



March 31, 2025

MEMORANDUM

TO: Agency Fiscal Officers

FROM: Justin Collins, Deputy Administrator/State Financial
Officer Division of Financial Management

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Luma Division
State Controller’s Office

FY2025 Fiscal Year-End Closing of Luma

The Division of Financial Management (DFM) and the State Controller's Office (SCO) have collaborated to develop the fiscal year-end closing schedule for fiscal year 2025. This document outlines critical deadlines and procedures for closing the current fiscal year and preparing for fiscal year 2026. State agencies, along with the State Controller’s Office, the Division of Purchasing, and the Division of Financial Management, are all integral to this process.

Critical Deadlines at a Glance

Date	Task	Category
April 4	Division of Purchasing Purchase Requisition Deadline	Purchasing
April 12	Appropriation Units & Fund Review	Budget
May 2	Supplemental Appropriation & Warrant Review	Budget/AP
May 9	Chart of Accounts Maintenance Deadline	COA
June 3	Employee Balance Review	HR
June 13	Suspend PCard Use (Recommended)	PCard
June 13	Executive Carry Forward Submission	Budget
June 23	Cost Reimbursement & Invoice Processing	AP
June 30	Wire & Manual Payment Deadline	AP
June 30	PCard Transaction Closure	PCard
June 30	Asset Completion Deadline	AM
July 1-2	FSM Module Will Be Closed To Users	System
July 1-10	Module Period Closures	System
July 3	Final General Ledger Transaction Interface Processing for FY25	GL

Monthly Schedule of Activities

March 2025

Transaction Clean Up

Action Required: Perform regular monitoring of transactions, specifically unreleased cash ledger transactions and cash ledger payments, unreleased intercompany invoices, unprocessed journal entries, error suspense, zone balancing, and ensuring all PCard transactions are closed.

Details: Review all pending transactions for proper fiscal year coding. Special attention should be given to transactions that might impact year-end closing procedures such as unreleased or open PCard transactions, error suspense, and zone balancing. Resolve any identified issues or escalate via ServiceNow ticket if additional support is needed. Regular monitoring and prompt resolution will prevent complications during year-end closing.

Reference: Access detailed procedures through the Luma Finance Knowledge Base articles in the Service Portal.

Executive Carry Forward Preparation

Action Required: Begin preparation of Executive Carry Forward documents and conduct reviews of current year appropriation balances and potential year-end requests.

Details: Identify contracts requiring carry forward. This preparation includes reviewing contracts, purchase orders, and outstanding encumbrances that may require your agency to request spending authority to be carried forward to the next fiscal year. Early preparation ensures adequate time for internal review and approvals before submission deadlines.

Reference: Complete requirements and procedures can be found in the Executive Carry Forward Guidelines in the soon to be released Appendix from DFM. The "PO Open Encumbrance Report" will assist you with identifying open purchase orders. You can find this report in the Luma Report Catalog. Additional guidance is available in the Budget Analysis Quick Reference Guide and prior year reporting templates.

April 2025

Transaction Clean Up

Action Required: Perform regular monitoring of transactions, specifically unreleased cash ledger transactions and cash ledger payments, unreleased intercompany invoices, unprocessed journal entries, error suspense, zone balancing, and ensuring all PCard transactions are closed.

Details: Review all pending transactions for proper fiscal year coding. Special attention should be given to transactions that might impact year-end closing procedures such as unreleased or open PCard transactions, error suspense, and zone balancing. Resolve any identified issues or escalate via

ServiceNow ticket if additional support is needed. Regular monitoring and prompt resolution will prevent complications during year-end closing.

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Reference: Complete requirements and procedures can be found in the Executive Carry Forward Guidelines in the soon to be released Appendix from DFM. The "PO Open Encumbrance Report" will assist you with identifying open purchase orders. You can find this report in the Luma Report Catalog. Additional guidance is available in the Budget Analysis Quick Reference Guide.

April 4: Division of Purchasing Purchase Requisition Deadline

Action Required: Submit all FY2025 purchase requisitions or sourcing event requests to the Division of Purchasing through the Luma system.

Details: This is the final opportunity to submit purchase requisitions to the Division of Purchasing for the current fiscal year. Agencies should ensure all necessary documentation and approvals required by the Division of Purchasing are in place before submission.

Reference: Guides for submitting sourcing events to the Division of Purchasing can be found under the Luma Guides Quick Link on their website, www.purchasing.idaho.gov. For questions on required documentation for sourcing events, please contact the Division of Purchasing at purchasing@adm.idaho.gov.

April 12: Appropriation Units Review

Action Required: Conduct a comprehensive review of all existing Appropriation Units and initiate any necessary modifications through a ServiceNow ticket. All changes must be submitted by May 9.

Details: Examine the current Appropriation Unit setup. Changes to Appropriation Units are submitted through the "COA Appropriation Unit Maintenance" form, accessible through the Service Portal. Users can navigate directly through the service catalog or use the search function to locate the form.

Reference: The review process is documented in the "Review & Validate an Appropriation Unit" Quick Reference Guide (KB0013431). Access this guide through the Service Portal by following this link: https://idahosco.servicenowservices.com/sp?id=kb_article&sysparm_article=KB0013431
The guide provides step-by-step procedures for reviewing appropriation units.

April 12: Fund Review

Action Required: Complete a comprehensive review of all existing or new funds created during the most recent legislative session and submit any necessary modifications through ServiceNow. All fund changes must be submitted by May 9.

Details: Examine the current fund setup. Your review should include verification of fund status, relationships, and any required updates for the new fiscal year. Submit all modifications using the "COA Fund Maintenance" form, accessible through the Service Portal. Users can navigate directly through the service catalog or use the search function to locate the form.

Reference: The review process is documented in the "Fund Maintenance" Quick Reference Guide (KB0012737). Access this guide through the Service Portal by following this link:
https://idahosco.servicenowservices.com/sp?id=kb_article&sysparm_article=KB0012737

May 2025

Transaction Clean Up

Action Required: Perform regular monitoring of transactions, specifically unreleased cash ledger transactions and cash ledger payments, unreleased intercompany invoices, unprocessed journal entries, error suspense, zone balancing, and ensuring all PCard transactions are closed.

Details: This ongoing maintenance ensures smooth fiscal year-end processing. Review all pending transactions for proper fiscal year coding. Special attention should be given to transactions that might impact year-end closing procedures such as unreleased or open PCard transactions, error suspense, and zone balancing.

Reference: Access detailed procedures through the Luma Finance Knowledge Base articles in the Service Portal.

Executive Carry Forward Preparation

Action Required: Begin preparation of Executive Carry Forward documents and conduct reviews of current year appropriation balances and potential year-end requests.

Details: Identify contracts requiring carry forward. This preparation includes reviewing contracts, purchase orders, and outstanding encumbrances that may require your agency to request spending authority to be carried forward to the next fiscal year. Early preparation ensures adequate time for internal review and approvals before submission deadlines.

Reference: Complete requirements and procedures can be found in the Executive Carry Forward Guidelines in the soon to be released Appendix from DFM. The "PO Open Encumbrance Report" will assist you with identifying open purchase orders. You can find this report in the Luma Report Catalog. Additional guidance is available in the Budget Analysis Quick Reference Guide and prior year reporting templates.

May 2: Supplemental Appropriation Review

Action Required: Review FY2025 supplemental appropriation data in Luma Finance for accuracy and completeness. Report any discrepancies to the SCO Luma Budget Team via ServiceNow ticket by May 16th.

Details: Budget Analysts and Financial Viewers should access the supplemental appropriation data through the budget module under Scenario 7 or through Enterprise Reporting budget appropriation reports. Focus on the "Appropriation Summary" and "Appropriation Detail" reports located in Enterprise Reporting under Statewide Finance Reports. Submit any identified errors via ServiceNow ticket or email to servicedesk@sco.idaho.gov.

Reference: Navigate to the data in Luma Finance by accessing the "Budgeting" menu and selecting "Budget scenarios." Open Budget Appropriation (Scenario 7) and use the "Budget Change Request" tab with filter features to search by supplemental change request type. Each change request can be opened and viewed to ensure distribution and amounts are correct. The Luma Finance Account Analysis tool can also be used to view budget spending authority totals, including supplemental requests.

For additional assistance, consult the "Budget Analysis" QRG (KB0012853). Access this guide through the Service Portal by following this link:

https://idahosco.servicenowservices.com/sp?id=kb_article&sysparm_article=KB0012853

May 6: PCard Transaction Management

Action Required: Begin review and management of PCard transactions, ensuring all transactions will be closed by the June 30 deadline.

