

Fiscal Year 2017 Financial Close Schedule

Description	Jun Close	Day of Month
Request for Payment(F-4), and Student Expense Report for University Business (F-34), AP Cost Transfer Forms and corrections must be received in Accounts Payable no later than 4PM on Friday, June 16, 2017. Please send to Accounts Payable, RC Box 278958.	Friday, June 16, 2017	-10
Payroll Reallocation Changes – Requests for payroll reallocation changes on Form 800 should be received no later than 4PM on Friday, June 16, 2017. Please send your materials to Laura Bardossi, Box PERC.	Friday, June 16, 2017	-10
Employee Expense Reports (F-3) – must be received in Accounts Payable no later than 4PM on Tuesday, June 27, 2017. Please send to Accounts Payable, RC Box 278958.	Tuesday, June 27, 2017	-3
Run Award Cost Re-processing at 5PM. Last day to enter Grant related journals for FY2017.	Friday, June 30, 2017	0
All journal entry forms and 312 requisitions (non-purchasing) must be received by central finance by 4PM	Monday, July 03, 2017	1
All integrations successfully fed into Workday (possibly after 9:00pm)	Wednesday, July 05, 2017	2
Accounts Payable, Banking, and Accounts Receivable closed for June transactions (OASIS integrations are complete around 3:00PM, banking close 5:00pm, PMM 6:45pm).	Thursday, July 06, 2017	3
Journal entries - no more entered after 5:00pm	Thursday, July 06, 2017	3
Journal entries approved by Noon	Friday, July 07, 2017	4
Perform allocations after NOON when all In Process journals are cancelled.	Friday, July 07, 2017	4
Preliminary reports available in the morning (Saturday)	Saturday, July 08, 2017	5
All journals route to Cheryl Bennett for approval after preliminary close		
OASIS Gift reporting available on Tuesday, July 11, 2017	Tuesday, July 11, 2017	6
Additional journal entries due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon.	Wednesday, July 12, 2017	7
Re-run common book allocations in the evening	Wednesday, July 12, 2017	7
Final reports available in the morning	Thursday, July 13, 2017	8
Run the FAO available balance allocation and the year end roll	Friday, July 14, 2017	10
Post close adjustments to be posted until complete for FY2017. FAO Available balances will be updated routinely based on post close adjustments	Wednesday July 12 until October 5	

NOTE: If you should have any questions or need further clarification regarding fiscal year end closing, please contact Jen Baker (5-8350) or Karen Sodoma (5-6452). Questions concerning Request for Payments and Employee Expense Reports should be directed to Marta Herman (5-7880). Payroll Reallocations should be directed to Laura Bardossi (5-7027).