

September 2025 Year End Task

* Will affect account balance **Estimated file feed date and will affect balance

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|---|--|---|---|
| 1 | 2 *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 FY26 AR invoices and deposits can be processed in iPayments. Do NOT process IDTs until 9/05/25. * Any Card transactions posted to Concur or Emburse prior to Sept. 1 st must be imported to an expense report and approved by Noon Last day for FMO to approve FY25 documents for payment in AggieBuy and Emburse All requisitions, travel requests and receipts for FY25 should be completed by the departments as of September 1 st to record encumbrances or payables. *Any AggieBuy PO approved, or Travel Request approved prior to 9/1/25 will create an encumbrance for the current FY, unless the new FY is selected for funding in AggieBuy | 3 * Posting FD403 Inventory of Consumable Supplies & Material and Items for Resale in FAMIS * Posting Prepaid Expense/Deferred Revenue in FAMIS | 4 August Month End Closing *iPayment files for FY25 must be created with an effective date of August 31st or before and balanced no later than 5:00 pm, September 4th Files with an August effective date balanced after 5:00 pm, September 4 th will post in FY26 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 *FAMIS will run YER217 which will create a payable on the GL account and expense on SL account (will reverse in FY26) | 5 FY26 opens in FAMIS FY25 AggieBuy generated preliminary assets need to be updated FY26 IDTs can now be processed |

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|--|-----------|-----------|------------------------|-----------|
| 8 | 9 | 10 | 11 Pre-Close | 12 |
| 15 Posting of deferred fall Tuition & Fee Revenue (projected date) | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |