**June 2017 – GL System Close Schedule**

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- 26 Expense reports submitted and ERA approved (5:00pm)
- 30 Encumbrance removal **4:30pm**
- PCard close **5:00pm**
- Cash deposits **1:00pm**

- Purchase requisition deadline (3:00 p.m.)
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1. On July 20th for the **GL System Final Close**, there is the option to keep the system open until Midnight, however, the target time is 9:00 pm.
## August 2017 – GL System Close Schedule

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<td>5 July eDog Reports Available</td>
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<td>15 Release August Diarized Entries</td>
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