FY15 Year-End Close Calendar (18 Day Close/13 Business Days) – **Public**

AUGUST 2015						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
					JULY 31	**AUGUST 1**
					[**To review July MEC deadlines on Fingate click here**](#)	
2	**3**	**4**	**5**	**6**	**7**	**8**
					5:00pm: Deadline to **submit** Expenditure Type & Object Code requests for AUG-2015	
9	**10**	**11**	**12**	**13**	**14**	**15**
	5:00pm: Form 1 Capital Projects approvals deadline **11:59pm: July 2015 Month-End Close Complete**				**3:00pm:** Submission deadline for OSA LDA's for transactions posted between 6/1/15 to 7/31/15 pay periods **5:00pm:** Deadline to approve OSA LDA's for transactions posted between 6/1/15 to 7/31/15 pay periods **5:01pm:** OSA "sweep" process begins **9:00pm:** Deadline to input Labor Schedules into Oracle for **hourly** employees for pay period ending 8/15/15	
16	**17**	**18**	**19**	**20**	**21**	**22**
	6:00am: OSA "sweep transactions available on expenditure reports **5:00pm**: All AP, ERS & TCard transactions deadline (except PCard)	**9:00pm:** Deadline to input Labor Schedules into Oracle for **Salaried** employees for pay period ending 8/15/15		8/15/15 Payroll available on PLM and RM3 reports and available for adjustment	**7:00pm:** Endowment payout posted	
23	**24**	**25**	**26**	**27**	**28**	**29**
		5:00pm: • Deadline to request new Gift fund PTAs • Final deadline for departments to submit Capital templates • Deadline for departments to submit Cost Sharing journals to OSR	**4:00pm:** PCard approval deadline	AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit) **7:00am:** No PTA Changes until 9/11 **10:00am:** Cash Mgmt Payments in AP deadline **12:00pm:** AP Closes	AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit) **6:00am:** Fund & Expenditure reports available online (reflecting all FY15 expenditure transactions except 8/31/15 payroll & all AUG-2015 feeders) **3:00pm:** Deadline to **originate** OSA LDA's for transactions posted during the 8/15/15 pay period **5:00pm**: • OSA LDA's approval deadline • Deadline to submit repayment checks to Payroll **5:01 pm:** OSA "sweep" process	Central Office rollover Labor Schedule end date to next fiscal Year-End
	9/1 Salary Uploads →→→					

FY15 Year-End Close Calendar (18 Day Close/13 Business Days) – **Public**

SEPTEMBER 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Daily-3:00pm Core journals and iJournals deadline for **distributed** users for same night processing						
30	**31**	**SEPTEMBER 1**	**2**	**3** SOFT CLOSE	**4**	**5**
	AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit) **6:00am:** OSA sweep transactions available on expenditure reports **12:00pm**: • CashNet deposit deadline for August • Deadline to submit paper forms to Payroll to be included in the current fiscal year **5:00pm**: • Deadline for OSR to submit Cost Sharing journals • Deadline to submit iJournals Responsibility requests • Resolve unapplied Graduate Financial Support aid and enter fully approved aid in the GFS system **9:00pm:** Deadline to input Labor Schedules into Oracle for **Hourly** employees for pay period ending 8/31/15 **9/1 Salary Uploads (Academic Staff)**	AP payments (ACH, Wires, Checks) resume **9:00pm:** Deadline to input Labor Schedules into Oracle for **Salaried** employees for pay period ending 8/31/15	8/31/15 payroll processed in Oracle Financials	**6:00am:** • 8/31/15 Payroll available on PLM and RM3 reports and available for adjustment • Student Financial data available on RM3 reports **3:00pm:** Deadline for LDAs to be end-routed to OSR/Fund Accounting for same night processing **5:00pm**: • LDA responsibility **disabled** until 9/19/15 • OOD review period file • Final Deadline to input and approve **Public iJournals** • Deadline to input and approve **Specialist iJournals, Feeders, iBudget** for **Soft Close** **7:00pm:** • Deadline to post EIFP and EFP payout journals • LDA approval deadline • OSA sweep process • **Central iJournals** input & approval deadline **9:00pm: Core Journals** input & approval deadline **11:59pm: AUG-2015 Month-End "Soft" Close (MEC) Complete**	**Public iJournals available for September and future periods only** Org Hierarchy updates for 9/1/15 complete **6:00am:** • PLM and RM3 reports available online (AUG-2015 "Soft" Close) • OSA "sweep" transactions available on expenditure reports	
6	**7** LABOR DAY	**8**	**9**	**10** HARD CLOSE	**11**	**12**
	9/1 Salary Uploads (Academic Staff and Non-Academic Staff) through 9/11/15	**10:00am:** AUG-2015 Month-End "Soft" Close data available on DSS reports	**5:00pm: Specialist iJournals** deadline, including AP Accrual and AR Accrual iJournals ***iBudgets and iJournals Fund Transfers continue to be available through 9/16/15**	**5:00pm:** • **Specialist iJournals** approval final deadline • **Central iJournals** input & approval final deadline **11:59pm: Year-End "Hard" Close for Expenditures Complete**	**6:00am:** RM3 reports available online (YEC for Expenditures) **7:00am:** PTA Changes resume **5:00pm**: Hospital files deadline	
13	**14**	**15**	**16**	**17**	**18**	**19**
	Budget Officers Meeting **10:00am:** Year-End "Hard" Close data available on DSS reports	**Budget Officers Meeting**	**Budget Officers Meeting** • 5:00pm: **iBudgets, iJournals Fund Transfers, Bulk Fund Transfers and ADI Fund Transfers** final **submission** deadline for departments • 7:00pm: **iBudgets, iJournals Fund Transfers, Bulk Fund Transfers and ADI Fund Transfers** final **approval** deadline	**7:00pm:** • Final Core Journal input & approval deadline **(Controller's Office only)**	**FAIR Review/Adjustment Journals ONLY** *FY15 Burden Schedules **final** deadline **7:00pm: Final FAIR Journals** input & approval deadline **11:59pm: Year-End "Final" Close complete**	**SEP-2015** activity begins LDA responsibility reactivated
20	**21**	**22**	**23**	**24**	**25**	**26**
	9/15/15 payroll processed in Oracle Financials **10:00am:** Year-End "Final" Close data available on DSS reports **SMC Endowment Release - (TBD)**	9/15/15 Payroll available on PLM and RM3 reports		**12:00pm:** Oracle Hyperion ready with FY2015 actuals for Year-End variance reporting (due 10/13/15)		
27	**28**	**29**	**30**			