

Fiscal Year 2017 Financial Close Schedule

Description	Day of Month	July 2016 (FY2017) Close	August 2016 (FY2017) Close	September 2016 (FY2017) Close
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	End of Month	End of Month	End of Month
Last day to enter journals with Grant FAOs	Last business day of the month	Friday, July 29, 2016	Wednesday, August 31, 2016	Friday, September 30, 2016
Next Month calendar open at 12:15am	First Calendar Day of Month	Monday, August 01, 2016	Thursday, September 01, 2016	Monday, October 03, 2016
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Monday, August 01, 2016	Thursday, September 01, 2016	Monday, October 03, 2016
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Tuesday, August 02, 2016	Friday, September 02, 2016	Tuesday, October 04, 2016
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Wednesday, August 03, 2016	Tuesday, September 06, 2016	Wednesday, October 05, 2016
Journal entries - no more entered after 5pm	Third Business Day of Month	Wednesday, August 03, 2016	Tuesday, September 06, 2016	Wednesday, October 05, 2016
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Thursday, August 04, 2016	Wednesday, September 07, 2016	Thursday, October 06, 2016
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Thursday, August 04, 2016	Wednesday, September 07, 2016	Thursday, October 06, 2016
Reports available in the morning	Fifth Business Day of Month	Friday, August 05, 2016	Thursday, September 08, 2016	Friday, October 07, 2016
Current Month Post Close calendar open	Fifth Business Day of Month	Friday, August 05, 2016	Thursday, September 08, 2016	Friday, October 07, 2016

Description	Day of Month	October 2016 (FY2017) Close	November 2016 (FY2017) Close	December 2016 (FY2017) Close
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	End of Month	End of Month	End of Month
Last day to enter journals with Grant FAOs	Last business day of the month	Monday, October 31, 2016	Wednesday, November 30, 2016	Friday, December 30, 2016
Next Month calendar open at 12:15am	First Calendar Day of Month	Tuesday, November 01, 2016	Thursday, December 01, 2016	Sunday, January 01, 2017
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Tuesday, November 01, 2016	Thursday, December 01, 2016	Tuesday, January 03, 2017
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Wednesday, November 02, 2016	Friday, December 02, 2016	Wednesday, January 04, 2017
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Thursday, November 03, 2016	Monday, December 05, 2016	Thursday, January 05, 2017
Journal entries - no more entered after 5pm	Third Business Day of Month	Thursday, November 03, 2016	Monday, December 05, 2016	Thursday, January 05, 2017
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Friday, November 04, 2016	Tuesday, December 06, 2016	Friday, January 06, 2017
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Friday, November 04, 2016	Tuesday, December 06, 2016	Friday, January 06, 2017
Reports available in the morning	Fifth Business Day of Month	Monday, November 07, 2016	Wednesday, December 07, 2016	Monday, January 09, 2017
Current Month Post Close calendar open	Fifth Business Day of Month	Monday, November 07, 2016	Wednesday, December 07, 2016	Monday, January 09, 2017

Description	Day of Month	January 2017 (FY2017) Close	February 2017 (FY2017) Close	March 2017 (FY2017) Close
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	End of Month	End of Month	End of Month
Last day to enter journals with Grant FAOs	Last business day of the month	Tuesday, January 31, 2017	Tuesday, February 28, 2017	Friday, March 31, 2017
Next Month calendar open at 12:15am	First Calendar Day of Month	Wednesday, February 01, 2017	Wednesday, March 01, 2017	Saturday, April 01, 2017
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Wednesday, February 01, 2017	Wednesday, March 01, 2017	Monday, April 03, 2017
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Thursday, February 02, 2017	Thursday, March 02, 2017	Tuesday, April 04, 2017
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Friday, February 03, 2017	Friday, March 03, 2017	Wednesday, April 05, 2017
Journal entries - no more entered after 5pm	Third Business Day of Month	Friday, February 03, 2017	Friday, March 03, 2017	Wednesday, April 05, 2017
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Monday, February 06, 2017	Monday, March 06, 2017	Thursday, April 06, 2017
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Monday, February 06, 2017	Monday, March 06, 2017	Thursday, April 06, 2017
Reports available in the morning	Fifth Business Day of Month	Tuesday, February 07, 2017	Tuesday, March 07, 2017	Friday, April 07, 2017
Current Month Post Close calendar open	Fifth Business Day of Month	Tuesday, February 07, 2017	Tuesday, March 07, 2017	Friday, April 07, 2017

Description	Day of Month	April 2017 (FY2017) Close	May 2017 (FY2017) Close	June 2017 (FY2017) Close Fiscal Year End
Run Award Cost Re-processing at 5PM	End of Month; Day Varies	End of Month	End of Month	End of Month
Last day to enter journals with Grant FAOs	Last business day of the month	Friday, April 28, 2017	Wednesday, May 31, 2017	Friday, June 30, 2017
Next Month calendar open at 12:15am	First Calendar Day of Month	Monday, May 01, 2017	Thursday, June 01, 2017	Saturday, July 01, 2017
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Monday, May 01, 2017	Thursday, June 01, 2017	Monday, July 03, 2017
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Tuesday, May 02, 2017	Friday, June 02, 2017	Wednesday, July 05, 2017
Calendar closed for procurement, banking and accounts receivable (evening)	Third Business Day of Month	Wednesday, May 03, 2017	Monday, June 05, 2017	Thursday, July 06, 2017
Journal entries - no more entered after 5pm	Third Business Day of Month	Wednesday, May 03, 2017	Monday, June 05, 2017	Thursday, July 06, 2017
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Thursday, May 04, 2017	Tuesday, June 06, 2017	Friday, July 07, 2017
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Thursday, May 04, 2017	Tuesday, June 06, 2017	Friday, July 07, 2017
Reports available in the morning	Fifth Business Day of Month	Friday, May 05, 2017	Wednesday, June 07, 2017	Monday, July 10, 2017
Current Month Post Close calendar open	Fifth Business Day of Month	Friday, May 05, 2017	Wednesday, June 07, 2017	Monday, July 10, 2017
Additional J.E.s due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon				Wednesday, July 12, 2017
Re run common book allocatins in the evening				Wednesday, July 12, 2017
Final Reports Available				Thursday, July 13, 2017
Run FAO balance allocation and YE G/L Roll				Friday, July 14, 2017
Post Close Adjustments				7/12/17 until 10/7/17