

Office of Operations Events and Deadlines

Day	Date	Event/Deadline
Monday	03/16/2026	Employee Entry of Expense Reports: Last day for employees who process expense reports online to initiate or change expense reports to allow for both agency processing and OSC approval and payment.
Monday	03/23/2026	General Ledger Journals (requiring OSC approval): Last day to submit General Ledger Journal Entries requiring OSC approval to ensure approval and posting. Unposted General Ledger Journal Entries will be rejected and deleted when Managed Access begins.
Tuesday	03/24/2026	Budget Journals: Last day to submit Budget Transfers or Interunit Budget Transfers to DOB for approval and subsequent posting by OSC.
Thursday	03/26/2026	(Bulkload) Expense Reports: Last day to bulkload Expense Reports to ensure OSC approval and payment. Expense Reports bulkloaded after this date have no assurance of being OSC approved and paid.
Thursday	03/26/2026	(Bulkload) Vouchers: Last day to bulkload Vouchers in order to ensure OSC approval and payment. Vouchers bulkloaded after this date have no assurance of being OSC approved and paid. *Review scheduled pay dates. In order to pay by FYE, vouchers must contain a scheduled pay date of 3/30/2026 or before.
Friday	03/27/2026	(Online) Expense Reports: 5:00 p.m. is the latest time for agencies to submit online Expense Reports in order to ensure OSC approval and payment.
Friday	03/27/2026	(Online) Vouchers: 5:00 p.m. is the latest time to submit online Vouchers in order to ensure OSC approval and payment. *Review scheduled pay dates. In order to pay by FYE, vouchers must contain a scheduled pay date of 3/30/2026 or before.
Friday	03/27/2026	Refund of Appropriation Vouchers: Last day to submit bulkload and online Refund of Appropriation (AC 1286-S) documents to ensure OSC approval by 3/30/2026. Moneys must also be received by Treasury by this date.
Monday	03/30/2026	General Ledger Journal Entries (not requiring OSC approval): Last day to submit General Ledger Journal Entries not requiring OSC review and approval.
Monday	03/30/2026	Insufficient Cash Transactions: Last day to fund any payments not paid due to insufficient cash.
Monday	03/30/2026	Revenue: Last day to submit bulkload and online Revenue deposits. Moneys must also be received by Treasury by this date.
Tuesday - Friday	03/31/2026 – 04/03/2026	Payment Processing While SFS Conducts FYE Activities: If your agency requires a mandatory transaction during fiscal year end blackout, refer to the Guide to Financial Operations, Chapter XII Section 10.B - Business Continuity Plan – Critical Payments During an Emergency, for more information. Managed access is expected to end upon completion of FYE activities on April 3rd.