

# Year-End Close Interactive Calendar

13 Business Days Close

## August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
				<p><b>5:00pm</b> Expenditure Type and Object Code requests must be submitted</p>	<p><b>5:00pm</b> Form 1 for Capital and Non-Capital Projects must be approved</p>	
4	5	6	7	8	9	10
				<p>Extend calendar through 2038 for GL, GA &amp; HR modules</p> <p>Open AUG-2019, ADJE-2019 in GL for SU, EN, ER</p> <p>Open Encumbrance Year 2020 in GL</p> <p><b>11:59pm</b> July 2019 Month-End Close Complete</p>		
11	12	13	14	15	16	17
	<p><b>5:00pm</b> AP, ERS &amp; TCard transactions must be submitted (excluding PCard)</p> <p><b>11:00pm</b> AP, ERS &amp; TCard transactions must be approved (excluding PCard)</p>			<p><b>3:00pm</b> OSA LDAs must be submitted for all pay periods thru 7/31/19</p> <p><b>5:00pm</b> OSA LDAs must be approved for all pay periods thru 7/31/19</p> <p><b>5:00pm</b> Share Values must be submitted</p> <p><b>5:01pm</b> OSA Sweep begins for pay periods thru 7/31/19</p> <p><b>9:00pm</b> Labor Schedules must be submitted for pay period 8/15/19 (hourly emps)</p>	<p>Draft of HR Org Hierarchy Changes for 9/1/2019 from UBO (Tentative)</p> <p><b>6:00am</b> OSA Sweep transactions available in OBI</p>	
18	19	20	21	22	23	24
	<p><b>9:00pm</b> Labor Schedules must be submitted for pay period 8/15/19 (salary emps)</p>	<p>Payroll processed in Oracle Financials for pay period 8/15/19</p>	<p>Payroll available in OBI and LD Adjustment module for pay period 8/15/19</p> <p><b>5:00pm</b> Department Capital Templates must be submitted</p>		<p><b>11:00am</b> Batch-related invoices must be submitted to AP (select depts only)</p> <p><b>3:00pm</b> Actual earning for Pools from IA to FA</p> <p><b>4:00pm</b> PCard- All transactions must be approved</p> <p><b>5:00pm</b> AP invoices must be uploaded</p> <p><b>5:00pm</b> Department Cost Sharing journals must be submitted to OSR</p> <p><b>5:00pm</b> New gift PTA requests must be submitted</p>	<p>Labor Schedule end date rollover to next fiscal year-end</p> <p>Setup of FY19 Burden Schedules (Tentative)</p>
25	26	27	28	29	30	31
	<p><b>5:00pm</b> Repayment checks to Payroll must be submitted by departments</p> <p><b>7:00pm</b> Endowment Payout posted</p>	<p><b>5:00pm</b> Repayment checks to Payroll must be submitted by departments</p> <p><b>7:00pm</b> Endowment Payout posted</p>	<p>-FIRST DAY OF SOFT CLOSE-</p> <p>PTA Blackout Period (no changes until 9/13)</p> <p><b>12:00pm</b> Accounts Payable (AP) closed</p> <p><b>12:00pm</b> AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit)</p>	<p>9/1 Salary Uploads (Faculty, Academic and Bargaining Unit)-Tentative</p> <p>AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit)</p> <p>Monthly Income Exceptions processed</p> <p>PTA Blackout Period (no changes until 9/13)</p> <p><b>8:00am</b> OBI reports available online with FY19 transactions through 8/28</p>	<p>9/1 Salary Uploads (Faculty, Academic and Bargaining Unit)-Tentative</p> <p>AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit)</p> <p>PTA Blackout Period (no changes until 9/13)</p> <p><b>12:00pm</b> CashNet deposits for August must be submitted</p> <p><b>12:00pm</b> Paper forms to Payroll for FY19 inclusion must be submitted</p> <p><b>5:00pm</b> Cost Sharing journals processed by OSR</p> <p><b>5:00pm</b> Journals Responsibility Request Form must be submitted</p> <p><b>5:00pm</b> Labor Schedules must be submitted for pay period 8/31/19 (hourly emps)</p> <p><b>5:00pm</b> New gift PTA requests completed by Fund Accounting</p> <p><b>7:00pm</b> JUL-2019 closed in GL (ER Ledger)</p>	<p>9/1 Salary Uploads (Faculty, Academic and Bargaining Unit)-Tentative</p> <p>AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit)</p> <p>PTA Blackout Period (no changes until 9/13)</p> <p><b>4:00pm</b> Set AR to future for FY20</p> <p><b>5:00pm</b> Resolve unapplied GFS aid and enter fully approved aid in GFS system</p>