Details: If encountering issues with PCard charges not closing properly, create a ServiceNow ticket or email to servicedesk@sco.idaho.gov. Include an Excel spreadsheet with relevant statements and transaction numbers when submitting the ticket. Early identification of problematic transactions allows time for resolution before year-end. We highly recommend agencies consider suspending all PCard use approximately two weeks before fiscal year-end. This allows time for PCard charges to be interfaced, reconciled, and closed before year end. PCard charges interfaced from US Bank into Luma after June 30th will impact the agency's FY26 appropriations rather than FY25 appropriation.

Reference: Access the PCard transaction management procedures by reviewing the "Closing PCard Transactions" quick reference guide (KB0011684) in the Service Portal.

May 9: Final Chart of Accounts Maintenance Deadline

Action Required: Complete all Appropriation Unit and Fund maintenance requests submitted since the April 12 review. This is the final day for submitting any changes.

Details: All ServiceNow tickets for Appropriation Unit or Fund changes must be submitted by this date. This includes any additions, removals, or modifications identified during the review period. Changes requested after this date will be processed in the new fiscal year.

Reference: Use the "Review & Validate an Appropriation Unit" QRG (KB0013431) and "COA Fund Maintenance" QRG (KB0012737) for final verification of changes.

May 9: Supplemental Appropriation Deadline

Action Required: Complete all FY2025 supplemental appropriation data reviews for accuracy and completeness. This is the final day to report any discrepancies to the SCO Budget team.

Details: All ServiceNow tickets for changes must be submitted by this date. This includes any additions, removals, or modifications identified during the review period. Submit any identified errors via ServiceNow ticket or email to servicedesk@sco.idaho.gov.

Budget Analysts and Financial Viewers should access the supplemental appropriation data through the budget module under Scenario 7 or through Enterprise Reporting budget appropriation reports. Focus on the "Appropriation Summary" and "Appropriation Detail" reports located in Enterprise Reporting under Statewide Finance Reports.

Reference: Navigate to the data in Luma Finance by accessing the "Budgeting" menu and selecting "Budget scenarios." Open Budget Appropriation (Scenario 7) and use the "Budget Change Request" tab with filter features to search by supplemental change request type. Each change request can be opened and viewed to ensure distribution and amounts are correct. The Luma Finance Account Analysis tool can also be used to view budget spending authority totals, including supplemental requests.

For additional assistance, consult the "Budget Analysis" QRG (KB0012853). Access this guide through the Service Portal by following this link:
https://idahosco.servicenowservices.com/sp?id=kb_article&sysparm_article=KB0012853.

May 23: Requisition Management and Cleanup

Action Required: Review unreleased and pending approval requisitions to verify they are still valid. Release requisitions that require processing.

Details: Release all requisitions which you anticipate paying for the goods or services with current year funds or anticipate requesting executive carry forward. All purchase requests (approved requisitions) should be converted to purchase orders by June 3rd to allow sufficient time to review purchase orders that may require executive carry forward.

Reference: Access purchase request management procedures through the Requester Quick Reference Guides (Finance & Supply Management Personnel > Supply Management > Requester) in the Service Portal.

May 27: Employee Balance Payouts Review

Action Required: Review and evaluate potential budgetary impacts of comp time and on-call balance payouts for the prior six-month period. Prior 6-month Comp & On-call balance hours may be coded on timesheets through June 7 to avoid or lessen the amounts that will be automatically paid on the first pay date (July 3rd) of FY26.

Details: Analyze the financial impact of employee balance payouts, including both comp time and on-call hours. Agencies should assess their budget capacity to accommodate these payouts.

Reference: Access employee balance reports through the Luma WFM (Workforce Management) module. Balances are also accessible through Enterprise Reporting via the WFM Employee Leave Balances report in Cognos.

May 27: Historical Time Sheet Review

Action Required: Review the original accounting strings used on historical time sheets to verify project codes are still active. This applies specifically to WFM agency payroll.

Details: Verify that all project codes and other chart of account values remain active and valid. This review ensures proper processing of historical payroll adjustments and prevents processing errors during year-end closing.

Reference: Access the “Historical Timesheet Adjustments” quick reference guide (KB0012211) in the Service Portal.

June 2025

Key Reminders for the final Month of Fiscal Year 2025

Final Transaction Clean Up

Action Required: Perform regular monitoring of transactions, specifically unreleased cash ledger transactions and cash ledger payments, unreleased intercompany invoices, unprocessed journal entries, error suspense, zone balancing, and ensuring all PCard transactions are closed.

