Fiscal Year 2019 Year-End Deadlines

June-July: Daily approval of entries (all billings must be current). Approve all Concur Expense Reports.

June 25, Tuesday, 9:00 p.m.: LTIP cutoff for June activity (FY 2019 LTIP transactions can continue to be posted through 7/15, these transactions will be included as July LTIP activity).

June 28-30: Concur Expense Reports must be approved by end of day on June 28, 29, or 30 to post to FY 2019.

June 30, Sunday: Delegates set up for Year End (YE) e-docs.

June 30, Sunday, 8:45 p.m.: Final collector files and enterprise feeds.

June 30, Sunday, 9:00 p.m.: In-year e-docs will be automatically disapproved [Budget Adjustment (BA), Distribution of Income and Expense (DI), General Error Correction (GEC), Internal Billing (IB), Intra-Account Adjustment (IAA), Transfer of Funds (TF), Salary Expense Transfer (ST), Benefit Expense Transfer (BT)].

July 1, Monday: YE e-docs for FY 2019 available. (You may need to refresh your menu using the Refresh Menu link at the bottom of the menu panel.)

July 1, Monday: FY 2020 in-year e-docs available.

July 1, Monday: Final procurement card load (PCDO auto-held until 7/22).

July 1, Monday: Any Concur trips approved by June 30 will be posted to FY 2019. Trips approved on July 1 will be posted to FY 2020.

July 5, Friday: Central biweekly payroll accrual posted to P12 (7 days: 6/20,6/21, 6/24, 6/25, 6/26, 6/27, and 6/28). Note this may be posted as early as June 25.

July 5, Friday: Final Payment Request (PREQ) input for FY 2019 (last day fiscal officers can adjust accounts on PREQs for FY 2019). Note: The vendor invoice date must be June 30 or earlier to post back to June. If the vendor invoice is July 1 or later, it will post to the new fiscal year.

July 8, Monday: Auxiliary Voucher (AV) for FY 2019.

July 10, Wednesday, 9:00 p.m.: Procurement card post-back period end (last day procurement card transactions can be posted to FY 2019).

July 11, Thursday: First account reversion.

July 12, Friday: Final gift feed.

July 12, Friday: Second account reversion.

July 16, Tuesday, 3:00 p.m.: Final YE e-doc creation/submission (all except central DFA/UBO staff).

July 16, Tuesday, 5:00 p.m.: Final YE e-doc approval (all except central DFA/UBO staff).

July 16, Tuesday, 5:00 p.m.: KFS and e-SHOP will be unavailable, 5:00 p.m. - 12:00 a.m.

July 16, Tuesday, 5:00 p.m.: Third and final account reversion.
**Fiscal Year 2019 Year-End Deadlines**

**July 17, Wednesday, 9:00 p.m.:** Central DFA/UBO final creation/approval of YE Salary Transfer (YEST) e-docs.

**July 18, Thursday, 5:00 p.m.:** Central DFA/UBO final creation/approval of YE e-docs. YEJV only active e-doc.

**July 22, Monday, 5:00 p.m.:** Year-end close (KFS and e-SHOP will be unavailable, 5:00 p.m. - 12:00 a.m.).