

September 2025 Year End Task

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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p>	<p>2</p> <p>*Account Receivable Form 5 due to FMO-Sales & Rec</p> <p>FD403 Inventory of Consumable Supplies & Material and Items for Resale due to UAS Financial Reporting</p> <p>* Prepaid Expense/Deferred Rev Form due to UAS Financial Reporting</p> <p>FY26 AR invoices and deposits can be processed in iPayments.</p> <p>Do NOT process IDTs until 9/05/25.</p> <p>* Any Card transactions posted to Concur or Emburse prior to Sept. 1st must be imported to an expense report and approved by Noon</p> <p>Last day for FMO to approve FY25 documents for payment in AggieBuy and Emburse</p> <p>All requisitions, travel requests and receipts for FY25 should be completed by the departments as of September 1st to record encumbrances or payables.</p> <p>*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</p>	<p>3</p> <p>* Posting FD403 Inventory of Consumable Supplies & Material and Items for Resale in FAMIS</p> <p>* Posting Prepaid Expense/Deferred Revenue in FAMIS</p>	<p>4</p> <p>August Month End Closing</p> <p>*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</p> <p>Files with an August effective date balanced after 5:00 pm, September 4th will post in FY26</p> <p>Preliminary assets for any P-Card or Non PO purchase should be manually created</p> <p>All TDP On-line Transfers must be completed in canopy by the receiving department</p> <p>*FAMIS will run YER217 which will create a payable on the GL account and expense on SL account (will reverse in FY26)</p>	<p>5</p> <p>FY26 opens in FAMIS</p> <p>FY25 AggieBuy generated preliminary assets need to be updated</p> <p>FY26 IDTs can now be processed</p>

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