

FY19 Year-End Close Calendar

PRE-CLOSE

AUGUST 1 (Thu, 5:00 p.m.) Expenditure Type and Object Code requests must be submitted [SS]
2 (Fri, 5:00 p.m.) Form 1 for Capital and Non-Capital Projects must be approved [PP]
8 (Thu) Extend GL/GA/HR modules through 2038 [SS]
8 (Thu) Open AUG-2019 & ADJE-2019 GL for SU/EN/ER set of books [SS]
8 (Thu) Open Encumbrance Year 2020 in GL [SS]
8 (Thu, 11:59 p.m.) July 2019 Month-End Close Complete [SS]
12 (Mon, 5:00 p.m.) AP, ERS & TCard transactions must be submitted (excluding PCard) [PP]
12 (Mon, 11:00 p.m.) AP, ERS & TCard transactions must be approved (excluding PCard) [PP]
15 (Thu, 3:00 p.m.) OSA LDAs must be submitted for all pay periods thru 7/31/19 [PLM]
15 (Thu, 5:00 p.m.) OSA LDAs must be approved for all pay periods thru 7/31/19 [PLM]
15 (Thu, 5:00 p.m.) Share Values must be submitted [JE]
15 (Thu, 5:01 p.m.) OSA Sweep begins for pay periods thru 7/31/19 [PLM]
15 (Thu, 9:00 p.m.) Labor Schedules must be submitted for pay period 8/15/19 (hourly emps)
16 (Fri) Draft of HR Org Hierarchy Changes for 9/1/2019 from UBO (Tentative) [PLM][SS]
16 (Fri, 6:00 a.m.) OSA Sweep transactions available in OBI [PLM]
19 (Mon, 9:00 p.m.) Labor Schedules must be submitted for pay period 8/15/19 (salary emps) [PLM]
20 (Tue) Payroll processed in Oracle Financials for pay period 8/15/19 [PLM]
21 (Wed) Payroll available in OBI and LD Adjustment module for pay period 8/15/19 [PLM]
21 (Wed, 5:00 p.m.) Department Capital Templates must be submitted [PP]
23 (Fri, 11:00 a.m.) Batch-related invoices must be submitted to AP (select depts only) [PP]
23 (Fri, 3:00 p.m.) Actual earning for Pools from IA to FA [JE]
23 (Fri, 4:00 p.m.) All PCard transactions must be Approved [PP]
23 (Fri, 5:00 p.m.) All AP invoices uploaded [AR][PP]
23 (Fri, 5:00 p.m.) Department Cost Sharing journals must be submitted to OSR [JE]
23 (Fri, 5:00 p.m.) New gift PTA requests must be submitted [SS]
24 (Sat) Labor Schedule end date rollover to next fiscal year-end [PLM]
24 (Sat) Setup of FY19 Burden Schedules [SS]
26 (Mon, 5:00 p.m.) Repayment checks to Payroll must be submitted by departments [PLM]
27 (Tue, 7:00 p.m.) Endowment Payout posted [JE]

SOFT CLOSE

AUGUST 28 (Wed) PTA Blackout Period (no changes until 9/13) [SS]
28 (Wed, 12:00 p.m.) Accounts Payable (AP) closed [PP]
28 (Wed, 12:01 p.m.) AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit) [PP]
29 (Thu) 9/1 Salary Uploads until 9/9 [PLM]
29 (Thu) Monthly Income Exceptions processed [JE]
29 (Thu, 8:00 a.m.) OBI reports available online with FY19 transactions through 8/28 [JE]
30 (Fri, 12:00 p.m.) CashNet deposits for August must be submitted [AR]
30 (Fri, 12:00 p.m.) Paper forms to Payroll for FY19 inclusion must be submitted [PLM]
30 (Fri, 5:00 p.m.) Cost Sharing journals processed by OSR [JE]
30 (Fri, 5:00 p.m.) iJournals Responsibility Request Form must be submitted [SS]
30 (Fri, 5:00 p.m.) Labor Schedules must be submitted for pay period 8/31/19 (hourly emps) [PLM]
30 (Fri, 5:00 p.m.) New gift PTA requests Completed by Fund Accounting [SS]
30 (Fri, 7:00 p.m.) JUL-2019 closed in GL (ER) [SS]
31 (Sat, 4:00 p.m.) Set AR to future for FY20 [AR]
31 (Sat, 5:00 p.m.) Resolve unapplied GFS aid and enter fully approved aid in GFS system [PLM]
SEPTEMBER 1 (Sun) AP payments (ACH, Wires, Direct Debit) Resume [PP]
1 (Sun, 7:00 a.m.) Expenditure Type and Object Code request freeze begins [SS]
1 (Sun, 12:00 p.m.) 8/31/19 OOD file posted [JE]
1 (Sun, 3:00 p.m.) Invest Gifts Mass Allocation processed [JE]
1 (Sun, 5:00 p.m.) UIT AR Billing processed [AR]

