August 2025 Year End Task

* Will affect account balance

** Tentative file feed date for August and will affect account balance

Monday	Tuesday	Wednesday	Thursday	Friday
				1 *****Texas A&M Fdn scholarship transfer request due to TAMF Account Rec Write Off Form 3 due to Sales & Rec FDP-402 Annual Certification of Physical Inventory due to FMO-Property Mgmt
4	**5**	**6**	**7** ******Vet Small Animal (VSAM) file feed for G bills	**8** *****Texas A&M Fdn transfer request due to TAMF
11 Forms FDP-411 due to FMO-Property Mgmt 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	**12**	**13**	**14** ******Mail Service (MAIL) file feed	**15** ***** Last day to create PCTs ***** Voucher, IDT/AR, all state account corrections, and DBRs rec'd by 5pm will be guaranteed to be processed in FY25 ***** AP invoices, travel documents and encumbrance corrections rec'd by 5pm will be guaranteed to be processed in FY25
18 *****Last day to approve PCTs *****Any PCT that does not reach <u>final</u> approval in the ECT Processing Office by 8/19/25 will be automatically cancelled and will need to be re-submitted in FY26	**19**	**20**	**21**	**22**

25	26	27	28	29
				29 ***DCR** corrections rec'd by 5pm will be processed in FY25 FY25 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 Emburse Sponsored Project accounts that ends on 8/31/2025 all expenses/corrections should be recorded on the account by 8/31. Encumbrances cannot be claimed as expenditures ***For** departments posting their own ACH deposits the notification for 8/31 or prior ACHs must be keyed in iPayment with an 8/31/25 effective date otherwise contact FMO Sales & Rec for a manual posting before August closing on September 4, 2025 **CSCN file feed for T bills **UES file feed for P bills, B bills **FESC file feed for K bills **ILAB file feed for I bills, V bills **EMS file feed for H4 bills