

**BUDGET FISCAL YEAR-END CLOSE
DEADLINES & TIME FRAMES**
Procedure 235.100

July

Pre-Paid Expense Expenditure Corrections (JV1) / (CDE)

Received in DAS-SAE within the 1st 10 working days of July

- BFY20 close; Wednesday, July 15

External Documents (Includes documents to outside vendors & empl reimbursements)

Received in DAS-SAE as noted:

August

- BFY20 Relocation and Taxable Educational Assistance documents approved by the department in I/3 no later than 3:00 pm on Thursday, August 6 will be processed in the payroll written on Tuesday, August 25 and paid on Friday, August 28.
- General Long Form Appeal Board documents received in DAS-SAE by Friday, August 7 will be processed for review at the next Appeal Board Meeting in September.
- Prior closed budget fiscal year Administrative Appeal Board "R" and Foreign Travel documents approved by the department in I/3 no later than 3:00 pm on Friday, August 7 will be processed by Friday, August 28.
- BFY20 Documents for warrant writing approved by the department in I/3 no later than 3:00 pm on Monday, August 31 will be processed for BFY20.

All Internal Accounting Documents

Approve in I/3 as noted for August

For BFY20 close, approval by the department in I/3 no later than 3:00 pm on Monday, August 31.

Cancelled Warrants

Received in DAS-SAE one working day prior to the last working day of August

For BFY20 close, Friday, August 28 by 2:30 p.m.

Corrections/Carry-Forwards Documents

Received in DAS-SAE by the 10th working day of September

For BFY20 close, approval by the department in I/3 no later than 2:30 pm on Monday, September 15.