# Year-End Close Interactive Calendar

13 Business Days Close

## September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
9/1 Salary Uploads (Faculty, Academic and Bargaining Unit)-Tentative AP payments (ACH, Wires, Direct Debit) resume Core journal postings: 12PM, 2PM, 5PM, 7PM and 9PM PTA Blackout Period (no changes until 9/13) <b>7:00am</b> Expenditure Type and Object Code request freeze begins <b>12:00pm</b> 8/31/19 OOD file posted <b>3:00pm</b> Invest Gifts Mass Allocation processed  <b>5:00pm</b> Purchase Shares Mass Allocation processed <b>5:00pm</b> UIT AR Billing processed	9/1 Salary Uploads (Non-Academic Staff)-Tentative Core journal postings: 12PM, 2PM, 5PM, 7PM and 9PM Labor Day Holiday PTA Blackout Period (no changes until 9/13)	8/31 payroll interfaced from PeopleSoft to Oracle 9/1 Salary Uploads (Non-Academic Staff)-Tentative Core journal postings: 12PM, 2PM, 7PM and 9PM <b>9:00pm</b> Labor Schedules must be submitted for pay period 8/31/19 (salary emps)	9/1 Salary Uploads (Non-Academic Staff)-Tentative Core journal postings: 12PM, 2PM, 5PM, 7PM and 9PM Payroll processed in Oracle Financials for pay period 8/31/19 PTA Blackout Period (no changes until 9/13)	-LAST DAY OF SOFT CLOSE- 9/1 Salary Uploads (Non-Academic Staff)-Tentative Core journal postings: 12PM, 2PM, 5PM, and 9PM PTA Blackout Period (no changes until 9/13) <b>8:00am</b> Payroll available in OBI and LD Adjustment module for pay period 8/31/19 <b>8:00am</b> Student Financial data available OBI <b>3:00pm</b> LDA transactions requiring OSR/Fund Accounting end-route approval must be submitted <b>5:00pm</b> iBudgets- All transactions must be approved <b>5:00pm</b> iJournals Public- All transactions must be approved <b>5:00pm</b> iJournals Specialist- All transactions (including feeders) must be approved <b>5:00pm</b> LDA responsibility disabled until 9/19 <b>5:00pm</b> OOD review period file <b>5:00pm</b> Transactions containing fringe awards (AAPAA, AZAAO, AZAAQ, AZAAS, AZAAU) must be finalized <b>5:01pm</b> iJournals Public-transactions for FY19 no longer permitted <b>7:00pm</b> All LDA transactions must be approved for FY19 <b>7:00pm</b> EIFP and EFP Payout Journals posted <b>7:00pm</b> iJournals Central- All transactions must be approved <b>7:00pm</b> OSA Sweep for pay periods 8/1/19 to 8/31/19 <b>9:00pm</b> All Core Journal transactions must be approved <b>11:59pm</b> Soft Close completed	-FIRST DAY OF HARD CLOSE- 9/1 Salary Uploads (Non-Academic Staff)-Tentative 9/1/19 Org Hierarchy available in Oracle Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM iBudgets, iJournals Fund Transfers available through 9/17/19 iJournals available for FY20 transactions PTA Blackout Period (no changes until 9/13) <b>8:00am</b> OSA Sweep transactions available in OBI <b>8:00am</b> Soft Close transactions available in OBI <b>12:00pm</b> Soft Close Data available in Tidemark <b>5:00pm</b> Cash Management Receipts available in AR	9/1 Salary Uploads (Non-Academic Staff)-Tentative Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM PTA Blackout Period (no changes until 9/13)
8	9	10	11	12	13	14
