2024 Year-End PCDO Instructions
PALCard Document reconciliation (PCDO) Auto-Approval Dates Modified

The last day to post finalized PCDO transactions to December will be December 30, 2024. However, due to holidays and campus closures, to ensure transactions post to the December ledgers, fiscal officers and reconcilers should plan to review and approve all transactions by Monday, December 23, 2024.

Below are auto-approval dates and information for PALCard Reconciliation (PCDO) documents in the Kuali Financial System (KFS):

Create Date up to Dec. 7, 2024	Auto-approves as normal, within 15 calendar days
Create Date of Dec. 8 – Dec. 31, 2024	Auto-approves on Saturday, January 18, 2025
Create Date of Jan. 2, 2025, and later	Auto-approve returns to 15 calendar days