Details: This ongoing maintenance ensures smooth fiscal year-end processing. Review all pending transactions for proper fiscal year coding. Special attention should be given to transactions that might impact year-end closing procedures such as unreleased or open PCard transactions, error suspense, and zone balancing.

Reference: Access detailed procedures through the Luma Finance Knowledge Base articles in the Service Portal.

June 3: Purchase Order Management

Action Required: Release all unreleased purchase orders by June 30th.

Details: Review all purchase orders and release those that can be fully processed (received and paid) or that are being carried forward into FY26 before June 30th. Any unreleased POs that will not use FY25 appropriation need to be removed so the State Controller’s Office can roll encumbrances into the new fiscal year.

Reference: Access purchase order management procedures by reviewing Quick Reference Guides for

Create a purchase order from a requisition (KB0012885) and create a purchase order requisition without a requisition (KB0012987) in the Service Portal.

June 3: Chart of Account Maintenance for Org Cost Center Deadline

Action Required: Review and submit requests for new organizational cost center values.

Details: Submit requests for any new org cost center values needed for the upcoming fiscal year through the "COA Maintenance" form in ServiceNow. Early submission ensures setup before FY26 processing begins.

Reference: Access the Chart of Accounts Maintenance request forms through the Service Portal.

https://idahosco.servicenowservices.com/sp?id=sc_cat_item&sys_id=33b6a17a97b99a5064a9bb4ad053afc8

June 6: Intercompany Billing Deadline

Action Required: Complete all FY25 intercompany billings in Luma.

Details: Enter all intercompany billings for FY25 by the recommended deadline to allow adequate processing time for paying agencies. This timeline ensures all agencies can complete their payments before year-end closing.

Reference: Access intercompany billing procedures in the Service Portal.

June 13: Suspend PCard Use – SCO recommendation

The State Controller's Office highly recommends agencies consider suspending all PCard use approximately two weeks before fiscal year-end. This allows time for PCard charges to be interfaced, reconciled, and closed before year end. PCard charges interfaced from US Bank into Luma after June 30th will impact the agency's FY26 appropriations rather than FY25 appropriation.

June 13: Original Appropriation Review Deadline

Action Required: Review FY26 original appropriation load in Luma for accuracy by June 13.

Details: Budget Analysts and Financial Viewers must verify FY26 original appropriation data in both the budget module (Scenario 7) and Enterprise Reporting budget appropriation reports. Access the "Appropriation Summary" or "Appropriation Detail" reports under Statewide Finance Reports. Verify that appropriation data shows date 7/31/2025 (2026_M01). Report any discrepancies to the SCO Luma Budget Team via ServiceNow ticket or email to servicedesk@sco.idaho.gov by June 13.

To review in Luma Finance:

1. Navigate to "Budgeting" menu > "budget scenarios"
2. Open Budget Appropriation (Scenario 7)
3. Go to Data tab
4. Use filters to search by appropriation unit/fund and Child Scenario 8

Reference: Access the Budget Analysis Quick Reference Guide (KB0012853) through the Service Portal: https://idahosco.servicenowservices.com/sp?id=kb_article&sysparm_article=KB0012853. Budget totals can also be verified using the Luma Finance Account Analysis tool.

June 13: Purchase Order Receipt Processing Deadline

Action Required: Release all purchase order receipts for physically received goods.

Details: Process and release receipts in Luma for all goods that have been physically received by your agency. Timely receipt release ensures accurate year-end accruals and proper fiscal year assignment.

Reference: For receipt processing procedures, consult the Processing Order Receipts Quick Reference Guide (KB0011434) in the Service Portal in the Finance & Supply Management Personnel, under Supply Management under Purchasing.

June 13 Executive Carry Forward (ECF) Submission Deadline

Action Required: Submit FY25 to FY26 Executive Carry Forward requests in Luma budget module.

Details: Submit ECF budget change requests with associated encumbering documents specified. Report any errors to SCO Luma Budget Team via ServiceNow ticket or email to servicedesk@sco.idaho.gov.

Reference: Access ECF submission procedures in the Executive Carry Forward (ECF) Purchase Order and Service Contract Quick Reference Guides (KB0012915 and KB00112918) through the Service Portal.

June 13: Executive Carry Forward (ECF) Reversion Deadline

Action Required: Submit FY24 to FY25 ECF Reversion requests in Luma budget module.

