

2023 Year End Important Dates

Deadline Dates	Activity
June 9, 2023	BY2023 State Level Budgets must be entered in MAGIC.
June 12, 2023	SPAHRs crosswalk updates for BY2023 submitted to OFM.
June 16, 2023	Portal table changes must be submitted to OFM.
June 19, 2023	Approvals on ALL FY 2023 parked documents.
June 19, 2023	Submit cash move form to OFM for establishing BY2024 cash.
June 23, 2023	Delete unused asset shells.
June 29, 2023	Approvals on all cash receipt documents
June 30, 2023	MAGIC and SPAHRs will come down at 12:00 p.m.
	Checks and cash for approved cash receipt documents must be received by OFM no later than 10:00 a.m.
	Purchase orders must be approved by agency by 12:00 noon.
	POs should be issued for contracts with an end date of June 30 th .
	Petty cash should be reconciled.
	Goods receipts (WEs) should be entered for items received.
	Review dates on internal orders and grants.
	Review grants assigned to grant internal orders.
	Due date for agency contact information form to be returned to OFM.
June 30 to July 5, 2023	No RFx openings or closing should occur between these dates.
July 14, 2023	Settle BY2023 travel advances.
July 21, 2023	Submit final reimbursement for BY2023 petty cash.
August 1, 2023	FY2025 Budget Request is due.
August 11, 2023	Submit BY2023 waiver letter request to OFM.
August 18, 2023	Approve BY2023 payment documents.
August 22, 2023	Approve BY2023 JE documents requiring DFA approval.
August 31, 2023	The end of the BY2023 Lapse period.