

Fiscal Year 2019 Financial Close Schedule

Description	Day of Month	July 2018 (FY2019) Close	August 2018 (FY2019) Close	September 2018 (FY2019) 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, July 31, 2018	Friday, August 31, 2018	Friday, September 28, 2018
Next Month calendar open at 12:15am	First Calendar Day of Month	Wednesday, August 01, 2018	Saturday, September 01, 2018	Monday, October 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, August 01, 2018	Tuesday, September 04, 2018	Monday, October 01, 2018
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Thursday, August 02, 2018	Wednesday, September 05, 2018	Tuesday, October 02, 2018
Calendar closed for procurement, banking and accounts receivable at 5pm	Third Business Day of Month	Friday, August 03, 2018	Thursday, September 06, 2018	Wednesday, October 03, 2018
Journal entries - no more entered after 5pm	Third Business Day of Month	Friday, August 03, 2018	Thursday, September 06, 2018	Wednesday, October 03, 2018
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Monday, August 06, 2018	Friday, September 07, 2018	Thursday, October 04, 2018
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Monday, August 06, 2018	Friday, September 07, 2018	Thursday, October 04, 2018
Reports available in the morning	Fifth Business Day of Month	Tuesday, August 07, 2018	Monday, September 10, 2018	Friday, October 05, 2018
Current Month Post Close calendar open	Fifth Business Day of Month	Tuesday, August 07, 2018	Monday, September 10, 2018	Friday, October 05, 2018

Description	Day of Month	October 2018 (FY2019) Close	November 2018 (FY2019) Close	December 2018 (FY2019) 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, October 31, 2018	Friday, November 30, 2018	Monday, December 31, 2018
Next Month calendar open at 12:15am	First Calendar Day of Month	Thursday, November 01, 2018	Saturday, December 01, 2018	Tuesday, January 01, 2019
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Thursday, November 01, 2018	Monday, December 03, 2018	Wednesday, January 02, 2019
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Friday, November 02, 2018	Tuesday, December 04, 2018	Thursday, January 03, 2019
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Monday, November 05, 2018	Wednesday, December 05, 2018	Friday, January 04, 2019
Journal entries - no more entered after 5pm	Third Business Day of Month	Monday, November 05, 2018	Wednesday, December 05, 2018	Friday, January 04, 2019
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Tuesday, November 06, 2018	Thursday, December 06, 2018	Monday, January 07, 2019
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Tuesday, November 06, 2018	Thursday, December 06, 2018	Monday, January 07, 2019
Reports available in the morning	Fifth Business Day of Month	Wednesday, November 07, 2018	Friday, December 07, 2018	Tuesday, January 08, 2019
Current Month Post Close calendar open	Fifth Business Day of Month	Wednesday, November 07, 2018	Friday, December 07, 2018	Tuesday, January 08, 2019

Description	Day of Month	January 2019 (FY2019) Close	February 2019 (FY2019) Close	March 2019 (FY2019) 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	Thursday, January 31, 2019	Thursday, February 28, 2019	Friday, March 29, 2019
Next Month calendar open at 12:15am	First Calendar Day of Month	Friday, February 01, 2019	Friday, March 01, 2019	Monday, April 01, 2019
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance	First Business Day of Month	Friday, February 01, 2019	Friday, March 01, 2019	Monday, April 01, 2019
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Monday, February 04, 2019	Monday, March 04, 2019	Tuesday, April 02, 2019
Calendar closed for procurement , banking and accounts receivable at 5pm	Third Business Day of Month	Tuesday, February 05, 2019	Tuesday, March 05, 2019	Wednesday, April 03, 2019
Journal entries - no more entered after 5pm	Third Business Day of Month	Tuesday, February 05, 2019	Tuesday, March 05, 2019	Wednesday, April 03, 2019
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Wednesday, February 06, 2019	Wednesday, March 06, 2019	Thursday, April 04, 2019
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Wednesday, February 06, 2019	Wednesday, March 06, 2019	Thursday, April 04, 2019
Reports available in the morning	Fifth Business Day of Month	Thursday, February 07, 2019	Thursday, March 07, 2019	Friday, April 05, 2019
Current Month Post Close calendar open	Fifth Business Day of Month	Thursday, February 07, 2019	Thursday, March 07, 2019	Friday, April 05, 2019

Description	Day of Month	April 2019 (FY2019) Close	May 2019 (FY2019) Close	June 2019 (FY2019) 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	Tuesday, April 30, 2019	Friday, May 31, 2019	Friday, June 28, 2019
Next Month calendar open at 12:15am	First Calendar Day of Month	Wednesday, May 01, 2019	Saturday, June 01, 2019	Monday, July 01, 2019
All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM	First Business Day of Month	Wednesday, May 01, 2019	Monday, June 03, 2019	Monday, July 01, 2019
All integrations successfully fed into Workday - End of Day	Second Business Day of Month	Thursday, May 02, 2019	Tuesday, June 04, 2019	Tuesday, July 02, 2019
Calendar closed for procurement , banking and accounts receivable (evening)	Third Business Day of Month	Friday, May 03, 2019	Wednesday, June 05, 2019	Wednesday, July 03, 2019
Journal entries - no more entered after 5pm	Third Business Day of Month	Friday, May 03, 2019	Wednesday, June 05, 2019	Wednesday, July 03, 2019
Journal entries - approvals only. Posted by noon	Fourth Business Day of Month	Monday, May 06, 2019	Thursday, June 06, 2019	Friday, July 05, 2019
Perform allocations after Noon when all In Process journals moved	Fourth Business Day of Month	Monday, May 06, 2019	Thursday, June 06, 2019	Friday, July 05, 2019
Reports available in the morning	Fifth Business Day of Month	Tuesday, May 07, 2019	Friday, June 07, 2019	Monday, July 08, 2019
Current Month Post Close calendar open	Fifth Business Day of Month	Tuesday, May 07, 2019	Friday, June 07, 2019	Monday, July 08, 2019
Additional J.E.s due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon				Wednesday, July 10, 2019
Re run common book allocatins in the evening				Thursday, July 11, 2019
Final Reports Available				Friday, July 12, 2019
Run FAO balance allocation and YE G/L Roll				Friday, July 12, 2019
Post Close Adjustments				Wednesday 7/10/19 until Thursday 10/5/19