

September 2017 Year End Task

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

Monday	Tuesday	Wednesday	Thursday	Friday
				<p>1</p> <ul style="list-style-type: none"> * UFO's uploaded to FAMIS * FY17 iPay files must be closed no later than 10am. iPay files closed after 10am will post in FY18 * DCR corrections received by 5pm will be processed in FY17 *Account Receivable Form 5 due to FMO-Sales & Rec State Hold Form due to FMO-Sales & Rec by Noon Pledge Receivable Form due to FMO- Sales & Rec by Noon **Posting of IDTs from other depts. TCOM,EMS(UCEN,BPCC,RSPO,RUDD and BEUT) *Form-FD403 Inventory of Consumable Supplies & Merch for Resale due to FMO-External Reporting *Prepaid Expense/Deferred Rev Form due to FMO-External Reporting

<p>4</p> <p>All TDP On-line Transfers must be completed in canopy by the receiving department</p> <p>*Last day for FMO to approve documents for payment AggieBuy and Concur. All requisitions, travel requests and receipts for FY17 should be completed by the departments as of September 4th to record encumbrances or payables.</p> <p>*Any AggieBuy PO approved or Concur Travel Request approved prior to 9/4/17 will create an encumbrance for the current FY, unless the new FY is selected for funding in AggieBuy</p> <p>*August Payment Card transactions must be reallocated by Noon.</p> <p>*Posting Prepaid Expense and Deferred Revenue Form in FAMIS</p> <p>* Posting Form FD403 Inventory of Consumable Supplies & Merchandise for Resale in FAMIS</p>	<p>5</p> <p>* August Citibank transactions will post to FAMIS</p>	<p>6</p> <p>August Month End Closing</p> <p>*FAMIS will run YER217 which will create a payable on the GL account and expense on SL account(will reverse in FY18)</p>	<p>7</p> <p>FY18 opens in FAMIS</p>	<p>8</p>
<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p>	<p>15 Pre Close – Target Date</p>
<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p>	<p>22</p>
<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p>