1 (Sun, 5:00 p.m.) Purchase Shares Mass Allocation processed [JE]
3 (Tue) 8/31 payroll interfaced from PeopleSoft to Oracle [PLM]
3 (Tue, 9:00 p.m.) Labor Schedules must be submitted for pay period 8/31/19 (salary emps) [PLM]
4 (Wed) Payroll processed in Oracle Financials for pay period 8/31/19 [PLM]
5 (Thu, 8:00 a.m.) Payroll available in OBI and LD Adjustment module for pay period 8/31/19 [PLM]
5 (Thu, 8:00 a.m.) Student Financial data in OBI [PLM]
5 (Thu, 3:00 p.m.) LDA transactions requiring OSR/Fund Accounting end-route approval must be submitted [PLM]
5 (Thu, 5:00 p.m.) Transactions containing fringe awards (AAPAA, AZAAO, AZAAQ, AZAAS, AZAAU) must be finalized [JE]
5 (Thu, 5:00 p.m.) All iBudgets transactions must be approved [BGT]
5 (Thu, 5:00 p.m.) All iJournals Public transactions must be approved [JE]
5 (Thu, 5:00 p.m.) All iJournals Specialist Transactions (including feeders) must be approved [JE]
5 (Thu, 5:00 p.m.) LDA responsibility disabled until 9/19 [PLM]
5 (Thu, 5:00 p.m.) OOD review period file [JE]
5 (Thu, 5:01 p.m.) iJournals Public Transactions for FY19 no longer permitted [JE]
5 (Thu, 7:00 p.m.) All LDA transactions must be approved for FY19 [PLM]
5 (Thu, 7:00 p.m.) EIPF and EFP Payout Journals posted [JE]
5 (Thu, 7:00 p.m.) All iJournals Central transactions must be approved [JE]
5 (Thu, 7:00 p.m.) OSA Sweep for pay periods 8/1/19 to 8/31/19 [PLM]
5 (Thu, 9:00 p.m.) All Core Journal Transactions must be approved [JE]
5 (Thu, 11:59 p.m.) Soft Close completed [SS]

HARD CLOSE

SEPT 6 (Fri) 9/1/19 Org Hierarchy available in Oracle [SS]
6 (Fri) iBudgets, iJournals Fund Transfers available through 9/17/19 [JE]
6 (Fri) iJournals available for FY20 transactions [JE]
6 (Fri, 8:00 a.m.) Soft Close and OSA Sweep transactions available in OBI [RPT][PLM]
6 (Fri, 12:00 p.m.) Soft Close Data available in Tidemark [BGT]
6 (Fri, 5:00 p.m.) Cash Management Receipts available in AR [AR]
9 (Mon, 5:00 p.m.) Close out AZAAO, AZAAQ, AZAAS, AZAAU to AAPAA [JE]
10 (Tue, 5:00 p.m.) iJournals Specialist and Central (For AP / AR Accrual journal form types ONLY) transactions must be submitted and approved [JE]
10 (Tue, 5:00 p.m.) CMA closes out AAPAA and AAPAB to AZABC [JE]
11 (Wed) Fixed Assets (FA) closed [SS]
11 (Wed, 3:00 p.m.) All iJournals Specialist transactions must be submitted [JE]
11 (Wed, 5:00 p.m.) CMA closes out AZABC to BAABB [JE]
11 (Wed, 5:00 p.m.) Accounts Receivable (AR) AUG-19 receipts posted; FY19 Revenue finalized; invoices finalized [AR]
11 (Wed, 5:00 p.m.) Cash Management receipts available in Accounts Receivable [AR]
11 (Wed, 5:00 p.m.) Hospital funds flow journals received [JE]
11 (Wed, 5:00 p.m.) All iJournals Specialist and Central transactions must be approved [JE]
11 (Wed, 9:00 p.m.) All Core Journal transactions must be approved [JE]
11 (Wed, 11:30 p.m.) Program Income Accounts Receivable (AR) Invoices processed [AR]
11 (Wed, 11:59 p.m.) Hard Close completed [SS]

