### Fiscal Year 2016 Financial Close Schedule

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<tbody>
<tr>
<td>Run Award Cost Re-processing at 5PM</td>
<td>End of Month: Day Varies</td>
<td>Wednesday, September 30, 2015</td>
<td>Thursday, October 1, 2015</td>
<td>Thursday, October 1, 2015</td>
<td>Thursday, November 5, 2015</td>
<td>Tuesday, January 1, 2016</td>
<td>Friday, January 1, 2016</td>
</tr>
<tr>
<td>Next Month calendar open at 12:30pm</td>
<td>First Calendar Day of Month</td>
<td>Saturday, August 1, 2015</td>
<td>Tuesday, September 1, 2015</td>
<td>Thursday, October 1, 2015</td>
<td>Sunday, November 1, 2015</td>
<td>Tuesday, December 1, 2015</td>
<td>Friday, January 1, 2016</td>
</tr>
<tr>
<td>All integrations successfully finished Workshop: End of Day</td>
<td>Second Business Day of Month</td>
<td>Tuesday, August 4, 2015</td>
<td>Wednesday, September 2, 2015</td>
<td>Friday, October 2, 2015</td>
<td>Tuesday, November 3, 2015</td>
<td>Tuesday, December 3, 2015</td>
<td>Tuesday, January 4, 2016</td>
</tr>
<tr>
<td>Calendar closed for procurement, banking and accounts receivable at 5PM</td>
<td>Second Business Day of Month</td>
<td>Tuesday, August 4, 2015</td>
<td>Wednesday, September 2, 2015</td>
<td>Friday, October 2, 2015</td>
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<tr>
<td>All Internal memoranda for S32 requisitions (non-purchasing) due in business office / central finance by 5PM</td>
<td>First Business Day of Month</td>
<td>Monday, February 1, 2016</td>
<td>Tuesday, March 1, 2016</td>
<td>Friday, April 1, 2016</td>
<td>Monday, May 1, 2016</td>
<td>Wednesday, June 1, 2016</td>
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<td>Thursday, May 6, 2016</td>
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<td>Friday, July 7, 2016</td>
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<tr>
<td>Journal entries - 5PM entry only</td>
<td>Third Business Day of Month</td>
<td>Wednesday, February 3, 2016</td>
<td>Thursday, March 3, 2016</td>
<td>Friday, April 6, 2016</td>
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<tr>
<td>Reports available in the morning</td>
<td>Fifth Business Day of Month</td>
<td>Friday, February 5, 2016</td>
<td>Monday, March 7, 2016</td>
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<td>Current Month Post Close calendar open</td>
<td>Fifth Business Day of Month</td>
<td>Friday, February 5, 2016</td>
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| Additional J.E.s due by Noon | Friday, July 15, 2016 |
| Final Reports Available | Monday, July 18, 2016 |
| Run PAC balance allocation and FY 04, Roll | Friday, July 22, 2016 |
| End Close Adjustments | Friday, July 29, 2016 |

**Notes:**
- All dates are in the year 2016.
- Presented in U.S. Eastern Time (ET) unless noted otherwise.
- Dates and times may vary for weekends or holidays.
- Please check Workday for any updates or changes.

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**Additional J.E.s due by Noon**

- Friday, July 15, 2016

**Final Reports Available**

- Monday, July 18, 2016

**Run PAC balance allocation and FY 04, Roll**

- Friday, July 22, 2016

**End Close Adjustments**

- Friday, July 29, 2016