

APR	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3	4
		SFS/OSC FYE processing expected to be complete. SUNY FMS and SFS expected to be available for input and inquiry.			
	7	8	9	10	11
		Lapsing Funds Kick-Off			Commodities & Services of \$75,000+
	14	15	16	17	18
	22	23	24	25	
21				All reqs \$50K - \$74.9	
28	29	30			

MAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1	2
	5	6	7	8	9
					Purchasing to notify Vendors of the cutoff dates
	12	13	14	15	16
	19	20	21	22	23
	Last Day for VP Rollovers				
26	27	28	29	30	
				All reqs \$0K and \$49.9K	

JUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	2	3	4	5	6
		Lapsing Meeting			
	9	10	11	12	13
		Lapsing Meeting			
	16	17	18	19	20
	Lapsing Meeting			Appropriation (ROA) vouchers must be received by UCO office in order to allow for timely distribution to OSC and Treasury. Refunds received after this date will be processed in July.	
23	24	25	26	27	
	Lapsing Meeting Orders w/ delivery w/in two days from select WOLFMART punchout vendors			For Residence Hall funds, the last day to transfer to the Chase account (T&F) will be Friday June 21, 2024, for those funds to be transferred to dormitory operations by June 28 <sup>th</sup> .	
30					
Last Day of the FY					
Last Day for HR salary refunds					
		*Last day to process transactions/documents in SUNY FMS that will transmit to SFS before June 28th. Note: All FMS modules will be available for input and/or inquiry until 7PM.		The SUNY Finance and Management Web Applications (FMS) will be UNAVAILABLE from Thursday, June 27th through Monday, July 1st, 2024, for SUNY fiscal year start-up. If the Applications are available any sooner, we will notify campuses ASAP.	SFS lapsing process and managed access begins at 5:00 p.m.  See Below
All Month: Notify Accounting of a single expense of \$2.5M or greater and a transfer between funds of \$2.5M or greater (please include the funds that will be affected)					

JUL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3	4
	SFS expected to be available for input and inquiry. SUNY FMS expected to be available for input and inquiry by noon.				
	7	8	9	10	11
		Lapsing Meeting			
14	15	16	17	18	
21	22	23	24	25	
	Lapsing Meeting				
28	29	30	31		
				All Travel/ Non Travel reimbursable expenses; All invoices for processing.	

AUG	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
					1
					AC340 transactions
	4	5	6	7	8
	State Deadline: Budget Transfers, JTs, Etc.				
	11	12	13	14	15
18	19	20	21	22	
				All lapsed Procurement activity; Contract payments	
25	26	27	28	29	

SEP	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4	5
					Cancellation of all remaining encumbrances by SUNY.
					All Funds other than State Deadline: Budget Transfers, JTs, Etc.
	8	9	10	11	12
	15	16	17	18	19
22	23	24	25	26	
29	30				