

Texas A&M University System FY 2025 Important Year-End Deadlines

Due Date	Description
Tuesday, July 15, 2025	Federal Schedule (SEFA) initial pass-through acknowledgement
Friday, August 15, 2025	<p>GASB Questionnaires</p> <p>Online GASB questionnaires due to State Comptroller's Office. <u>All</u> members are required to submit responses annually, even if there is no activity.</p> <p>Please send email to afr@tamus.edu to notify System Office when the questionnaires are completed. Include a copy of the questionnaire if there is reportable activity.</p>
Link to FAMIS Calendar	FAMIS Services Online Calendar
Friday, August 15, 2025	Last day to create PCTs
Monday, August 18, 2025	Last day to approve PCT's (must be approved by midnight)
Wednesday, August 27, 2025	<p>Review USAS IT File and Default Funds</p> <ul style="list-style-type: none"> - USAS Screen 53 IT File, balance and release batches, resolve errors - USAS Screen 69 Default Funds 9000, 9001, 9016, clear balances
Friday, August 29, 2025	<p>4:00 pm Deadline for deposits in State Treasury</p> <p>7:00 pm USAS annual cash-basis close - USAS shuts down</p> <ul style="list-style-type: none"> - Deadline to clear USAS default funds (9000, 9001, 9016)
Tuesday, September 2, 2025	Deadline for FY25 Equity Transfers (updated to adjust for Labor Day)
Monday, September 1, 2025	Labor Day - Federal, State and banking holiday. No USAS cycle.
Tuesday, September 2, 2025	USAS Available for Normal Processing
Thursday, September 4, 2025	FAMIS August Month-End Close
Saturday, September 20, 2025	<p>Deadline for property transfers to/from other State agencies</p> <p>SPA Fiscal Year-End Instructions (External Agency)</p>
Thursday, September 25, 2025	Intra-system Due To/Due From/Transfers and Pass-Through Confirmation Worksheets due to System Office
Friday, September 26, 2025	Deadline for Interfund accrual entries to be entered into USAS (accruals for due to/from, pass-through's and transfers with other agencies)
Sunday, September 28, 2025	<p>SEFA & SPTR Final Pass-Through Certifications</p> <ul style="list-style-type: none"> - All Federal and State pass-through records entered in SEFA & SPTR web applications, including intra-system activity - Intra-system activity is not entered in USAS - <i>Financial Analyst must certify SPTR if intra-system activity</i>
Monday, October 20, 2025	CANSS Capital Asset Note Certification (USAS entries required)

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Thursday, October 30, 2025	Binding Encumbrance and Accounts Payable (APS018) USAS Entry and Annual Certification Due
Saturday, November 1, 2025	GR Recon - USAS Revenue Entries and Certification
Saturday, November 1, 2025	SEFA Federal Schedule Final Certification (including SEFA Notes)
Friday, November 21, 2025	THECB Sources & Uses template due to System Office for review. For academics and HSC, please include IFRS reconciliation. (System Office will submit to THECB by December 1st deadline.)
Wednesday, November 19, 2025	Deadline to submit APS 011-Benefits Proportional Certification to Comptroller's Office, SAO, and LBB.
Thursday, November 20, 2025	USAS IT File - All FY 25 batches must be cleared
Thursday, November 20, 2025	System Office deadline to submit TAMUS Combined AFR and complete remaining web applications as required by the State Comptroller.