

FISCAL YEAR END CLOSING CALENDAR			
DATE		INSTRUCTIONS	SECTION
May	19	Distribution of Lease Income Certification and Lease Income Reports via email	K
June	30	Last date to enter June Period 12 CREs into FMS Accounting (deposit date of 6/30/25 or earlier)	C
	30	Last date to receive goods and services for Fiscal Year 2025	D,F
July	01	Electronic distribution of Active Bank Accounts Reports	A
	01	Start of period to pay "split payroll" within the Payroll Management System (PMS)	E
	01	Return Lease Income Certification and Lease Income Report	K
	03	Last Day to Report Lease Expense Discrepancies	K
	05	Last FAIR process for Fiscal Year 2025	I
	07	Distribution of R&D survey	G
	11	Last date to process PRR1 as a FY 2025 voucher for goods and services received on or before June 30, 2025 with period 12	B
	11	Last date to enter "Cash Basis" Revenue/Deposit J2Ds into FMS Accounting for Fiscal Year 2025	C
	11	Last date to enter Fiscal Year 2025 expenditure Payment Requests with Period 12	D,F
	11	Last date to submit Accrual Clearings (ACL) for prior year accrued expenditure processed in Fiscal Year 2025	D,F
	11	Last date to submit inventory report	L
	11	Last date to process IETC documents in Period 12	M
	12	First Encumbrance "Roll"	D
	14	Start of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting for documents with service dates between 7/1/24 thru 6/30/25	D
	14	Start of review of Automated Accruals & Clearings	D,F
	18	Submit Accountability Report via email	B
	18	Return Designated Fund Certification and Representation	N
	21	Return R&D Survey via email	G
	25	Last day to process capital documents in FMS prior to Depreciation and Revaluation event in FMS.	I
	31	Submit June Bank Reconciliations and completed Active Bank Accounts with Representation Letter	A
	31	Agencies with Demand Accounts should submit J2I document ID number	A

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DATE	INSTRUCTIONS	SECTION
<b>August</b>	01 Submit Capital Assets Impairment Memo	J
	01 Last date to submit IETC documentation to Department of Environmental Protection (DEP) for review and processing	M
	02 Second Encumbrance "Roll"	D
	08 End of Automated Accruals & Clearings (ACCA/ACLA) generated in FMS Accounting	D,E,F
	08 Last date to pay "split payroll" within the Payroll Management System	E
	08 Last date to enter IETC documents in Period 13 without Comptroller override	M
	09 Lapse all open encumbrances	D
	11 Start of setup of Manual Accrual document (ACC) in FMS Accounting and review of manual accruals for Fiscal Year 2025	D,E,F
	15 Last date to submit IETC documentation to the Department of Education (DOE) for review and processing	M
	22 Distribution of FMS Accounting Period 13 REVSMA-001, REVPYA-001, and AGOADV-001 reports (if applicable) and certification letter	C
	22 End of Set up of manual Accrual document (ACC) in FMS Accounting and review of Manual Accrual for Fiscal Year 2025	D,E,F
	22 Last date to submit Accrual Clearings (ACL) for payrolls that are paid out of Fiscal Year 2025 funding	E
	29 Submit July Bank Reconciliations	A
	29 Last date to submit Capital Payment Request with service dates on or before June 30,2025	H
<b>September</b>	05 Last date to enter Fiscal Year 2025 Billed and Unbilled Receivable documents (REs/UREs), as well as any Fiscal Year 2025 adjustments into FMS Accounting	C
	05 Last date to submit IETC documentation for review and approval	M
	12 Submit Fiscal Year 2025 Period 13 Revenue Reconciliation and Receivable Status Reports, and return Certification Letter	C
<b>October</b>	06 Distribution of FMS Accounting Report of Federal Awards	G
	20 Return FMS Accounting Report of Federal Awards via email	G
	31 Last day to submit vendor listing to support open prior year accruals.	D
<b>November</b>	03 Start approving agency ACL Manual Accrual Clearings	D,E,F