FY14 Year-End Close Calendar (18 Day Close/13 Business Days) – Public

AUGUST

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				JULY 31 Close preparation **5:00pm --** PCard/TCard deadline for JUL-2014	**AUGUST 1** **8:00pm** -- AP Closes for JUL-2014	**2**
3	**4** **9:00pm --** Deadline to input Labor Schedules into Oracle for salary employees for pay period ending **7/31/14**	**5**	**6** **6:00am –** 7/31/14 Payroll on PLM and RM3 reports. Users begin entering LDA's **6:00am --** Student Financial data available on RM3 reports **7:00am --** Public iJournal deadline for **JUL-2014** **5:00pm --** Specialist & Central iJournal deadline for JUL-2014	**7** **5:00pm --** Deadline to **submit** Expenditure Types & Object Code request for AUG-2014 **11:59pm --** JUL- 2014 AR Close	**8** **5:00pm --** Form 1 approvals deadline to request Capital Projects **11:59pm -- July 2014 Close Complete**	**9**
10	**11**	**12** **5:00pm --** Deadline to **originate** OSA LDA's for transactions posted between 6/1/14 to 7/31/14 pay periods and OSA's **disabled**	**13**	**14**	**15** **5:00pm --** OSA LDA's approval deadline **5:00pm --** All AP & TCard transactions deadline (except PCard) **9:00pm --** Deadline to input Labor Schedules into Oracle for hourly employees for pay period ending 8/15/14	**16**
17	**18** **6:00am** -- OSA sweep transactions available on expenditure reports	**19** **9:00pm --** Deadline to input Labor Schedules into Oracle for salary employees for pay period ending 8/15/14	**20**	**21** 8/15/14 Payroll available on PLM and RM3 reports and available for adjustment	**22** **5:00pm --** Endowment payout posted	**23**
24	**25** **5:00pm --** Deadline to request new Gift fund PTAs **5:00pm --** Distributed user Capital templates deadline **5:00pm --** Deadline for departments to submit Cost Sharing journals to OSR **5:00pm --** Deadline to submit repayment checks to Payroll	**26** **4:00pm** -- PCard approval deadline **5:00pm --** Deadline to **originate** OSA LDA's for transactions posted during the 8/15/14 pay period and OSA's **disabled**	**27** AP payments on hold until 9/2 (ACH, Wires, Checks, Direct Debit) **7:00am --** No PTA Status Changes until 9/11 **12:00pm --** AP Closes **5:00pm --** OSA LDA's **approval** deadline	**28** AP payments on hold until 9/2 (ACH, Wires, Checks, Direct Debit) **6:00am --** Fund & Expenditure reports available online (reflecting all FY14 transactions except 8/31/14 payroll & all AUG-2014 feeders) **6:00am --** OSA sweep transactions available on expenditure reports	**29** AP payments on hold until 9/2 (ACH, Wires, Checks, Direct Debit) **12:00pm --** CashNet deposit deadline for August **12:00pm --** Deadline to submit paper forms to Payroll for the 8/31/14 payroll **5:00pm --** Deadline for OSR to submit Cost Sharing journals **5:00pm --** Deadline to submit iJournal Responsibility requests **5:00pm --** 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 8/31/14	**30** Labor Schedule end date rollover to next fiscal Year-End (by Central Office)

9/1 Salary Uploads (Faculty and Academic Staff)

FY14 Year-End Close Calendar (18 Day Close/13 Business Days) – Public

SEPTEMBER

Daily 3:00pm deadline (for distributed users) for Core journals for same night processing

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AUGUST 31 AP payments on hold until 9/2/14 (ACH, Wires, Checks, Direct Debit)	**SEPTEMBER 1** **(LABOR DAY)** **7:00am** -- Exp Type & GL Object Code Blackout begins **9/1 Salary Uploads (Academic Staff)**	**2** AP payments (ACH, Wires, Checks) **resume** **9:00pm** -- Deadline to input Labor Schedules into Oracle for salary employees for pay period ending 8/31/14	**3** 8/31/14 payroll posted in Oracle Financials **7:00pm** -- Deadline to post EIFP and EFP payout journals	**4 SOFT CLOSE** **6:00am** -- 8/31/14 Payroll available on PLM and RM3 reports and available for adjustment **6:00am** -- 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 9/20 **5:00pm** -- **Public iJournals, Specialist iJournals, Feeders, iBudget** input & approval deadline for Soft Close **7:00pm** -- LDA **approval** deadline **7:00pm** -- **Central iJournals,** Core Journals input & approval deadline **11:59pm August 2014 Month-End "Soft" Close (MEC) Complete**	**5** Org Hierarchy updates for 9/01/14 complete **6:00am** -- PLM and RM3 reports available online (AUG-2014 "Soft" Close) **6:00am** -- OSA sweep transactions available on expenditure reports **9/1 Salary Uploads (Academic and Non-Academic Staff)**	**6**
7	**8** **10:00am** -- AUG-2014 Month-End "Soft" Close data available on DSS reports **9/1 Salary Uploads (Academic and Non-Academic Staff)**	**9** **5:00pm** -- **Specialist iJournal** input deadline, including AP Accrual and AR Accrual iJournals ***iBudgets and iJournals Fund Transfers continue to be available through 9/16/14**	**10 HARD CLOSE** **5:00pm** -- **Central iJournal** input & approval final deadline **5:00pm** -- **Specialist iJournal** approval final deadline **11:59pm** -- **Year-End "Hard" Close for Expenditures Complete** **9/1 Salary Uploads (Non- Academic Staff)**	**11** **6:00am** -- RM3 reports available online (YEC for Expenditures) **7:00am** -- PTA Status Changes resume	**12** **10:00am** -- Year-End "Hard" Close data available on DSS reports **Budget Officer Meetings**	**13**
14	**15** **Budget Officer Meetings**	**16** **5:00pm** -- **iBudgets, iJournals Fund Transfers, Bulk Fund Transfers and ADI Fund Transfers** input final deadline for departments **Budget Officers Meeting**	**17**	**18** **11:59pm** -- **Year-End "Final" Close complete**	**19** LDA responsibility **reactivated**	**20**
21	**22** **SMC Endowment Release -- Tentative** **10:00am** -- Year-End "Final" Close data available on DSS reports	**23** 15-SEP-2014 Payroll available on PLM and RM3 reports	**24** **12:00pm** -- Oracle Hyperion ready with FY2014 actuals for Year-End variance reporting (due 10/13/14)	**25**	**26** **5:00pm** -- SEP-2014 Endowment payout posted (tentative)	**27**

Deadlines are subject to change. Please check Fingate and the Year-End Close Interactive Calendar at:
https://web.stanford.edu/dept/controller/cgi-bin/calendar/distributed *for the most up-to-date version.*

Last updated on: 8/08/14