**HSC Year-end Closeout Deadlines for FY15**

**8/14/15** Annual Inventory Certification conducted by departments is due to property management.

**8/14/15** Invoices and vouchers to be paid from FY15 funds received by this date are guaranteed to be entered against FY15 funds.

**8/14/15** DCR – Voucher corrections must be received by the DCR Processing Office by this date are guaranteed to be entered against FY15 funds.

**8/21/15** FY16 open to enter limited and exempt purchases.

**8/21/15** Encumbrance and open commitment adjustments must be received.

**8/26/15** Negative accounts must be resolved by this date.

**8/26/15** Fiscal requests/Budget transfers must be received, DBRs must be routed.

**8/26/15** Interdepartmental bills to be charged against FY15 funds received by this date are guaranteed to be entered against FY15 funds.

**8/31/15** PCard/TCard transactions from 08/04- 08/31/15 must be allocated in GCMS. FAMIS is pulling transactions on 09/01/15 and posting to accounts for FY15.

**9/02/15** Accounts Receivable and Pledges of Gifts to HSC must be reported on FORM 2.

**9/02/15** Write-offs of accounts receivable must be reported on FORM 3.

**9/02/15** Final cash deposits pertaining to FY15 must be dropped into Laserfiche (TAMHSC\9.0 In-Boxes\A/R & Deposits) by 5:00 p.m.

**9/02/15** Inventories > $5,000 must be reported on FORM 4.

**9/04/15** Receiving must be entered in FAMIS by end of the day **9/04/15** on all items received by 08/31/15.

**9/04/15** August Closing.

**9/05/15** FY16 begins – FAMIS will automatically default to the new year (FY16).

**9/11/15** Any items/services received for which a FAMIS document did not get entered in FY15 must be reported on FORM 1.

**9/11/15** All communications concerning corrections or adjustments pertaining to FY15 must be received (excluding payroll corrections).

**09/25/15** Month 13 preclose.