

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 30  HOLIDAY	May 31  Compensation Review files due to HR	1 May16-16 Month-End Closing begins  April Redistribution forms (AR, AP, LD & SPA) due to Accounting by 9am	2	3
6	7	8	9	10 SPA redistributions through 5/31 due 9am
13 All Redistributions (AR, AP) and LD Adj's through 5/31 due to Accounting by 9am	14	15 Property Accounting processing all FY16 capital invoices	16 PRC verified through 6/15 Employee ERs submitted through 6/15	17 SPA redistributions for June first close due by 9am
20 PRC approved through 6/15 Employee ERs approved through 6/15 Non-Employee ERs approved through 6/15 Property Accounting System closed for year-end processing	21	22	23	24
27 Approved Compensation Review Reports available	28	29	30 All deposits due to Cash Ops by 2pm LD Labor Schedule deadline by 10pm	

## Color Key

	Financials Data Warehouse/Oracle Available
	Salary and PTO Review Dates
	Due Dates for Forms, Entries & Deposits
	Procurement Card (PRC)
	Property Accounting Processing
	System (AP, AR, GL) Closing Dates
	GBL Consolidation Dates
	Expense Report (ER) Approvals Due
	Feeder Files Due
	System Closing Begins

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 GM Batches due by 5pm GL JEs due by 5pm LD Adjustments due by 5pm June Feeder Files due by 5pm CS Feeder File due by 5pm AP Trial Balance Recon- US AP Close US by 5pm Last inload for PCard Trans
4 HOLIDAY June LD data available in FDW US GM data available in Oracle and FDW ITEMS AVAILABLE SUNDAY MORNING IN FDW	5 AP Trial Balance Recon- QAR & AUS AP Close QAR & AUS by 5pm AR Transfer in US, QAR, AUS	6 GL Close begins at 8am US, QAR, AUS GL Closing GBL Cons GL data Available in Oracle end of day QAR GM data available in Oracle and FDW Preliminary BMS & AMS posted Non-Emp ERs approved through 6/30 by 5pm	7 Detail & Consolidated GL Data available in FDW	8
11 START JUNE SECOND CLOSE PRC verified through 6/30 Employee ERs submitted through 6/30 LD Adjustments due to SPA by 9am June AP Redistributions due by noon All FY16 AP Invoices, including Independent Contractor & Honorariums due by noon June LD Adjustments due	12 FORMS DUE BY 9:00 A.M. PRC approved through 6/30 Employee ERs approved through 6/30 June AR Redistributions due June Feeder Cost Transfers due FY16 Revenue Invoice Requisition Forms due Internal Awards Forms due to Financial Reporting by noon	13 ALL FORMS, FILES & ENTRIES PROCESSED BY NOON Advancement File Enrollment Entries Feeder & LD Adjustments AP Adjustments GL JEs and GM Batches AP Trial Balance Recon- US AP close US by 5pm Temporarily restricted (TR) funding source deficit clearing due	14 AP Trial Balance Recon- QAR & AUS AP Close QAR and AUS by 5pm AR Close US, QAR and AUS Property Accounting JEs deadline by 5pm Payroll JEs due by noon Run GM Web Reports US GM Data available in Oracle and FDW Payroll Suspense Accruals occur	15 GL Close begins at 8am US, QAR, AUS GL Closing GBL Consolidations by 5pm GL data available in Oracle end of day QAR GM data available in Oracle and FDW AMS (second close) posted (PM) GM Web Reports posted BMS (Final) posted
18 Detail & Consolidated GL Data available in FDW July Data available in FDW Reopen June for closeouts (8am)	19	20 Close June (5pm) GBL Un-/Consolidation Division Close-Out Entries due by 5pm	21	22 Division Close-Out FINAL Adj Entries due (only if notified of AP Accruals)
25 GL Beginning Balances rolled forward to Jul16-17 and FY17 Budget Encumbrance Roll Forward (done over the weekend) GBL Un-/Consolidation	26	27	28	29