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 6, Saturday:** 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.).