


June/July FY2018 Year End Close Schedule

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
JUNE 17	18	19	20	21 *Post student payroll (PE 6/16, checks dated 6/22)	22	23
JUNE 24	25	26	27	28 *Post monthly payroll (PE 6/30, checks dated 7/1) *Post bi-weekly payroll for pay period ended 6/23, checks dated 6/30 * Post June Recurring Journals	29 *Post accrual for bi-weekly unpaid wages and fringes for June 24,25,26,27,28,29&30 *Nightly feed of ALL Satellite and Subsystems *LAST DAY for CASH receipts to be processed for FY2018	30
JULY 1	2 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	3 1st CLOSE *LAST DAY for FY2018 receipts of checks dated 6/30 or prior *Nightly feed of Satellite and Subsystems *Post June Mass Allocation Journals	4 4th of July HOLIDAY 	5 *Post Manual Journal Entries *Post student payroll (PE 6/30, checks dated 7/6) *Nightly feed of Satellite and Subsystems	6 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	7 Open New Year FY2019 in GL
JULY 8	9 *Post Manual Journal Entries *LAST FY18 nightly feed of Satellite and Subsystems *LAST DAY to process SPUD Journal Entries *OGA Final Close for FY2018	10 *Post Manual Journal Entries (LAST day for departments. Entries due by Noon) *Begin FY19 Nightly Posting of Satellite & Subsystem Feeds	11 2nd CLOSE *Fiscal Officers only able to upload manual journal entries until Noon *Reverse June Mass Allocations Posted on 7/3 *Post final June Mass Allocations	12 *FY18 Open for Manual Journal Entries by Fiscal Officers Only	13 *FY18 Open for Manual Journal Entries by Fiscal Officers Only	14
JULY 15	16 *FY18 Open for FUNDING Journal Entries Only. Restricted to Fiscal Officers	17 *FY18 Open for FUNDING Journal Entries Only. Restricted to Fiscal Officers	18 FINAL FY2018 CLOSE *LAST DAY for FY18 FUNDING Journals by Fiscal Officers Only; all entries due by Noon	19	20	21