

Events and Deadlines

January 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	

Date Event/Deadline

Date Event/Deadline

Events and Deadlines

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Date Event/Deadline

Date Event/Deadline



Events and Deadlines

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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23	24	25	26	27	28	29
30	31					

Date Event/Deadline

March 14	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.
March 21	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.
March 24	Budget Journals: Last day to submit Budget Transfers or Interunit Budget Transfers to DOB for approval and subsequent posting by OSC.

Date Event/Deadline

March 26	(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.
March 26	(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 3/28/2025 or before.
March 26	Transactions Charging Federal funds: Last day for any transactions charging Federal funds to be posted, to ensure Federal reimbursement funds are received. Vouchers must contain a scheduled pay date of 3/28/2025 or before.
March 27	(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.
March 27	(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 3/28/2025 or before.
March 27	Refund of Appropriation Vouchers: Last day to submit bulkload and online Refund of Appropriation (AC 1286-S) documents to ensure OSC approval by 3/28/2025. Moneys must also be received by Treasury by this date.
March 28	General Ledger Journal Entries (not requiring OSC approval): Last day to submit General Ledger Journal Entries not requiring OSC review and approval.
March 28	Insufficient Cash Transactions: Last day to fund any payments not paid due to insufficient cash.
March 28	Revenue: Last day to submit bulkload and online Revenue deposits. Moneys must also be received by Treasury by this date.
March 28-April 3	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. The blackout will end at 6:00 a.m. on 4/3/2025.



Events and Deadlines

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Date **Event/Deadline**

Date
March 28-
April 3

Event/Deadline

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. The blackout will end at 6:00 a.m. on 4/3/2025.

Events and Deadlines

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Date Event/Deadline

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Events and Deadlines

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Date Event/Deadline

Date Event/Deadline

Events and Deadlines

July 2025						
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Date Event/Deadline

Date Event/Deadline

Events and Deadlines

August 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30
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Date Event/Deadline

Date Event/Deadline

Events and Deadlines

September 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Date Event/Deadline

Date Event/Deadline

Events and Deadlines

October 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Date Event/Deadline

Date Event/Deadline.

Events and Deadlines

November 2025						
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Date Event/Deadline

Date Event/Deadline

Events and Deadlines

December 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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