Fiscal Year 2022 Year-End Deadlines

**June-July:** Daily approval of entries (all billings must be current). Approve all Concur expense reports.

**June 24, Friday, 9:00 p.m.:** LTIP cutoff for June activity (FY 2022 LTIP transactions can continue to be posted through 7/15, these transactions will be included as July LTIP activity).

**June 29-30, Wednesday-Thursday:** Concur expense reports should be approved by the end of the day to post to FY 2022. Also see July 1.

**June 30, Thursday:** Delegates set up in preparation for Year End (YE) e-docs.

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

**June 30, Thursday, 9:00 p.m.:** In-year e-docs will be automatically disapproved (Budget Adjustment (BA), Distribution of Income and Expense (DI), General Ledger Transfer (GLT), Internal Billing (IB), Transfer of Funds (TF), Salary Expense Transfer (ST), Benefit Expense Transfer (BT)).

**July 1, Friday:** YE e-docs for FY 2023 available. (You may need to refresh your menu using the Refresh Menu link at the bottom of the menu panel.) The GLT e-doc does not have a year-end version. Instead, choose Closing to post back to FY 2022. See note on July 14 about initiating GLT e-docs from 3:00 to 5:00 p.m.

**July 1, Friday:** FY 2023 in-year e-docs available.

**July 1, Friday:** Final procurement card load (PCDO auto-held until 7/21).

**July 1, Friday, 5:00 p.m.:** Concur expense reports approved on July 1 will be posted to FY 2022.

**July 5, Tuesday:** Biweekly payroll posted to period 12 (1 day: 6/30). This may be posted as early as June 30.

**July 5, Tuesday:** Final Payment Request (PREQ) input for FY 2022 (last day fiscal officers can adjust accounts on PREQs for FY 2022). **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, Wednesday:** Auxiliary Voucher (AV) for FY 2022.

**July 10, Sunday, 9:00 p.m.:** Procurement card post-back period ends (last day procurement card transactions can be posted to FY 2022).

**July 11, Monday:** First account reversion.

**July 11, Monday:** Final entries for Medical College due-to/due-from C7910xx.

**July 13, Wednesday:** Final gift feed.

**July 13, Wednesday:** Second account reversion.

**July 14, Thursday, 3:00 p.m.:** Final YE e-doc submission (all except central DFA/UBO staff). GLT docs initiated between 3:00 and 5:00 p.m. will be held.

**July 14, Thursday, 6:00 p.m.:** Final YE e-doc approval (all except central DFA/UBO staff).

**July 14, Thursday, 6:00 p.m.:** KFS and e-SHOP will be unavailable, 6:00 p.m. - 12:00 a.m.
Fiscal Year 2022 Year-End Deadlines

July 14, Thursday, 6:00 p.m.: Third and final account reversion.

July 15, Friday, 9:00 p.m.: Central DFA/UBO final creation/approval of YE Salary Transfer (YEST) e-docs.

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

July 20, Wednesday, 5:00 p.m.: Year-end close (KFS and e-SHOP will be unavailable, 5:00 p.m. - 12:00 a.m.).