

Fiscal Year 2016 Financial Close Schedule

Description	Day of Month	July 2015 (FY2016) Close	August 2015 (FY2016) Close	September 2015 (FY2016) Close
Run Award Cost Re-processing at 5PM	End of Month; Day Varies			Wednesday, September 30, 2015
Next Month calendar open at 12:15am	First Calendar Day of Month	Saturday, August 01, 2015	Tuesday, September 01, 2015	Thursday, October 01, 2015
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Monday, August 03, 2015	Tuesday, September 01, 2015	Thursday, October 01, 2015
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Tuesday, August 04, 2015	Wednesday, September 02, 2015	Friday, October 02, 2015
Calendar closed for procurement , banking and accounts receivable at 5pm	Second Business Day of Month	Tuesday, August 04, 2015	Wednesday, September 02, 2015	Friday, October 02, 2015
Journal entries - no more entered after 5pm	Third Business Day of Month	Wednesday, August 05, 2015	Thursday, September 03, 2015	Monday, October 05, 2015
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Thursday, August 06, 2015	Friday, September 04, 2015	Tuesday, October 06, 2015
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Thursday, August 06, 2015	Friday, September 04, 2015	Tuesday, October 06, 2015
Reports available in the morning	Fifth Business Day of Month	Friday, August 07, 2015	Tuesday, September 08, 2015	Wednesday, October 07, 2015
Current Month Post Close calendar open	Fifth Business Day of Month	Friday, August 07, 2015	Tuesday, September 08, 2015	Wednesday, October 07, 2015

Description	Day of Month	October 2015 (FY2016) Close	November 2015 (FY2016) Close	December 2015 (FY2016) Close
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	Thursday, October 29, 2015	Monday, November 30, 2015	Wednesday, December 30, 2015
Next Month calendar open at 12:15am	First Calendar Day of Month	Sunday, November 01, 2015	Tuesday, December 01, 2015	Friday, January 01, 2016
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Monday, November 02, 2015	Tuesday, December 01, 2015	Monday, January 04, 2016
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Tuesday, November 03, 2015	Wednesday, December 02, 2015	Tuesday, January 05, 2016
Calendar closed for procurement , banking and accounts receivable at 5pm	Second Business Day of Month	Tuesday, November 03, 2015	Wednesday, December 02, 2015	Tuesday, January 05, 2016
Journal entries - no more entered after 5pm	Third Business Day of Month	Wednesday, November 04, 2015	Thursday, December 03, 2015	Wednesday, January 06, 2016
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Thursday, November 05, 2015	Friday, December 04, 2015	Thursday, January 07, 2016
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Thursday, November 05, 2015	Friday, December 04, 2015	Thursday, January 07, 2016
Reports available in the morning	Fifth Business Day of Month	Friday, November 06, 2015	Monday, December 07, 2015	Friday, January 08, 2016
Current Month Post Close calendar open	Fifth Business Day of Month	Friday, November 06, 2015	Monday, December 07, 2015	Friday, January 08, 2016

Description	Day of Month	January 2016 (FY2016) Close	February 2016 (FY2016) Close	March 2016 (FY2016) Close
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	Friday, January 29, 2016	Thursday, February 25, 2016	Thursday, March 31, 2016
Next Month calendar open at 12:15am	First Calendar Day of Month	Monday, February 01, 2016	Tuesday, March 01, 2016	Friday, April 01, 2016
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Tuesday, February 02, 2016	Wednesday, March 02, 2016	Monday, April 04, 2016
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Monday, February 01, 2016	Tuesday, March 01, 2016	Friday, April 01, 2016
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Wednesday, February 03, 2016	Thursday, March 03, 2016	Tuesday, April 05, 2016
Journal entries - no more entered after 5pm	Third Business Day of Month	Wednesday, February 03, 2016	Thursday, March 03, 2016	Tuesday, April 05, 2016
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Thursday, February 04, 2016	Friday, March 04, 2016	Wednesday, April 06, 2016
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Thursday, February 04, 2016	Friday, March 04, 2016	Wednesday, April 06, 2016
Reports available in the morning	Fifth Business Day of Month	Friday, February 05, 2016	Monday, March 07, 2016	Thursday, April 07, 2016
Current Month Post Close calendar open	Fifth Business Day of Month	Friday, February 05, 2016	Monday, March 07, 2016	Thursday, April 07, 2016

Description	Day of Month	April 2016 (FY2016) Close	May 2016 (FY2016) Close	June 2016 (FY2016) Close Fiscal Year End
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	Thursday, April 28, 2016	Tuesday, May 26, 2015	Thursday, June 30, 2016
Next Month calendar open at 12:15am	First Calendar Day of Month	Sunday, May 01, 2016	Wednesday, June 01, 2016	Friday, July 01, 2016
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Tuesday, May 03, 2016	Thursday, June 02, 2016	Friday, July 01, 2016
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Monday, May 02, 2016	Wednesday, June 01, 2016	Tuesday, July 05, 2016
Calendar closed for procurement , banking and accounts receivable (evening)	Third Business Day of Month	Wednesday, May 04, 2016	Friday, June 03, 2016	Wednesday, July 06, 2016
Journal entries - no more entered after 5pm	Third Business Day of Month	Wednesday, May 04, 2016	Friday, June 03, 2016	Wednesday, July 06, 2016
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Thursday, May 05, 2016	Monday, June 06, 2016	Thursday, July 7, 2016
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Thursday, May 05, 2016	Monday, June 06, 2016	Thursday, July 7, 2016
Reports available in the morning	Fifth Business Day of Month	Friday, May 06, 2016	Tuesday, June 07, 2016	Friday, July 8, 2016
Current Month Post Close calendar open	Fifth Business Day of Month	Friday, May 06, 2016	Tuesday, June 07, 2016	Friday, July 13, 2016
Additional J.E.s due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon				Tuesday July 12, 2016
Re run common book allocations in the evening				Tuesday July 12, 2016
Final Reports Available				Wednesday July 13, 2016
Run FAO balance allocation and YE G/L Roll				Friday, July 15, 2016
Post Close Adjustments				7/13/16 until 10/6/16