th August Closing

 Sept 7th FY24 Opens

 Sept 13th Pre-close

Accounts Payable-Vendor Payments

Aug 15th FY23 AP invoices or travel documents guaranteed to be

 processed in FY23

Sept 1st FY23 invoices, documents or orders continue to be

 processed in FY23

Accounts Payable-Encumbrances

Aug 15th Encumbrance corrections guaranteed to be

 processed in FY23

 Aug 31st  Approved orders placed, or travel booked entry in

 AggieBuy or Concur

Account Payable-Payment Card

Aug 31st Orders placed, or travel booked prior to 8/31 enter in

 or Concur

 Sept 1st PC transactions allocated to any account must be imported, submitted, and approved in Concur

Accounts Payable-Payables

Sept 1st Last day for FMO to approve FY23 documents in

 AggieBuy/Concur

Sept 6th YER217 job will post

Sales & Receivables

 Aug 1st Write Off Form 3

 Aug 31st iPay files for FY23 must have effective date on or before

 Sept 1st Account Receivable Form 5

Sept 1st FY24 AR invoices and deposits can be processed in iPay

Sept 6th FY23 iPay files should be balanced by 5pm

Sept 7th FY24 IDTs can be processed

Property Management

Aug 11th Internally Developed Software >$1M

FDP-4 Form - new software

FDP-414 Form - additions existing software assets

Aug 14th FDP-411A Form-Transfer between System Members

Aug 15th FDP-402 Form-Annual Certification of Physical Inventory

Aug 31st FDP4 Form-Equipment Information Sheet

Aug 31st FDP414 Form-Property Additions and Deletions

Sept 7th All TDP on-line transfers completed by receiving

 Department

UAS Financial Reporting

 Aug 18th PCT last day to create

 Aug 21st PCT last day to approve [ALL routing must be complete]

Sept 1st FD403 Inventory of Consumable Supplies & Material and

 Items for Resale [Laserfiche Form]

Sept 1st Prepaid Expense/Deferred Revenue Form [Laserfiche Form]