

FY18 Year End 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 15, 2018. Please send to Accounts Payable, RC Box 278958.	Friday, June 15, 2018	-10
Payroll Reallocation Changes – Requests for payroll reallocation changes on Form 800 should be received no later than 4PM on Wednesday, June 20, 2018. Please send your materials to Laura Bardossi, Box PERC.	Wednesday, June 20, 2018	-8
Employee Expense Reports (F-3) – must be received in Accounts Payable no later than 4PM on Tuesday, June 26, 2018 for posting in FY18 June period. We are also planning to post the July 6, 2018 Travel and Expense payroll into June period as well but we can't guarantee F3 forms received after June 26 will be included in the July 6 payroll. Please send to Accounts Payable, RC Box 278958.	Tuesday, June 26, 2018	-4
Run Award Cost Re-processing at 5PM. Last day to enter Grant related journals for FY2018.	Friday, June 29, 2018	0
All journal entry forms and 312 requisitions (non-purchasing) must be received by central finance by 4PM	Monday, July 2, 2018	1
All integrations successfully fed into Workday (possibly after 9:00pm)	Tuesday, July 3, 2018	2
Accounts Payable, Banking, and Accounts Receivable closed for June transactions (OASIS integrations are complete around 3:00PM, banking close 5:30pm, PMM 6:45pm).	Thursday, July 5, 2018	3
Journal entries - no more entered after 5:00pm	Thursday, July 5, 2018	3
Journal entries approved by Noon	Friday, July 6, 2018	4
Perform allocations after NOON when all In Process journals are cancelled.	Friday, July 6, 2018	4
Preliminary reports available in the morning (Saturday)	Saturday, July 7, 2018	5
All journals route to Cheryl Bennett for approval after preliminary close		
OASIS Gift reporting available on Tuesday, July 10, 2018	Tuesday, July 10, 2018	6
Additional journal entries due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon.	Wednesday, July 11, 2018	7
Re-run common book allocations in the evening	Wednesday, July 11, 2018	7
Final reports available in the morning	Thursday, July 12, 2018	8
Run the FAO available balance allocation and the year end roll	Friday, July 13, 2018	9
Post close adjustments to be posted until complete for FY2018. FAO Available balances will be updated routinely based on post close adjustments	Wednesday July 11 until October 4	

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).