

Fiscal Year 2020 Year-End Deadlines

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

June 25, Thursday, 9:00 p.m.: LTIP cutoff for June activity (FY 2020 LTIP transactions can continue to be posted through 7/15, these transactions will be included as July LTIP activity).

June 29-30, Monday-Tuesday: Concur expense reports should be approved by the end of the day to post to FY 2020. Also see July 1.

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

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

June 30, Tuesday, 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, Wednesday: YE e-docs for FY 2020 available. (You may need to refresh your menu using the Refresh Menu link at the bottom of the menu panel.)

July 1, Wednesday: FY 2021 in-year e-docs available.

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

July 1, Wednesday, 5:00 p.m.: Concur expense reports approved by July 1 will be posted to FY2020. Expense reports approved on July 1 will be posted to FY 2021.

July 6, Monday: Central biweekly payroll accrual posted to P12 (9 days: 6/18 through 6/30).

July 6, Monday: Final Payment Request (PREQ) input for FY 2020 (last day fiscal officers can adjust accounts on PREQs for FY 2020).

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 7, Tuesday: Auxiliary Voucher (AV) for FY 2020.

July 10, Friday, 9:00 p.m.: Procurement card post-back period end (last day procurement card transactions can be posted to FY 2020).

July 10, Friday: First account reversion.

July 10, Friday: Final entries for Medical College due-to/due-from C7910xx.

July 13, Monday: Final gift feed.

July 14, Tuesday: Second account reversion.

July 15, Wednesday, 3:00 p.m.: Final YE e-doc submission (all except central DFA/UBO staff).

July 15, Wednesday, 5:00 p.m.: Final YE e-doc approval (all except central DFA/UBO staff).

July 15, Wednesday, 5:00 p.m.: KFS and e-SHOP will be unavailable, 5:00 p.m. - 12:00 a.m.

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July 15, Wednesday, 5:00 p.m.: Third and final account reversion.

July 16, Thursday, 9:00 p.m.: Central DFA/UBO final creation/approval of YE Salary Transfer (YEST) e-docs.

July 17, Friday, 5:00 p.m.: Central DFA/UBO final creation/approval of YE e-docs. YEJV only active e-doc.

July 21, Tuesday, 5:00 p.m.: Year-end close (KFS and e-SHOP will be unavailable, 5:00 p.m. - 12:00 a.m.).