

Fiscal Year 2018 Financial Close Schedule

Description	Day of Month	July 2017 (FY2018) Close	August 2017 (FY2018) Close	September 2017 (FY2018) 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, July 31, 2017	Thursday, August 31, 2017	Friday, September 29, 2017
Next Month calendar open at 12:15am	First Calendar Day of Month	Tuesday, August 01, 2017	Friday, September 01, 2017	Sunday, October 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, August 01, 2017	Friday, September 01, 2017	Monday, October 02, 2017
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Wednesday, August 02, 2017	Tuesday, September 05, 2017	Tuesday, October 03, 2017
Calendar closed for procurement, banking and accounts receivable at 5pm	Third Business Day of Month	Thursday, August 03, 2017	Wednesday, September 06, 2017	Wednesday, October 04, 2017
Journal entries - no more entered after 5pm	Third Business Day of Month	Thursday, August 03, 2017	Wednesday, September 06, 2017	Wednesday, October 04, 2017
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Friday, August 04, 2017	Thursday, September 07, 2017	Thursday, October 05, 2017
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Friday, August 04, 2017	Thursday, September 07, 2017	Thursday, October 05, 2017
Reports available in the morning	Fifth Business Day of Month	Monday, August 07, 2017	Friday, September 08, 2017	Friday, October 06, 2017
Current Month Post Close calendar open	Fifth Business Day of Month	Monday, August 07, 2017	Friday, September 08, 2017	Friday, October 06, 2017

Description	Day of Month	October 2017 (FY2018) Close	November 2017 (FY2018) Close	December 2017 (FY2018) 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, October 31, 2017	Thursday, November 30, 2017	Friday, December 29, 2017
Next Month calendar open at 12:15am	First Calendar Day of Month	Wednesday, November 01, 2017	Friday, December 01, 2017	Monday, January 01, 2018
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Wednesday, November 01, 2017	Friday, December 01, 2017	Tuesday, January 02, 2018
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Thursday, November 02, 2017	Monday, December 04, 2017	Wednesday, January 03, 2018
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Friday, November 03, 2017	Tuesday, December 05, 2017	Thursday, January 04, 2018
Journal entries - no more entered after 5pm	Third Business Day of Month	Friday, November 03, 2017	Tuesday, December 05, 2017	Thursday, January 04, 2018
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Monday, November 06, 2017	Wednesday, December 06, 2017	Friday, January 05, 2018
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Monday, November 06, 2017	Wednesday, December 06, 2017	Friday, January 05, 2018
Reports available in the morning	Fifth Business Day of Month	Tuesday, November 07, 2017	Thursday, December 07, 2017	Monday, January 08, 2018
Current Month Post Close calendar open	Fifth Business Day of Month	Tuesday, November 07, 2017	Thursday, December 07, 2017	Monday, January 08, 2018

Description	Day of Month	January 2018 (FY2018) Close	February 2018 (FY2018) Close	March 2018 (FY2018) 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	Wednesday, January 31, 2018	Wednesday, February 28, 2018	Friday, March 30, 2018
Next Month calendar open at 12:15am	First Calendar Day of Month	Thursday, February 01, 2018	Thursday, March 01, 2018	Sunday, April 01, 2018
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance	First Business Day of Month	Thursday, February 01, 2018	Thursday, March 01, 2018	Monday, April 02, 2018
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Friday, February 02, 2018	Friday, March 02, 2018	Tuesday, April 03, 2018
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Monday, February 05, 2018	Monday, March 05, 2018	Wednesday, April 04, 2018
Journal entries - no more entered after 5pm	Third Business Day of Month	Monday, February 05, 2018	Monday, March 05, 2018	Wednesday, April 04, 2018
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Tuesday, February 06, 2018	Tuesday, March 06, 2018	Thursday, April 05, 2018
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Tuesday, February 06, 2018	Tuesday, March 06, 2018	Thursday, April 05, 2018
Reports available in the morning	Fifth Business Day of Month	Wednesday, February 07, 2018	Wednesday, March 07, 2018	Friday, April 06, 2018
Current Month Post Close calendar open	Fifth Business Day of Month	Wednesday, February 07, 2018	Wednesday, March 07, 2018	Friday, April 06, 2018

Description	Day of Month	April 2018 (FY2018) Close	May 2018 (FY2018) Close	June 2018 (FY2018) Close Fiscal Year End (PRELIM)
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 27, 2018	Thursday, May 31, 2018	Friday, June 29, 2018
Next Month calendar open at 12:15am	First Calendar Day of Month	Tuesday, May 01, 2018	Friday, June 01, 2018	Sunday, July 01, 2018
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Tuesday, May 01, 2018	Friday, June 01, 2018	Monday, July 02, 2018
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Wednesday, May 02, 2018	Monday, June 04, 2018	Tuesday, July 03, 2018
Calendar closed for procurement , banking and accounts receivable (evening)	Third Business Day of Month	Thursday, May 03, 2018	Tuesday, June 05, 2018	Thursday, July 05, 2018
Journal entries - no more entered after 5pm	Third Business Day of Month	Thursday, May 03, 2018	Tuesday, June 05, 2018	Thursday, July 05, 2018
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Friday, May 04, 2018	Wednesday, June 06, 2018	Friday, July 06, 2018
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Friday, May 04, 2018	Wednesday, June 06, 2018	Friday, July 06, 2018
Reports available in the morning	Fifth Business Day of Month	Monday, May 07, 2018	Thursday, June 07, 2018	Monday, July 09, 2018
Current Month Post Close calendar open	Fifth Business Day of Month	Monday, May 07, 2018	Thursday, June 07, 2018	Monday, July 09, 2018
Additional J.E.s due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon				Wednesday, July 11, 2018
Re run common book allocatins in the evening				Wednesday, July 11, 2018
Final Reports Available				Thursday, July 12, 2018
Run FAO balance allocation and YE G/L Roll				Friday, July 13, 2018
Post Close Adjustments				Wednesday 7/11/18 until Thursday 10/5/18