Fiscal Year 2021 Year-End Deadlines

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

**June 25, Friday, 9:00 p.m.:** LTIP cutoff for June activity (FY 2021 LTIP transactions can continue to be posted through 7/15, these transactions will be included as July LTIP activity).

**June 29-30, Tuesday-Wednesday:** Concur expense reports should be approved by the end of the day to post to FY 2021. Also see July 1.

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

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

**June 30, Wednesday, 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), General Ledger Transfer (GLT), Internal Billing (IB), Intra-Account Adjustment (IAA), Transfer of Funds (TF), Salary Expense Transfer (ST), Benefit Expense Transfer (BT)].

   **Note:** Effective July 1, the GEC and IAA e-docs will no longer be available, and transactions should be processed on the GLT e-doc.

**July 1, Thursday:** YE e-docs for FY 2021 available. (You may need to refresh your menu using the Refresh Menu link at the bottom of the menu panel.)

   **Note:** The GLT e-doc does not have a year-end version. Instead, choose Closing to post back to FY 2021.

**July 1, Thursday:** FY 2022 in-year e-docs available.

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

**July 1, Thursday, 5:00 p.m.:** Concur expense reports approved by July 1 will be posted to FY2021. Expense reports approved on July 1 will be posted to FY 2022.

**July 6, Tuesday:** No payroll accrual. Payroll biweekly ends on June 30.

**July 6, Tuesday:** Final Payment Request (PREQ) input for FY 2021 (last day fiscal officers can adjust accounts on PREQs for FY 2021).

   **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, Wednesday:** Auxiliary Voucher (AV) for FY 2021.

**July 10, Saturday, 9:00 p.m.:** Procurement card post-back period end (last day procurement card transactions can be posted to FY 2021).

**July 12, Monday:** First account reversion.

**July 12, Monday:** Final entries for Medical College due-to/due-from C7910xx.

**July 14, Wednesday:** Final gift feed.

**July 14, Wednesday:** Second account reversion.
Fiscal Year 2021 Year-End Deadlines

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

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

July 15, Thursday, 6:00 p.m.: KFS and e-SHOP will be unavailable, 6:00 p.m. - 12:00 a.m.

July 15, Thursday, 6:00 p.m.: Third and final account reversion.

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

July 19, Monday, 5:00 p.m.: Central DFA/UBO final creation/approval of YE e-docs. YEJV only active e-doc.

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