

**FY12 - Year-End Close Calendar**

<b>May, 2012</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>5:00</b> Biweekly paperwork due for pay period ending 5/4/12	<b>5:00</b> Paperwork due for May monthly payroll				
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	<b>3:00</b> Deadline for Biweekly TIMEaccess Approvals			<b>5:00</b> Deadline for Monthly TIMEaccess Approvals	<b>5:00</b> Cut-off to order standard computers or displays through OIT by phone, email or Help Desk request	
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	<b>5:00</b> Estimated cut-off for Office Supplies (Office Depot) on P-card to be included in May activity <b>5:00</b> Estimated Cut-off for P-card purchases to be included in May activity <b>5:00</b> Biweekly paperwork due for pay period ending 5/18/12			<b>5:00</b> Cut-off for A/P Invoices, Travel Reports, Payment Requests for 1st Close		
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	<b>8:30</b> Start Museum Shop Physical Inventory Count <b>8:30</b> Central Stores Cut-off <b>8:30</b> Start Central Stores Physical Inventory Count <b>3:00</b> Deadline for Biweekly TIMEaccess Approvals <b>5:00</b> Cut-off to order from HiEd Computer Corner for May delivery <b>5:00</b> Cut-off for PO's and Change Orders	<b>8:30</b> Start Museum Storeroom Physical Inventory Count		<b>12:00</b> Cut-off for April PAR's (personnel activity reports)	<b>5:00</b> Athletics Equipment Inventory	

**FY12 - Year-End Close Calendar**

June, 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
	<b>Holiday - Memorial Day</b>	<p><b>5:00</b> Cut-off for G&amp;C Budgets</p> <p><b>5:00</b> Set Asset Mgmt date to 05/10/12</p> <p><b>5:00</b> Biweekly paperwork due for pay period ending 6/1/12</p>	<p><b>8:30</b> Start Mail Central Physical Inventory Count</p> <p><b>12:00</b> G&amp;C Budget Move</p>	<p><b>8:30</b> Start Health Center Physical Inventory Count</p> <p><b>12:00</b> Cut-off for Paper JE's and Deposits keyed by Central Admin</p> <p><b>12:00</b> Cut-off for PeopleSoft JE templates uploaded by Central Admin</p> <p><b>5:00</b> Feed PCard to G/L</p>	<p><b>12:00</b> Deposits</p> <p><b>5:00</b> Advancement Feed #1</p> <p><b>5:00</b> A/P First Close Post</p> <p><b>5:00</b> Cut-off for On-Line JE's</p> <p><b>5:00</b> Interfaces Loaded</p> <p><b>5:00</b> Cut-off for Student Financial Services Year-End Processing</p> <p><b>5:00</b> Student Fin. Feed to G/L (final)</p> <p><b>5:00</b> April Balanced Pool Processing</p>	
3	4	5	6	7	8	9
	<p><b>1st Close</b></p> <p><b>3:00</b> Deadline for Biweekly TIMEaccess Approvals</p>	<p><b>10:00</b></p> <p><b>1st Close Reports Available</b></p>		<p><b>5:00</b> Final cut-off for A/P Invoices, Travel Reports, Payment Requests going into 2nd Close</p>		
10	11	12	13	14	15	16
	<p><b>12:00</b> Cut-off for Paper JE's and Deposits keyed by Central Admin</p> <p><b>12:00</b> Cut-off for PeopleSoft JE templates uploaded by Central Admin</p> <p><b>12:00</b> Cut off for May PAR's (personnel activity reports)</p> <p><b>5:00</b> May Balanced Pool Processing</p> <p><b>5:00</b> Paperwork due for June monthly payroll</p> <p><b>5:00</b> Biweekly paperwork due for pay period ending 6/15/12</p>	<p><b>5:00</b> Final Advancement Feed</p> <p><b>5:00</b> A/P Final Post</p> <p><b>5:00</b> Cut-off for On-Line JE's</p> <p><b>5:00</b> Endowment year-end spending adjustments</p>	<b>2nd Close</b>	<p><b>10:00</b></p> <p><b>2nd Close Reports Available</b></p>		
17	18	19	20	21	22	23
	<p><b>3:00</b> Deadline for Biweekly TIMEaccess Approvals</p>	<p><b>12:00</b> Asset Management Post</p> <p><b>12:00</b> Cut-off for Paper JE's</p> <p><b>5:00</b> Reset Asset Mgmt date to current (e.g. blank)</p>	<b>3rd Close</b>	<p><b>10:00</b></p> <p><b>3rd Close Reports Available</b></p> <p><b>5:00</b> Deadline for Monthly TIMEaccess Approvals</p>	<b>4th Close</b>	
24	25	26	27	28	29	30
	<p><b>10:00</b></p> <p><b>4th Close Reports Available</b></p> <p><b>5:00</b> Biweekly paperwork due for pay period ending 6/29/12</p>					