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| September 2023 Year End Task  \* Will affect account balance \*\*Estimated file feed date and will affect balance | | | | |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | |
|  |  |  |  | **1**  **\*** DCR corrections received by 5pm will be processed in FY23  **\***Account Receivable Form 5 due to FMO-Sales & Rec  FD403 Inventory of Consumable Supplies & Material and Items for Resale due to UAS Financial Reporting  **\*** Prepaid Expense/Deferred Rev Form due to UAS Financial Reporting  Last day for FMO to approve FY23 documents for payment in  AggieBuy and Concur  All requisitions, travel requests and receipts for FY23 should be completed by the departments as of September 1st to record encumbrances or payables.  **\***Any AggieBuy PO approved, or Concur Travel Request approved prior to 9/1/23 will create an encumbrance for the current FY, unless the new FY is selected for funding in AggieBuy  Any payment card transactions allocated to a state account must be imported, submitted and approved in Concur no later than September 1st  FY24 AR invoices and deposits can be processed in iPayments.  Do NOT process IDTs until 9/07/23.  \*Any Payment Card transactions posted to Concur prior to Sept. 1st must be imported to an expense report and approved by 5:00 P.M. | |
| **4** | **5**  \* Posting Prepaid Expense/Deferred Revenue in FAMIS  **\*** Posting FD403 Inventory of Consumable Supplies & Material and Items for Resale in FAMIS | **6**  **August Month End**  **Closing**  **\***iPayment files for FY23 must be created with an effective date of  **August 31st** or before and balanced no later than **5:00 pm, September 6th**  Files with an August effective date balanced after 5:00 pm, September 6th will post in FY24  **\***FAMIS will run YER217 which will create a payable on the GL account and expense on SL account( will reverse in FY24 | **7**  **FY24 opens in FAMIS**  Preliminary assets for any  P-Card or Non PO purchase should be manually created  All TDP On-line Transfers must be completed in canopy by the receiving department  FY23 AggieBuy generated preliminary assets need to be updated  FY24 IDTs can now be processed | **8** | |
| **11** | **12** | **13**  **Pre-Close** | **14** | **15** | |
| **18** | **19** | **20** | **21** | **22** | |