

SECTION D: INTRA-UNIVERSITY FINANCIAL DOCUMENTS**D.1. General Error Corrections:**

General Error Corrections must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Friday, June 27, 2025, for inclusion in fiscal year 2024-25. Transactions involving Contract and Grant accounts ("RC" sub-fund) must route to Contract and Grant Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Monday, June 23, 2025. *As a reminder, a Year-End version of this document may be used to record entries in Period 13 during the period July 1 – July 14, 2025. Please reference Section A of the year-end cutoff memos for further details.*

D.2. Distribution of Income & Expense (DI's) – Non-Advance (see Section B for details on non-Concur Advance Payments):

Distribution of Income and Expense documents must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Friday, June 27, 2025, for inclusion in fiscal year 2024-25. Transactions involving Contract and Grant accounts ("RC" sub-fund) must route to Contract and Grant Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Monday, June 23, 2025. *As a reminder, a Year-End version of this document may be used to record entries in Period 13 during the period July 1 – July 14, 2025. Please reference Section A of the year-end cutoff memos for further details.*

D.3. Transfer of Funds:

Transfer of Funds must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Friday, June 27, 2025, for inclusion in fiscal year 2024-25. Transactions involving Contract and Grant accounts ("RC" sub-fund) must route to Contract and Grant Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Monday, June 23, 2025. *As a reminder, a Year-End version of this document may be used to record entries in Period 13 during the period July 1 – July 14, 2025. Please reference Section A of the year-end cutoff memos for further details.*

D.4. Internal Billings:

Internal Billings must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Friday, June 27, 2025, for inclusion in fiscal year 2024-25.

D.5. Service Billings (including Auto/Collector Feed Units):

All service billings (including all auto/collector feed units) must be submitted and in "FINAL" status by 5:00 PM Monday, June 30, 2025, to be charged to fiscal year 2024-25. Service billing units may begin billing to the new year (July – Period 1) on July 1, 2025.

D.6. Intra-Account Adjustments:

All Intra-Account Adjustments must be submitted and in "FINAL" status by 5:00 PM Monday, June 30, 2025, to be recorded to fiscal year 2024-25. *As a reminder, a Year-End version of this document may be used to record entries in Period 13 during the period July 1 – July 14, 2025. Please reference Section A of the year-end cutoff memos for further details.*

D.7. Indirect Cost Adjustments:

All Indirect Cost Adjustments must be submitted and in "FINAL" status by 5:00 PM Monday, June 30, 2025, to be recorded to fiscal year 2024-25.

D.8. Service Provider Billings:

Service Provider Billing (SPB) documents may be submitted up to June 30, 2025. Units will have five calendar days after document creation to add additional accounting string information and approve. Unapproved documents will auto approve at five days.

All SPB documents created in June 2025 will post in Period 12 of fiscal year 2024-25.

D.9 Budget Adjustment/Reallocations:

Budget Adjustment/Reallocations must have all approvals by 5:00 PM Monday, June 30, 2025, for inclusion in fiscal year 2024-25. *As a reminder, a Year-End version of this document may be used to record entries in Period 13 during the period July 1 – July 14, 2025. Please reference Section A of the year-end cutoff memos for further details.*

D.10 Student System Billings:

Student System Billing (SSB) documents may be submitted up to June 30, 2025. Units will have six calendar days after document creation to add additional accounting string information and approve. Unapproved documents will auto approve at six days.

All SSB documents created in June 2025 will post in Period 12 of fiscal year 2024-25.