Fiscal Year 2018 Year-End Deadlines

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

**June 25, Monday, 9:00 p.m.:** LTIP cutoff for June activity (FY18 LTIP transactions can continue to be posted through 7/16, these transactions will be included as July LTIP activity).

**June 29-30:** Concur Expense Reports must be approved by end of day on June 30 to post to FY18

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

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

**June 30, Saturday, 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, Sunday:** YE e-docs for FY 2018 available. (You may need to refresh your menu using the Refresh Menu link at the bottom of the menu panel.)

**July 1, Sunday:** FY 2019 in-year e-docs available.

**July 2, Monday:** Final procurement card load (PCDO auto-held until 7/20).

**July 5, Thursday:** Central biweekly payroll accrual posted to P12 (7 days: 6/21, 6/22, 6/25, 6/26, 6/27, 6/28, and 6/29).

**July 5, Thursday:** Final Payment Request (PREQ) input for FY 2018 (last day fiscal officers can adjust accounts on PREQs for FY 2018). **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, Friday:** Auxiliary Voucher (AV) for FY 2018.

**July 10, Tuesday, 9:00 p.m.:** Procurement card post-back period end (last day procurement card transactions can be posted to FY 2018).

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

**July 12, Thursday:** Second account reversion.

**July 12, Thursday:** Final gift feed.

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

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

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

**July 16, Monday, 5:00 p.m.:** Third and final account reversion.

**July 17, Tuesday, 9:00 p.m.:** Central DFA/UBO final creation/approval of YE Salary Transfer (YEST) e-docs.
Fiscal Year 2018 Year-End Deadlines

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

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