

FY25 Administration and Finance Year-End Procedures				
Date	Day	Time	Category	Description
5/31/2025	Saturday	11:59 PM	FY25 Requisitions	After this date, only enter FY25 requisitions for services to be performed in June or for goods that will be received by June 30. FY25 requisitions for purchases greater than \$60,000 require special approval by Procurement Services. All other requisitions should be entered for FY26.
6/2/2025	Monday	8:00 AM	General	Open FY26 period 1 (July) for dual-year processing.
6/2/2025	Monday	8:00 AM	FY26 Requisitions	Begin processing FY26 purchase orders including open orders, renewals, and rentals. FY26 change requests will not be processed until after August 1. All FY26 requisitions must be processed in AggieMart.
6/2/2025	Monday	5:00 PM	FY25 PO Change Orders/Requests	Invoices received after this date with an overage 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.
6/6/2025	Friday	5:00 PM	FY25 Requisitions	FY25 requisitions for purchases greater than \$20,000 but less than \$60,000 require special approval by Procurement Services.
6/13/2025	Friday	5:00 PM	ELR	FY25 ELR's must be initiated in order to be completed and approved by all parties by year end. ELR's initiated after this date will require the department to track through the routing queue to ensure posting.
6/12/2025	Thursday	Noon	Paper/Electronic Transactions	Submit in Aggie Service Desk (ASD) or AggieMart: Direct Pays, Payment Requests, Travel Forms, Agency Payment/Withdrawal Requests and IDV's to be included in FY25.
6/13/2025	Friday	5:00 PM	FY25 Requisitions	FY25 requisitions for purchases less than \$20,000 require special approval by Procurement Services
6/13/2025	Friday	Noon	Journal Voucher	Journal Vouchers fully approved by department: JED's and JE16's to be included in FY25.
6/13/2025	Friday	Noon	Journal Voucher	Due to FIP: Electronic Journal Vouchers to be uploaded and electronically routed.
6/19/2025	Thursday	5:00 PM	PCard	All PCard transactions posted at Wells Fargo by June 19th will post in Banner in FY25.
6/19/2025	Thursday	5:00 PM	AggieMart Catalog	Requests for FY25 AggieMart catalog credits due to Aggie Service Center. Submit ticket with Credit for AggieMart Catalog Purchases form and attachments via ASD.
6/30/2025	Monday	9:00 AM	Journal Voucher	Due in FIP: Sub-system feeds to be included in FY25.
6/30/2025	Monday	Noon	ELR	Final FY25 Electronic Labor Redistributions must be reviewed and approved by all parties.
6/30/2025	Monday	Noon	Deposits	Deadline for FY25 deposits made directly to your campus cashier office.
6/30/2025	Monday	5:00 PM	Purchase Orders	Departmental receiving deadline for items to post to FY25. Receiving will not be allowed again until 7/10, at which point all items received will post to FY26.
6/30/2025	Monday	5:00 PM	Receiving	If goods have been received by 6/30, receiving must be completed by 6/30. After this date receiving on FY25Purchase Order cannot resume until after 2nd close.
7/1/2025	Tuesday	Noon	Close	1st Close
7/2/2025	Wednesday	8:00 AM	Reports	Reports with IDC posted available .
7/8/2025	Tuesday	8:00 AM	Payroll	LPAF (Labor PAF) deadline to change job labor distribution to be effective for the SL13 lag payroll.
7/1/2025	Tuesday	5:00 PM	AggieMart Catalog	Completed AggieMart catalog purchases through June 30th will be posted into Banner for FY25. For purchases \$5,000 and greater, the purchase is completed when items have been physically obtained and AggieMart receiving completed. Note: Receiving is required by 6/30/2025 in order to post in FY25.
7/3/2025	Thursday	5:00 PM	PO Invoices	Invoices received in Accounts Payable by this date will be processed for FY25. Only invoices processed, including matching, will be expensed in FY25.
7/1/2025	Tuesday	5:00 PM	PCard	Pcard transactions through June 19th will be posted into Banner for FY25. All Pcard transactions not received by June 19th at Wells Fargo will be posted in FY26.
7/8/2025	Tuesday	Noon	Journal Voucher	Deadline for JEs from Business Mgrs & Research Centers.
7/9/2025	Wednesday	Noon	Payroll	Lag payroll (SL 13) will be posted to Banner.
7/9/2025	Wednesday	Noon	Close	2nd Close -This provides 5 working days between 1st and 2nd close
7/10/2025	Thursday	8:00 AM	Reports	Reports with IDC posted available.
7/16/2025	Wednesday	Noon	Close	3rd Close: Reports (with IDC posted). This provides 4 working days between 2nd and 3rd close
7/17/2025	Thursday	8:00 AM	Reports	Reports with IDC posted available.
7/18/2025	Friday	Noon	Close	Final Close Reports Available (with IDC posted).
8/1/2025	Friday	5:00 PM	Close	July 2025 Close.

June 2025

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 2025

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		