

Fiscal Year 2016 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 10, 2016. Please send to Accounts Payable, RC Box 278958.	Friday, June 10, 2016	-14
Payroll Reallocation Changes – Requests for payroll reallocation changes on Form 800 should be received no later than 4PM on Wed, June 15, 2016. Please send your materials to Laura Bardossi, Box PERC.	Wednesday, June 15, 2016	-12
Employee Expense Reports (F-3) – must be received in Accounts Payable no later than 4PM on Tuesday, June 28, 2016. Please send to Accounts Payable, RC Box 278958.	Tuesday, June 28, 2016	-2
Run Award Cost Re-processing at 5PM	Thursday, June 30, 2016	0
All journal entry forms and 312 requisitions (non-purchasing) must be received by central finance by 4PM	Friday, July 01, 2016	1
All integrations successfully fed into Workday	Tuesday, July 05, 2016	2
Accounts Payable, Banking, and Accounts Receivable closed for June transactions (After PMM, OASIS integrations are complete around 11PM)	Wednesday, July 06, 2016	3
Journal entries - no more entered after 5pm	Wednesday, July 06, 2016	3
Journal entries approved by Noon	Thursday, July 07, 2016	4
Perform allocations after NOON when all In Process journals are cancelled	Thursday, July 07, 2016	4
Preliminary reports available in the morning	Friday, July 08, 2016	5
Additional J.E.s due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon	Tuesday, July 12, 2016	7
Re-run common book allocations in the evening	Tuesday, July 12, 2016	7
Final reports available in the morning	Wednesday, July 13, 2016	8
Run the FAO available balance allocation and the year end roll	Friday, July 15, 2016	10
Post close adjustments to be posted until complete for FY2015. FAO Available balances will be updated routinely based on post close adjustments	Wednesday July 13 until October 6	

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).