June 2017 – GL System Close Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16 Purchase requisition deadline (3:00 p,m)	17
18	19	20	21	22	23	24
25	26 Expense reports submitted and ERA approved (5:00pm	27	28	29	30 Encumbrance removal -**4:30pm** PCard close -**5:00pm** Cash deposits - **1:00pm**	

July 2017 – GL System Close Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 **Holiday**	5	6 Check requests/FY17 invoices to Disbursements (5:00) All Interfaces Close (except AP, check request and ePAC)	7	8
9	10 Inter-department purchase (noon) AP and check request interfaces Close **First System Close (10:00 pm)**	11 eDog reports available Start search for unrecorded liabilities	12	13 Cutoff to request manual accruals (5:00pm)	14	15
16	17 Journal Entries (5:00pm) ePAC Interfaces Close **Dept. Final close (9:00 pm)**	18 2nd Close eDog Reports Available	19	20 **GL System Final Close (9:00 pm)1** Final journal entries posted	21 **Final GL Close Procedures** GL Accounting system unavailable	22 Final Close eDog Reports Available
23	24 **Begin System Change to FY 2018** System intermittently unavailable	25 **Post July 2018 Transactions** Release July Diarized Entries	26	27	28 Release July Repeating Entries	29
30	31					

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 **Finalize Allocation Tables**	2	3 AP Interface July Close	4 **July Close**	5 July eDog Reports Available
6	7 **Post August 2017 Transactions**	8	9	10	11	12
13	14	15 Release August Diarized Entries	16	17	18 Release August Repeating Entries	19
20	21	22	23	24	25	26
27	28	29	30	31		