



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**

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



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**

Date **Event/Deadline**

July 12

Notice: Abandoned Property - Initial Letter Outreach: OSC will notify owners of un-cashed NYS checks that the check is at risk of being identified as abandoned property and escheated into the Abandoned Property Fund. These letters will notify recipients to contact the Agency that requested the payment to obtain a replacement. For more information regarding the escheatment process, see the Guide to Financial Operations [Chapter XIV, Section 1 - Outstanding Check Outreach and Escheatment](#).



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
August 16	<p>Notice: Abandoned Property - Recipient Response Date of Initial Letter Outreach: Recipients of the initial letter outreach conducted in July are requested to respond by this date. For more information regarding the escheatment process, see the Guide to Financial Operations Chapter XIV, Section 1 - Outstanding Check Outreach and Escheatment.</p>



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**

September 3

Deadline: Abandoned Property - Check Cancellation Requests: All cancellation requests for uncashed checks over \$1,000 should be submitted prior to this date. Outstanding checks over \$1,000 after this date will be subject to a second letter outreach campaign. -pFor more information regarding the escheatment process, see the Guide to Financial Operations [Chapter XIV, Section 1 - Outstanding Check Outreach and Escheatment](#).



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