FINAL CLOSE

SEPT 12 (Thu) Accounts Receivable (AR) AUG-19 closed & SEP-19 opened [AR]
12 (Thu, 3:00 a.m.) Sponsored Accounts Receivable (AR) invoices processed [AR]
12 (Thu, 8:00 a.m.) Hard Close transactions available in OBI [RPT]
12 (Thu, 12:00 p.m.) Hard Close Data available in Tidemark [BGT]
12 (Thu, 12:00 p.m.) Sponsored Accounts Receivable (AR) Cash posted [AR]

12 (Thu, 7:00 p.m.) Deadline-Cash Management cash flows [CM]
13 (Fri) Budget Officer Meetings [BGT]
13 (Fri) PTA changes resume [SS]
13 (Fri, 12:00 p.m.) Request Reinvestment of Payout [JE]
14 (Sat, 2:00 p.m.) Merged Pool value from IA to FA [JE]
16 (Mon) Budget Officer Meetings [BGT]
16 (Mon, 12:00 p.m.) Final Share Values (Tentative) [JE]
17 (Tue) Budget Officer Meetings [BGT]
17 (Tue, 5:00 p.m.) All iBudgets department transactions must be submitted [BGT]
17 (Tue, 5:00 p.m.) iJournals Specialist and Central (Fund Transfers and Bulk Fund Transfers journal form types ONLY) must be submitted [JE]
17 (Tue, 7:00 p.m.) All Core Journal ADI Fund Transfers must be approved [JE]
17 (Tue, 7:00 p.m.) iJournals Specialist and Central (Fund Transfers and Bulk Fund Transfers journal form types ONLY) must be approved [JE]
17 (Tue, 7:00 p.m.) All iBudgets transactions must be approved [BGT]
17 (Tue, 7:01 p.m.) iBudgets disabled until after SEP-2019 Month End Close [BGT]
18 (Wed, 5:00 p.m.) Valuation for final Investment entries from IA to FAIR [JE]
18 (Wed, 7:00 p.m.) Final Deadline - Enter and approve Core Journals (CO only) [JE]
19 (Thu) FAIR-Review and process adjustment transactions [JE]
19 (Thu) FY20 Burden Schedules processed [SS]
19 (Thu, 7:00 p.m.) FAIR-All adjustment Transactions must be approved [JE]
19 (Thu, 11:59 p.m.) Final Close completed [SS]

POST CLOSE

SEPT 20 (Fri) LDA responsibility reactivated [PLM]
20 (Fri) Open ADJB-2019, SEP-2019, and ER Budget for FY20 [SS]
20 (Fri) SEP-2019 activity begins (including FY20 salary encumbrances) [SS]
20 (Fri) SMC Endowment Release (Tentative) [RPT]
20 (Fri, 8:00 a.m.) Final Close transactions available in OBI [RPT]
20 (Fri, 12:00 p.m.) Final Close Data available in Tidemark [BGT]
23 (Mon) Payroll processed in Oracle Financials for pay period 9/15/19 [PLM]
23 (Mon, 12:00 p.m.) Actual Earnings through 8/31 from IA to FA [JE]
24 (Tue) 9/15/19 Payroll available in OBI [PLM]
24 (Tue) FY19 Year-End Variance Process opens (submissions are due 10/15/19) [BGT]
26 (Wed) Endowment Payout posted (Tentative) [JE]
OCTOBER 9 (Wed, 8:00 a.m.) FY20 budgets available in OBI; iBudgets reopens for FY20 activity [BGT]

JOURNAL DEADLINES

Daily deadlines for same night processing:
3:00 p.m. Submit core journals and iJournals
7:00 p.m. Final approval (including end-route) for iJournals
9/1- 9/17 core journal posting 12:00 p.m., 2:00 p.m., 5:00 p.m., 7:00 p.m., 9:00 p.m.
9/18 core journal posting 12:00 p.m., 2:00 p.m., 5:00 p.m., 7:00 p.m. (CO Only)

KEY

[AR] Accounts Receivable (AR)
[BGT] Budgeting
[CM] Cash Management
[JE] Journal Entries
[PLM] Payroll and Labor Management
[PP] Purchasing and Payments
[RPT] Reporting
[SS] System Setups

Questions?

Contact the Systems & Reporting Operations team at financial_info_systems@lists.stanford.edu