

FY08 Year End Close Calendar

August 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
July 31: Close preparation 5:00pm - PCard deadline					1 7:00am - GL/Exp Code Maintenance Blackout begins 8:00pm - AP Close	2
3	4	5 31-JUL-2008 payroll processing	6 7:00am iJnl Public deadline 5:00pm iJnl Spec & Central deadline	7 5:00pm Core Journals 11:59pm FA Close, AR Close Open next AR period	8 11:59pm July 2008 Close AR/GA/GL Modules	9
10	11	12	13	14	15 ▪ AP : IOU, Invoices, Will Call & Rush	16
17	18	19 15-Aug-08 payroll file received	*20 5:00pm ▪ Deadline to originate OSA DA's for 01-SEP-2007 thru 31-JUL-2008 ▪ OSA's disabled for 01-SEP-2007 thru 31- JUL-2008 payrolls	21 FIRS receives Org Hierarchy changes for 9/1/08 from Budget Office	*22 5:00pm Unapproved OSA DA's rejected by system for SEP-07 thru JUL-08 payrolls	23 FIRS processes 15-Aug-08 payroll
24	25 15-Aug-08 payroll on reports. Users begin entering DA's	26	27	28	29 4:00pm PCard fully approved 5:00pm Owning Org Code changes to Central Offices	30
31						

* The first deadlines to clear OSA balances was extended one week. The new deadlines are on 8/20/08 for origination and 8/22/08 for approvals.

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September 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day	2 7:00am PTA Blackout begins ▪ 31-Aug-08 payroll processed by FIRS ▪ Encumbrance processing put on hold 8:00pm AP Closes	3	4 5:00pm ▪ Deadline to originate DA's for 01-AUG-2008 thru 31-AUG-2008 ▪ OSA's disabled for 01-AUG-2008 thru 31-AUG-2008 payrolls ▪ Owing Org Code changes due to FIRS	5 5:00pm ▪ Unapproved DA's rejected by system. Distribution Adjustment responsibility disabled ▪ iJournals (all), Core Journals, Feeders, iBudgets	6 Run AR Invoices after 9:00pm
7 AR: Finalized AR invoice, revenue for FY08 11:59pm August 2008 Month-End-Close (MEC) complete	8 Update HR Org Hierarchy as of 9/01/08	9 5:00pm ADI Cost-Sharing files (2) from OSR due to FIRS	10 11:59pm ▪ AR Close ▪ Open next AR Period	11 11:59pm FA Close	12 12:00 noon Specialist iJournal and iBudget input & approval cutoff 5:00pm Central iJournal & Core Journal input & approval cutoff	13
14 11:59pm Year-End-Close (YEC) for Expenditures Complete	15 7:00am End PTA Maintenance Blackout 9:00am Fund and EDW reports available online (YEC for Expenditures)	16	17 5:00pm Core Journal input & approval cutoff	18 Fund Transfer Journals ONLY	19 5:00pm Fund Transfer Journals input & approval cutoff	20
	← Budget Officers Meetings → September 16 -18					
21 11:59pm Fund (Final) Close Complete ADJE-2008 Close	22 7:00am GL/Exp Code Maintenance Blackout Ends ▪ Open ADJB-08, SEP-08, ER Budget FY08 ▪ Encumbrance processing restarts	23 ▪ September 2008 activity begins ▪ DA responsibility reactivated	24	25	26 5:00pm Final FAIR/Funds Adjustment Journals	27
28	29	30				

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October 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 8:00pm AP Close	2	3	4
5	6	7 7:00am iJournal Public input 5:00pm iJournal Specialist & Central, Feeders, DAs input and approval	8 5:00pm Core Journal input and approval 11:59pm FA Close, AR Close Open next AR period	9 11:59pm GA/GL Close	10	11
12	13	14	15 5:00pm Deadline to submit Rollover Balances list of awards to FIRS	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	