

FY22 Administration and Finance Year-End Procedures				
Date	Day	Time	Category	Description
6/1/2022	Wednesday	8:00 AM	General	Open FY23 period 1 (July) for dual-year processing.
6/1/2022	Wednesday	8:00 AM	FY22 Requisitions	After this date, only enter FY22 requisitions for services to be performed in June or for goods that will be received by June 30. Any FY22 requisitions with an associated contract can require up to 14 days to process. FY22 requisitions for purchases greater than \$60,000 require special approval by Procurement Services. All other requisitions should be entered for FY23.
6/1/2022	Wednesday	8:00 AM	FY23 Requisitions	Begin processing FY23 purchase orders including open orders, renewals, and rentals. FY23 change requests will not be processed until after August 1 except as approved by Procurement Services. All FY23 requisitions must be processed in AggieMart.
6/6/2022	Monday	5:00 PM	FY22 PO Changes Orders/Requests	Invoices received after this date with an average less than \$500 will be processed without a change order/request. Accounts Payable will provide department notification of overages and departments have 24 hours to request non-payment. Change orders after this date will only be processed centrally as needed to pay invoices.
6/13/2022	Monday	8:00 AM	FY22 Requisitions	No FY22 requisitions will be accepted after this date without approval from Procurement Services.
6/15/2022	Wednesday	Noon	ELR	FY22 ELR's must be initiated in order to be completed and approved by all parties by year end.
6/15/2022	Wednesday	Noon	Paper/Electronic Transactions	Submit in Aggie Service Desk (ASD) or AggieMart: Direct Pays, Payment Requests, Travel Forms and IDV's to be included in FY22.
6/17/2022	Friday	Noon	Journal Voucher	Journal Vouchers fully approved by department: JED's and JE16's to be included in FY22.
6/17/2022	Friday	Noon	Journal Voucher	Due to FIP: Electronic Journal Vouchers to be uploaded and electronically routed.
6/24/2022	Friday	5:00 PM	AggieMart Catalog	Requests for AggieMart catalog credits due to Aggie Service Center.
6/29/2022	Wednesday	Noon	Deposits	Deadline for FY22 deposits made at UAR, Sponsored Projects Accounting (for research deposits).
6/30/2022	Thursday	9:00 AM	Journal Voucher	Due in FIP: Sub-system feeds to be included in FY22.
6/30/2022	Thursday	Noon	ELR	Final FY22 Electronic Labor Redistributions must be reviewed and approved by all parties.
6/30/2022	Thursday	2:00 PM	Deposits	Deadline for FY22 deposits made directly to a cashier in UAR.
6/30/2022	Thursday	5:00 PM	Requisitions	Departmental receiving deadline for FY22.
6/30/2022	Thursday	5:00PM	Requisitions	Any FY22 Banner requisition not fully completed by this time will be deleted. A FY23 requisition will be required.
7/1/2022	Friday	5:00 PM	Close	1st Close
7/1/2022	Friday	5:00 PM	Payroll	LPAF (Labor PAF) deadline to change job labor distribution to be effective for the SL13 lag payroll.
7/1/2022	Friday	5:00 PM	AggieMart Catalog	Completed AggieMart catalog purchases through June 30th will be posted into Banner for FY22. For purchases \$5,000 and greater, the purchase is completed when items have been physically obtained and AggieMart receiving completed.
7/2/2022	Saturday	8:00 AM	Reports	Reports with IDC posted available .
7/6/2022	Wednesday	5:00 PM	PO Invoices	Invoices received in Accounts Payable by this date will be processed for FY22. Only invoices processed, including matching, will be expensed in FY22.
7/7/2022	Thursday	5:00 PM	PCard	Pcard transactions through June 23rd will be posted into Banner for FY22. All Pcard transactions not received by June 23rd at Wells Fargo will be posted in FY23.
7/7/2022	Thursday	5:00 PM	Journal Voucher	Deadline for JEs from Business Mgrs & Research Centers.
7/11/2022	Monday	5:00 PM	Payroll	Lag payroll (SL 13) will be posted to Banner.
7/13/2022	Wednesday	5:00 PM	Close	2nd Close -This provides 7 working days between 1st and 2nd close
7/14/2022	Thursday	8:00 AM	Reports	Reports with IDC posted available.
7/20/2022	Wednesday	3:00 PM	Close	3rd Close: Reports (with IDC posted). This provides 5 working days between 2nd and 3rd close
7/21/2022	Thursday	8:00 AM	Reports	Reports with IDC posted available.
7/22/2022	Friday	5:00 PM	Close	Final Close Reports Available (with IDC posted).
8/1/2022	Monday	5:00 PM	Close	July 2022 Close.

JUNE 2022

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2022

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						