**PRE-CLOSE**

AUGUST 1 (Thu, 5:00 p.m.) Form 1 for Capital and Non-Capital Projects must be approved (PP)

AUGUST 2 (Fri, 5:00 p.m.) AP, ERS & Tcard transactions must be approved (excluding PCard) (PP)

AUGUST 3 (Sat, 5:00 p.m.) Labor Schedules must be submitted for pay period 8/15/19 (hourly emps) (PLM)

AUGUST 4 (Sun, 5:00 p.m.) AP payments on hold (submissions are due 10/15/19) (AR) (PP)

AUGUST 5 (Mon, 5:00 p.m.) AP, ERS & Tcard transactions must be approved (excluding PCard) (PP)

AUGUST 6 (Tue, 5:00 p.m.) OSA MDAs must be submitted for all pay periods thru 7/31/19 (PLM)

AUGUST 7 (Wed, 5:00 p.m.) OSA MDAs must be submitted for all pay periods thru 7/31/19 (PLM)

AUGUST 8 (Thu, 5:00 p.m.) Share Values must be submitted (JE)

AUGUST 9 (Fri, 5:01 a.m.) OSA Sweep begins for pay periods thru 7/31/19 (PLM)

AUGUST 10 (Sat, 5:00 p.m.) Labor Schedules must be submitted for pay period 8/15/19 (hourly emps) (PLM)

AUGUST 11 (Sun, 9:00 p.m.) Labor Schedules must be submitted for pay period 8/15/19 (hourly emps) (PLM)

AUGUST 12 (Mon, 11:00 a.m.) AP, ERS & Tcard transactions must be approved (excluding PCard) (PP)

AUGUST 13 (Tue, 5:00 p.m.) Student Financial data in OBI (PLM)

AUGUST 14 (Wed, 5:30 p.m.) Tcard transactions must be submitted and approved (JE)

AUGUST 15 (Thu, 5:00 p.m.) All Journals Specialist Transactions (including fees) must be approved (JE)

AUGUST 16 (Fri, 6:00 a.m.) OSA MDAs must be submitted for all pay periods thru 7/31/19 (PLM)

AUGUST 17 (Sat, 12:00 noon) All iJournals available for FY20 transactions (JE)

AUGUST 18 (Sun, 12:00 noon) Core Journal transactions (for PA / AR Accrual journal form types ONLY) must be submitted and approved (JE)

AUGUST 19 (Mon, 11:59 p.m.) All adjustment transactions in iJournals Specialist and Central (Fund Transfers and Bulk Fund Transfers journal form types ONLY) must be approved (JE)

AUGUST 20 (Tue, 5:00 p.m.) Payroll processed in Oracle Financials

AUGUST 21 (Wed, 5:00 p.m.) FY20 Burden Schedules processed (SS)

AUGUST 22 (Thu, 5:00 p.m.) Payroll processed in Oracle Financials for all pay periods thru 7/31/19 (PLM)

AUGUST 23 (Fri, 5:00 p.m.) Labor Schedules must be submitted to AP (select depts only) (PP)

SOFT CLOSE

AUGUST 24 (Sat, 5:00 p.m.) Payroll printed in Oracle Financials for pay period 8/15/19 (PLM)

AUGUST 25 (Sun, 5:00 p.m.) Endowment Payout posted (JE)

AUGUST 26 (Mon, 11:59 p.m.) All adjustment transactions in iJournals Specialist and Central (Fund Transfers and Bulk Fund Transfers journal form types ONLY) must be submitted and approved (JE)

AUGUST 27 (Tue, 7:00 p.m.) Endowment Payout posted (JE)

**FINAL CLOSE**

SEPTEMBER 1 (Thu) Accounts Receivable (AR) AUG-19 closed & SEP-19 opened (AR)

SEPTEMBER 2 (Fri, 5:00 p.m.) Sponsored Accounts Receivable (AR) invoices processed (AR)

SEPTEMBER 3 (Sat, 5:00 p.m.) Core Journal transactions (for PA / AR Accrual journal form types ONLY) must be submitted and approved (JE)

SEPTEMBER 4 (Sun, 5:00 p.m.) Form 1 for Capital and Non-Capital Projects must be approved (PP)

SEPTEMBER 5 (Mon, 5:00 p.m.) AP, ERS & Tcard transactions must be approved (excluding PCard) (PP)

SEPTEMBER 6 (Tue, 5:00 p.m.) OSA MDAs must be submitted for all pay periods thru 7/31/19 (PLM)

SEPTEMBER 7 (Wed, 5:00 p.m.) OSA MDAs must be submitted for all pay periods thru 7/31/19 (PLM)

SEPTEMBER 8 (Thu, 5:00 p.m.) Share Values must be submitted (JE)

SEPTEMBER 9 (Fri, 5:01 a.m.) OSA Sweep begins for pay periods thru 7/31/19 (PLM)

SEPTEMBER 10 (Sat, 5:00 p.m.) Labor Schedules must be submitted for pay period 8/15/19 (hourly emps) (PLM)

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SEPTEMBER 15 (Thu, 5:00 p.m.) All Journals Specialist Transactions (including fees) must be approved (JE)

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SEPTEMBER 17 (Sat, 12:00 noon) All iJournals available for FY20 transactions (JE)

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SEPTEMBER 27 (Tue, 7:00 p.m.) Endowment Payout posted (JE)

**POST CLOSE**

SEPTEMBER 28 (Wed) PBC Blackout Period (no changes until 9/13) (SS)

SEPTEMBER 29 (Thu) 5:00 a.m. Update FY20 budgets

SEPTEMBER 30 (Fri) 5:00 a.m. Submit core journals and journals (Tentative)

**JOURNAL DEADLINES**

Daily deadlines for same night processing:
3:00 p.m. Submit core journals and journals
7:00 p.m. Final approval (including end Route) for journals
9/1 - 9/7 core journal posting 12:00 p.m., 2:00 p.m., 5:00 p.m., 7:00 p.m., 9:00 p.m.
9/8 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
[PP] Payroll and Labor Management [RPT] Reporting
[SS] System Setups

Questions?
Contact the Systems & Reporting Operations team at financial.info_systems@lists.stanford.edu

Updated 8/13/19