Details: Submit ECF Reversion budget change requests, specifying associated encumbering documents. Include reversion amounts equal to remaining unliquidated amounts on encumbering documents. Provide letter of request and supporting documentation to DFM for all outstanding encumbrances (current and prior year). DFM will review and notify of approvals/rejections. Note: This process is separate from year-end general reversion processing.

Reference: Report errors to SCO Luma Budget Team via ServiceNow ticket or servicedesk@sco.idaho.gov. Access ECF submission procedures in the Executive Carry Forward (ECF) Purchase Order and Service Contract Quick Reference Guides (KB0014331 and KB0014334) through the Service Portal.

June 20: Employee Balance Review Deadline

Action Required: Complete final review of comp time and on-call balance payouts for six-month period by June 3.

Details: Perform final analysis of comp time and on-call balance payouts to verify budgetary capacity before the system programmatically payouts out balances.

Reference: Employee balance information is available in Workforce Management (WFM) utilizing either the Balance Detail report or the Balance Summary report. Balances are also available through Enterprise Reporting – employee Leave Balances report.

June 20: Inventory Module Transaction Release Deadline

Action Required: Release all inventory transactions and adjustments prior to year-end physical count. (Applies only to agencies using Luma inventory module)

Details: Complete all pending inventory transactions and adjustments to ensure accurate physical count reconciliation at year-end. Unreleased transactions may impact count and reporting accuracy.

You must perform your physical inventory in this specific order as follows:

1. Mass Freeze Items - KB0011425
2. View Print Count Sheets - KB0011423
3. Enter Counts - KB0011426
4. Inventory Variance - KB0011424 - must pay attention to the note on step 2. This process will update the GL if they don't run it in report mode.
5. Delete Freeze Records - KB0011428

Reference: Access inventory management procedures through the following quick reference guides; Manual Transaction – Inventory Issue (KB0011477), Manual Transaction – Inventory Receipt (KB0011478), Manual Transaction – Inventory Adjustment (KB0011430), Manual Transaction – Bin Transfer (KB0011417), and Manual Transaction – Inventory Transfer (KB0011422) in the Service Portal.

June 20: Final Payroll of FY25 Deadline

Action Required: Review all payroll transactions on the global ledger and make any necessary corrections.

Details: Complete all necessary finance payroll corrections as determined by your agency before the global ledger closes for the FY25 on July 8th, 2025.

Reference: Access payroll correction procedures through the following quick reference guides; Finance Payroll Corrections Part 1 – Data Analysis (KB0015423), Payroll Corrections Part 2 – Configurations (KB0015426), and Payroll Corrections Part 3 – Upload & Processing (KB0015427) in the Service Portal.

June 23: Employee Cost Reimbursement (XM) Deadline

Action Required: Submit and approve all FY25 cost reimbursements through Expense Management (XM).

Details: Process all expense reports by end of day for inclusion in FY25. Final reimbursement payments will be processed June 25.

Reference: Access buyer message procedures in the Resolve Buyer Messages (KB0012887) through the

Service Portal in the Finance & Supply Management Personnel, under Supply Management under Purchasing.

June 23: Buyer Message Processing Daily Review

Action Required: Process all buyer messages by June 23 to enable current fiscal year receipt and invoice processing.

Details: Clear pending buyer messages in Luma to ensure all receipts and invoices can be processed for FY25. Unresolved messages will prevent accounts payable from completing the invoice process.

Reference: Access buyer messaging procedures in Resolve Buyer Messages (KB0012887) Quick Reference Guide through the Service Portal in the Finance & Supply Management Personnel, under Supply Management under Purchasing.

June 23: Invoice Message Processing Daily Review

Action Required: Review and process all open invoice messages daily through the end of the fiscal year.

Details: Clear pending invoice messages in Luma to ensure all invoices can be processed for FY25.

Reference: Access invoice messaging procedures in either the Resolve Invoice Messages (Purchase Order) - KB0013187 or the Resolve Invoice Messages (Service Contract) - KB0013188 Quick Reference Guides through the Service Portal in the Finance & Supply Management Personnel, under Supply Management under Purchasing.

June 30: Wire and Manual Payment Deadline

Action Required: Complete all wire and manual payments by June 30th.

Details: Process and release all wire transfers and manual payments to ensure inclusion in FY25 year-end closing. All incomplete transactions will be removed. Agency fiscal staff will need to reenter in the next fiscal year.

Reference: Access wire and manual payment procedures in the “Approved Basic Invoice for Wire Transfer” quick reference guide (KB0014638) through the Service Portal.

