












MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 29  HOLIDAY	May 30	May 31 Compensation Review files due to HR	1 May17-17 Month-End closing begins April Redistribution forms (AR, AP, LD & SPA) due to Accounting by 9am	2
5	6	7	8	9 SPA Redistributions through 5/31 due by 9am
12 All Redistributions (AR, AP) and LD Adj's through 5/31 due to Accounting by 9am	13	14 Property Accounting processing all FY17 capital invoices	15 PRC verified through 6/15 Employee ERs submitted through 6/15	16 SPA Redistributions for June first close due by 9am
19 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	20	21	22	23
26 Approved Compensation Review reports available	27	28	29	30 All deposits due to Cash Ops by 2pm LD Labor Schedule deadline by 10pm

Color Key

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
Jun17-17 Month-End closing begins	HOLIDAY	AP Trial Balance Recon - QAR & AUS	GL Close begins at 8am US, QAR, AUS	Detail & consolidated GL data available in FDW
LD Adjustments due by 5pm		AP Close QAR & AUS by 5pm	GL closing GBL consolidations	All FY17 AP invoices, including Independent Contractor & Honorariums due by 12pm
June Feeder Files due by 5pm		AR Transfer in US, QAR, AUS	GL data available in Oracle end of day	June AP Redistributions due by 12pm
GM batches due by 5pm			QAR GM data available in Oracle and FDW	
GL JEs due by 5pm		June LD data available in FDW		Preliminary BMS & AMS posted
CS Feeder File due by 5pm		US GM data available in Oracle and FDW		Non-employee ERs approved through 6/30 by 9am
Payroll process monthly sublines by 12pm		ITEMS AVAILABLE TUESDAY MORNING IN FDW		
Payroll process bi-weekly pay by 5pm				
AP Trial Balance Recon - US				
AP Close US by 5pm				
Last inload for PCard Trans				
10	11	12	13	14
START JUNE SECOND CLOSE	FORMS DUE BY 9:00 A.M.	ALL FORMS, FILES & ENTRIES PROCESSED BY 12PM	AP Trial Balance Recon - QAR & AUS	GL Close begins at 8am US, QAR, AUS
PRC verified through 6/30	PRC approved through 6/30	Advancement file	AP Close QAR and AUS by 5pm	GL closing GBL consolidations by 5pm
Employee ERs submitted through 6/30	Employee ERs approved through 6/30	Enrollment entries	AR Close US, QAR and AUS	GL data available in Oracle end of day
LD Adjustments due to SPA by 9am	June AR Redistributions due	Feeder & LD Adjustments AP Adjustments	Property Accounting JEs deadline by 5pm	QAR GM data available in Oracle and FDW
	June Feeder Cost Transfers due	GL JEs and GM batches	Run GM Web Reports	AMS (second close) posted (PM)
	Internal Awards Forms due to Financial Reporting by 12pm	Temporarily restricted (TR) funding source deficit clearing due	US GM data available in Oracle and FDW	GM Web Reports posted
	FY17 Revenue Invoice Requisition forms due	AP Trial Balance Recon - US	Payroll Suspense Accruals occur	BMS (Final) posted
	June LD Adjustments due	AP close US by 5pm	Payroll JEs due by 12pm	Change period in FDW
17	18	19	20	21
Detail & consolidated GL data available in FDW		Close June (5pm)		Division closeout FINAL Adj entries due (only if notified of AP accruals)
July data available in FDW		GBL Un-/Consolidation		
Reopen June for closeouts (8am)		Division closeout entries due by 5pm		
24	25	26	27	28
GL beginning balances rolled forward to Jul17-18 and FY18 Budget				
Encumbrance roll forward (done over the weekend)				
GBL Un-/Consolidation				