

FY11 - Year-End Close Calendar

May, 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		<p>5:00 Biweekly paperwork due for pay period ending 5/6</p> <p>5:00 Paperwork due for May monthly payroll</p>				
8	9	10	11	12	13	14
	<p>3:00 Deadline for Biweekly TIMEaccess Approvals</p>			<p>5:00 Deadline for Monthly TIMEaccess Approvals</p> <p>5:00 Estimated cut-off for Office Supplies (Office Depot) on P-card to be included in May activity</p> <p>5:00 Estimated Cut-off for P-card purchases to be included in May activity</p>		
15	16	17	18	19	20	21
		<p>5:00 Biweekly paperwork due for pay period ending 5/20</p> <p>5:00 Cut-off for A/P Invoices, Travel Reports, Payment Requests for 1st Close</p>	<p>5:00 Cut-off to order from HiEd Computer Corner for May delivery</p> <p>5:00 Cut-off to order standard computers or displays through OIT by phone, email or Help Desk request</p>	<p>5:00 Cut-off for April PAR's (personnel activity reports)</p>		
22	23	24	25	26	27	28
	<p>8:30 Start Museum Shop Physical Inventory Count</p> <p>5:00 Cut-off for PO's and Change Orders</p>	<p>8:30 Start Museum Storeroom Physical Inventory Count</p>	<p>8:30 Central Stores Cut-off</p> <p>8:30 Start Central Stores Physical Inventory Count</p>		<p>8:30 Start Health Center Physical Inventory Count</p> <p>8:30 Start Mail Central Physical Inventory Count</p> <p>5:00 Set Asset Mgmt date to 05/10/11</p> <p>5:00 Cut-off for G&C Budgets</p>	

FY11 - Year-End Close Calendar

June, 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
	Holiday - Memorial Day	<p>12:00 Deposits</p> <p>12:00 Cut-off for Paper JE's and Deposits keyed by Central Admin</p> <p>12:00 Cut-off for PeopleSoft JE templates uploaded by Central Admin</p> <p>12:00 G&C Budget Move</p> <p>5:00 Feed PCard to G/L</p>	<p>5:00 1st Close Advancement Feed</p> <p>5:00 A/P First Close Post</p> <p>5:00 Cut-off for On-Line JE's</p> <p>5:00 Interfaces Loaded</p> <p>5:00 Cut-off for Student Financial Services Year-End Processing</p> <p>5:00 Student Fin. Feed to G/L (final)</p> <p>5:00 Biweekly paperwork due for pay period ending 6/3</p> <p>5:00 April Balanced Pool Processing</p>	1st Close	<p>10:00 1st Close Reports Available</p> <p>5:00 Paperwork due for June monthly payroll</p>	
5	6	7	8	9	10	11
	<p>3:00 Deadline for Biweekly TIMEaccess Approvals</p> <p>5:00 Final cut-off for A/P Invoices, Travel Reports, Payment Requests going into 2nd Close</p>			<p>12:00 Cut-off for Paper JE's and Deposits keyed by Central Admin</p> <p>12:00 Cut-off for PeopleSoft JE templates uploaded by Central Admin</p> <p>5:00 May Balanced Pool Processing</p> <p>5:00 Cut off for May PAR's (personnel activity reports)</p> <p>5:00 Deadline for Monthly TIMEaccess Approvals</p>	<p>5:00 Final Advancement Feed</p> <p>5:00 A/P Final Post</p> <p>5:00 Cut-off for On-Line JE's</p> <p>5:00 Endowment year-end spending adjustments</p>	
12	13	14	15	16	17	18
	2nd Close 5:00 Biweekly paperwork due for pay period ending 6/17	10:00 2nd Close Reports Available			<p>12:00 Asset Management Post</p> <p>12:00 Cut-off for Paper JE's</p> <p>5:00 Reset Asset Mgmt date to current (e.g. blank)</p>	
19	20	21	22	23	24	25
	3rd Close 3:00 Deadline for Biweekly TIMEaccess Approvals	10:00 3rd Close Reports Available		4th Close	10:00 4th Close Reports Available	
26	27	28	29	30		
	<p>5:00 Biweekly paperwork due for pay period ending 7/1</p>					