Date	Event/Deadline

Events and Deadlines

January 2024

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 2024

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		

Date	Event/Deadline

Events and Deadlines

March 2024

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
March 14	**Employee Entry of Expense Reports:** Last day for employees at online agencies 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.
March 22	**Budget Journals:** Last day to submit Budget Transfers or Interunit Budget Transfers to DOB for approval and subsequent posting by OSC.
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.

Date	Event/Deadline
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 3/28/2024 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.
March 27	**(Online) Expense Reports:** 5:00 p.m. is the latest time 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 3/28/2024 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 3/28/2024. 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 29-31	**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.

Events and Deadlines

April 2024						
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				

Date	Event/Deadline

Date

April 1-2

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.

Events and Deadlines

May 2024						
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

June 2024

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						

Date **Event/Deadline**

Date **Event/Deadline**

Date	Event/Deadline

Events and Deadlines

July 2024

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

Events and Deadlines

August 2024						
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

September 2024						
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					

Date   **Event/Deadline**

Date   **Event/Deadline**

Events and Deadlines

October 2024						
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

November 2024

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

Date   **Event/Deadline**

Date   **Event/Deadline**

Events and Deadlines

December 2024

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**