

# August 2024 Year End Tasks

\* Will affect account balance

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

| Monday                                                                                                                                                                                                                                                            | Tuesday   | Wednesday | Thursday                                                                                                                                       | Friday                                                                                                                                                                                                                                                                      |
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|                                                                                                                                                                                                                                                                   |           |           | <b>1</b><br>Account Rec Write Off Form 3 due to Sales & Rec<br><br>FDP-402 Annual Certification of Physical Inventory due to FMO-Property Mgmt | <b>2</b><br>*Texas A&M Fdn scholarship transfer request due to TAMF                                                                                                                                                                                                         |
| <b>5</b>                                                                                                                                                                                                                                                          | <b>6</b>  | <b>7</b>  | <b>8</b><br>**Vet Small Animal (VSAM) file feed for G bills                                                                                    | <b>9</b><br>*Texas A&M Fdn transfer request due to TAMF                                                                                                                                                                                                                     |
| <b>12</b><br>Forms FDP-411 due to FMO-Property Mgmt<br><br>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 | <b>13</b> | <b>14</b> | <b>15</b><br>**Mail Service (MAIL) file feed                                                                                                   | <b>16</b><br>* Last day to create PCTs<br><br>* Voucher and IDT/AR corrections, and DBRs rec'd by 5pm will be guaranteed to be processed in FY24<br><br>* AP invoices, travel documents and encumbrance corrections rec'd by 5pm will be guaranteed to be processed in FY24 |
| <b>19</b><br>*Last day to approve PCTs<br><br>*Any PCT that does not reach <u>final</u> approval in the ECT Processing Office by 8/19/24 will be automatically cancelled and will need to be re-submitted in FY25                                                 | <b>20</b> | <b>21</b> | <b>22</b>                                                                                                                                      | <b>23</b>                                                                                                                                                                                                                                                                   |

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| <b>26</b> | <b>27</b> | <b>28</b> | <b>29</b> | <b>30</b><br>FY24 iPay files must have effective date of on or before 8/31. This date can be changed at the time the file is created.<br><br>Form FDP4 & FDP414 due to FMO-Property Mgmt<br><br>All orders placed or travel booked prior to 8/31 should be entered in AggieBuy or Concur<br><br>Sponsored Project accounts that ends on 8/31/2024 all expenses/corrections should be recorded on the account by 8/31/2024. Encumbrances cannot be claimed as expenditures<br><br>*For departments posting their own ACH deposits the notification for 8/31/24 or prior ACHs must be keyed in iPayment with an 8/31/24 effective date otherwise contact FMO Sales & Rec for a manual posting before August closing on September 5, 2024<br><br>**CSCN file feed for T bills<br>**UES file feed for P bills, B bills<br>**FESC file feed for-K bills<br>**ILAB file feed for -I bills, V bills |
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