

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				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
	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: <ul style="list-style-type: none"> 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 	Monthly Income Exceptions 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 through the 8/15/15 pay period 5:00pm: <ul style="list-style-type: none"> OSA LDA's approval deadline Deadline to submit repayment checks to Payroll 	Central Office rollover Labor Schedule end date to next fiscal Year-End
	9/1 Salary Uploads				5:01 pm: OSA "sweep" process	

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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	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: <ul style="list-style-type: none"> CashNet deposit deadline for August Deadline to submit paper forms to Payroll to be included in the current fiscal year 5:00pm: <ul style="list-style-type: none"> 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	SOFT CLOSE 6:00am: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> PLM and RM3 reports available online (AUG-2015 "Soft" Close) OSA "sweep" transactions available on expenditure reports 	
6	7	8	9	10	11	12
	LABOR DAY 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	HARD CLOSE 5:00pm: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Annual Income Exceptions 	
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 <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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			

Deadlines are subject to change. Please check [Fingate](#) and the [Year-End Close Interactive Calendar](#) for the most up-to-date version.

Last updated on: 08/18/2015