June 30: Listing of Prior Year Sight Drafts

State Controller’s Office sends out the manual listing of prior year sight drafts to be canceled along with instructions. SCO will transfer cash from canceled sight drafts to Unclaimed Property on July 1st.

June 30: Payment Release Deadline

Action Required: Release all FY25 payables invoices and complete the cash requirements jobs by June 30.

Details: Release payable invoices and complete cash requirements jobs. Ensure the cash requirements job is run for all released invoices and shows the historical status in the payment cycle.

Reference: Access the Cash Requirements processing “Run Cash Requirements” quick reference guide (KB0011523) in the Service Portal.

June 30: PCard Payment to US Bank Deadline

Action Required: Complete all PCard payments to US Bank by June 30.

Details: Process and release final PCard payments to ensure inclusion in FY25.

Reference: Access the Cash Requirements processing “Run Cash Requirements” quick reference guide (KB0011523) in the Service Portal.

June 30: Deposit Processing Deadline

Receipts deposited with the State Treasurer after 11:00 A.M. on June 30th will be recorded as FY26 receipts. All cash items in an unreleased status will be deleted to enable the system to close the fiscal year.

June 30: PCard Transaction Closure Deadline

Action Required: Final review and management of PCard transactions, ensuring all transactions are closed by the June 30 deadline.

Details: If encountering issues with PCard charges not closing properly, create a ServiceNow ticket or email to servicedesk@sco.idaho.gov. Please include all PCard charges that have gone through all approvers and have not closed in a single ticket. Include an Excel spreadsheet with relevant statements and transaction numbers when submitting the ticket. PCard charges interfaced from US Bank into Luma after June 30th will impact the agency's FY26 appropriations rather than FY25 appropriation.

Reference: Access the PCard transaction management procedures by reviewing the “Closing PCard Transactions” quick reference guide (KB0011684) in the Service Portal.

June 30: Asset Completion Deadline

Action Required: Ensure all assets are either in a released or disposed status by June 30 deadline. No assets should be in ‘Unreleased’ or ‘Adjusted’ status.

Details: Review all unreleased and adjustment in process assets, make any updates or changes (including, but not limited to, the appropriate setup for reporting) and submit applicable assets for approval and/or release the assets. Special attention should be given to assets that are waiting to be interfaced from accounts payable or projects.

Reference: Access detailed procedures through the Luma Finance Knowledge Base articles in the Service Portal.

July 2025

July 1-2: Luma FSM Module Unavailable

The Luma FSM Module will be unavailable for users while the State Controller's Office performs critical year end closing activities. Please ensure you plan your activities around these two days. The module will be available on Thursday, July 3rd.

July 1: FY24 Outstanding Warrants

FY24 outstanding warrants will be canceled, and the related cash sent to the State Treasurer's Office, Unclaimed Property.

July 1: Luma Purchasing, Payables, Billing, and Inventory Module Closure (Business Day 1)

The State Controller's Office will close the Purchasing, Payables, Billing, and Inventory modules for FY25. Transactions processed in these modules after they have closed will be posted in FY26.

July 2: Luma Accounts Receivable Module Closure (Business Day 2)

The State Controller's Office will close the Accounts Receivable and Asset modules for FY25. Transactions processed in these modules after they have closed will be posted in FY26.

July 3: Error Suspense and Zone Balancing Correction Deadline

Action Required: Review and reconcile Error Suspense (ES) and Zone Balancing (ZB) events in the general ledger.

Details: Correct or reverse any remaining errors.

Reference: Access detailed reconciliation procedures at: (video placeholder)

July 3: Journal Entry Processing Deadline

Action Required: Review and post all pending journal entries to general ledger.

Details: Check Unreleased, Pending Approval, and Released tabs in Process Journals (Processing > Journals > Journals). Verify all journals have completed processing.

July 3: General Ledger Transaction Interface Processing Deadline

Action Required: Verify all GL Transaction Interface entries have been processed completely.

Details: Navigate to Processing > Transaction Interface > Transaction Interface. Confirm no items remain in the Transaction to Interface tab and resolve any errors.

July 9: Luma Cash Module Closure (Business Day 6)

The State Controller's Office will close the Cash module for FY25. Transactions processed in this module after it's been closed will be posted in FY26.

July 10: Luma General Ledger Module Closure (Business Day 7)

The State Controller's Office will close the General Ledger for FY25. Transactions processed after the general ledger has closed will be posted in FY26.