9/1 Salary Uploads (Non-Academic Staff)-Tentative Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM PTA Blackout Period (no changes until 9/13)	9/1 Salary Uploads (Non-Academic Staff)-Tentative Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM PTA Blackout Period (no changes until 9/13) <b>5:00pm</b> Close out of AZAAO, AZAAQ, AZAAS, AZAAU to AAPAA	Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM PTA Blackout Period (no changes until 9/13) <b>5:00pm</b> CMA closes out AAPAA and AAPAB to AZABC <b>5:00pm</b> iJournals Specialist and Central - (For AP / AR Accrual journal form types ONLY) transactions must be submitted and approved	-LAST DAY OF HARD CLOSE- Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM Fixed Assets (FA) closed PTA Blackout Period (no changes until 9/13) <b>3:00pm</b> iJournals Specialist- All transactions must be submitted <b>5:00pm</b> Accounts Receivable (AR) AUG-19 receipts posted <b>5:00pm</b> Accounts Receivable (AR) FY19 Revenue finalized <b>5:00pm</b> Accounts Receivable (AR) invoices finalized <b>5:00pm</b> Cash Management receipts available in Accounts Receivable <b>5:00pm</b> CMA closes out AZABC to BAABB <b>5:00pm</b> Hospital funds flow journals received <b>5:00pm</b> iJournals Specialist and Central - All transactions must be approved <b>9:00pm</b> All Core Journal transactions must be approved <b>11:30pm</b> Program Income Accounts Receivable (AR) Invoices processed <b>11:59pm</b> Hard Close completed	-FIRST DAY OF FINAL CLOSE- Accounts Receivable (AR)- AUG-19 closed & SEP-19 opened Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM PTA Blackout Period (no changes until 9/13) <b>3:00am</b> Sponsored Accounts Receivable (AR) invoices processed <b>8:00am</b> Hard Close transactions available in OBI <b>12:00pm</b> Hard Close Data available in Tidemark <b>12:00pm</b> Sponsored Accounts Receivable (AR) Cash posted <b>7:00pm</b> Deadline-Cash Management cash flows	Budget Officer Meetings Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM PTA changes resume <b>12:00pm</b> Request Reinvestment of Payout	Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM <b>2:00pm</b> Merged Pool value from IA to FA
15	16	17	18	19	20	21
Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM	Budget Officer Meetings Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM <b>12:00pm</b> Final Share Values (Tentative)	Budget Officer Meetings Core journal posting: 12PM, 2PM, 5PM, 7PM, and 9PM <b>5:00pm</b> iBudgets- All department transactions must be submitted <b>5:00pm</b> iJournals Specialist and Central-(Fund Transfers and Bulk Fund Transfers journal form types ONLY) must be submitted <b>7:00pm</b> All Core Journal ADI Fund Transfers must be approved <b>7:00pm</b> iBudgets- All transactions must be approved <b>7:00pm</b> iJournals Specialist and Central-(Fund Transfers and Bulk Fund Transfers journal form types ONLY) must be approved <b>7:01pm</b> iBudgets disabled until after SEP-2019 Month-End Close	Core journal postings: 12PM, 2PM, 5PM, and 7PM <b>5:00pm</b> Valuation for final investment entries from IA to FAIR <b>7:00pm</b> Final Deadline - Enter and approve Core Journals (CO only)	-LAST DAY OF FINAL CLOSE- FAIR- Review and process adjustment transactions FY20 Burden Schedules processed (Tentative) <b>7:00pm</b> FAIR-All adjustment transactions must be approved <b>11:59pm</b> Final Close complete	LDA responsibility reactivated Open ADJB-2019, SEP-2019, and ER Budget FY20 SEP-2019 activity begins (Including FY20 salary encumbrances) SMC Endowment Release (Tentative) <b>8:00am</b> Final Close transactions available in OBI <b>12:00pm</b> Final Close Data available in Tidemark	
22	23	24	25	26	27	28
	Payroll processed in Oracle Financials for pay period 9/15/19 <b>12:00pm</b> Actual Earnings through 8/31 from IA to FA	9/15/19 Payroll available in OBI FY19 Year-End Variance Process opens (submissions are due 10/15/2019)		Endowment Payout posted (Tentative)		
29	30	1	2	3	4	5