

September 2024 Year End Tasks

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

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p>	<p>3</p> <ul style="list-style-type: none"> * DCR corrections received by 5pm will be processed in FY24 * 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 FY25 AR invoices and deposits can be processed in iPayments. Do NOT process IDTs until 9/06/24. * Any Payment Card transactions posted to Concur prior to Sept. 1st must be imported to an expense report and approved by Noon Last day for FMO to approve FY24 documents for payment in AggieBuy and Concur All requisitions, travel requests and receipts for FY24 should be completed by the departments as of September 1st to record encumbrances or payables. * Any AggieBuy PO approved, or Concur Travel Request approved prior to 9/1/24 will create an encumbrance for the current FY, unless the new FY is selected for funding in AggieBuy 	<p>4</p> <ul style="list-style-type: none"> * Posting FD403 Inventory of Consumable Supplies & Material and Items for Resale in FAMIS * Posting Prepaid Expense/Deferred Revenue in FAMIS 	<p>5</p> <p>August Month End Closing</p> <ul style="list-style-type: none"> * iPayment files for FY24 must be created with an effective date of August 31st or before and balanced no later than 5:00 pm, September 5th Files with an August effective date balanced after 5:00 pm, September 5th will post in FY25 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 FY25) 	<p>6</p> <p>FY25 opens in FAMIS</p> <ul style="list-style-type: none"> FY24 AggieBuy generated preliminary assets need to be updated FY25 IDTs can now be processed

9	10	11	12 Pre-Close	13
16	17	18	19	20
23	24	25	26	27