

**UCSF
General Ledger
Departmental Processing Deadlines
January 1999 - June 1999(Prelim)**

Jan-99

Monday	Tuesday	Wednesday	Thursday	Friday
				1st
				Holiday

4th	5th	6th	7th	8th
Last Dec Cut-Off Date For Dept Transactions <i>Dec GL Update</i>	<i>Dec WL Update</i>	Dec Electronic Recharges		<i>Dec ME GL Update</i>

11th	12th	13th	14th	15th
<i>Dec ME WL & CP</i>			<i>Jan GL Update</i>	<i>Jan WL Update</i>

18th	19th	20th	21st	22nd
Holiday		Last Jan Cut-Off Date For Perm Trans of Funds	Jan P/R Expense Transfer <i>Jan GL Update</i>	<i>Jan WL Update</i>

25th	26th	27th	28th	29th
<i>Jan GL Update</i>	<i>Jan WL Update</i>		<i>Jan GL Update</i>	Jan Final Cost Transfers Sundry Debtor Cut-Off <i>Jan WL Update</i>

Feb-99

Monday	Tuesday	Wednesday	Thursday	Friday
1st	2nd	3rd	4th	5th
Last Jan Cut-Off Date For Dept Transactions <i>Jan GL Update</i>	<i>Jan WL Update</i>	Jan Electronic Recharges		<i>Jan ME GL Update</i>

8th	9th	10th	11th	12th
<i>Jan ME WL & CP</i>			<i>Feb GL Update</i>	<i>Feb WL Update</i>

15th	16th	17th	18th	19th
Holiday			Feb P/R Expense Transfer <i>Feb GL Update</i>	Last Feb Cut-Off Date For Perm Trans of Funds <i>Feb WL Update</i>

22nd	23rd	24th	25th	26th
<i>Feb GL Update</i>	<i>Feb WL Update</i>		<i>Feb GL Update</i>	Feb Final Cost Transfers Sundry Debtor Cut-Off <i>Feb WL Update</i>

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Mar-99

Monday 1st	Tuesday 2nd	Wednesday 3rd	Thursday 4th	Friday 5th
Last Feb Cut-Off Date For Dept Transactions <i>Feb GL Update</i>	<i>Feb WL Update</i>	Feb Electronic Recharges		<i>Feb ME GL Update</i>

8th	9th	10th	11th	12th
<i>Feb ME WL & CP</i>			<i>Mar GL Update</i>	<i>Mar WL Update</i>

15th	16th	17th	18th	19th
<i>Mar GL Update</i>	<i>Mar WL Update</i>	Mar P/R Expense Transfer	<i>Mar GL Update</i>	Last Mar Cut-Off Date For Perm Trans of Funds <i>Mar WL Update</i>

22nd	23rd	24th	25th	26th
<i>Mar GL Update</i>	<i>Mar WL Update</i>		<i>Mar GL Update</i>	Holiday <i>Mar WL Update</i>

29th	30th	31st
<i>Mar GL Update</i>	<i>Mar WL Update</i>	Mar Final Cost Transfers Sundry Debtor Cut-Off

Apr-99

Monday	Tuesday	Wednesday	Thursday 1st	Friday 2nd
			Last Mar Cut-Off Date For Dept Transactions <i>Mar GL Update</i>	<i>Mar WL Update</i>

5th	6th	7th	8th	9th
Mar Electronic Recharges <i>Mar GL Update</i>	<i>Mar WL Update</i>	<i>Mar ME GL Update</i>	<i>Mar ME WL & CP</i>	

12th	13th	14th	15th	16th
UPGRADE TO PEOPLESFT RELEASE 7.0				Apr P/R Expense Transfer

19th	20th	21st	22nd	23rd
UPGRADE TO PEOPLESFT RELEASE 7.0		Last Apr Cut-Off Date For Perm Trans of Funds		

26th	27th	28th	29th	30th
<i>Apr GL Update</i>	<i>Apr WL Update</i>		<i>Apr GL Update</i>	Apr Final Cost Transfers Sundry Debtor Cut-Off <i>Apr WL Update</i>

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May-99

Monday 3rd	Tuesday 4th	Wednesday 5th	Thursday 6th	Friday 7th
Last Apr Cut-Off Date For Dept Transactions <i>Apr GL Update</i>	<i>Apr WL Update</i>	Apr Electronic Recharges		<i>Apr ME GL Update</i>

10th	11th	12th	13th	14th
<i>Apr WL & CP</i>			<i>May GL Update</i>	<i>May WL Update</i>

17th	18th	19th	20th	21st
<i>May GL Update</i>	<i>May WL Update</i>	Last May Cut-Off Date For Perm Trans of Funds	<i>May GL Update</i>	<i>May WI Update</i>

24th	25th	26th	27th	28th
<i>May GL Update</i>	<i>May WL Update</i>	May P/R Expense Transfer	<i>May GL Update</i>	May Final Cost Transfers Sundry Debtor Cut-Off <i>May WL Update</i>

31st
Holiday

Jun-99

Monday	Tuesday 1st	Wednesday 2nd	Thursday 3rd	Friday 4th
	Last May Cut-Off Date For Dept Transactions		May Electronic Recharges <i>May GL Update</i>	<i>May WL Update</i>

7th	8th	9th	10th	11th
<i>May ME GL Update</i>	<i>May ME WL & CP</i>			

14th	15th	16th	17th	18th
<i>Jun GL Update</i>	<i>Jun WL Update</i>		<i>Jun GL Update</i>	<i>Jun WL Update</i>

21st	22nd	23rd	24th	25th
<i>Jun GL Update</i>	<i>Jun WL Update</i>		Jun P/R Expense Transfer <i>Jun GL Update</i>	<i>Jun WL Update</i>

28th	29th	30th
<i>Jun GL Update</i>	<i>Jun WL Update</i>	Jun Cost Transfers Sundry Debtor Cut-Off

A DETAILED JUNE PRELIM-FINAL SCHEDULE WILL BE PUBLISHED LATER IN THE YEAR.

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Additional Important Information and Clarification

Legend:

WL=WebLinks

GL=General Ledger

UD=Update

ME=Month End

CP=Central Print Detail Expenditure and Revenue Ledgers

Journal:

Transfer of Funds: (Source 14X)

* Permanent=Date indicated for each month, is the last date a department can submit a permanent Transfer of Funds for the current month (i.e. Last cut-off date for Aug. is Aug. 17th)

* Temporary=Temporary Transfer of Funds can be submitted until the last cut-off date of the month. (i.e. last cut-off date for Aug. is Sep. 2nd)

Recharges: (Source 55X)

* Electronic Submission is always the 3rd working day of the month by 5:00PM

* Manual Recharges must be submitted by the "last cut-off" date of the month

Payroll Expense Transfers: (Source UPAY)

* Payroll Expense Transfers must be to the Accounting Office Satellite Office by 11:00AM on the cut-off date. (i.e. Sep. cut-off date is Sep. 17th)

Cost Transfers: (Source 54X)

* Cost Transfers can be submitted through out the month through the last day of the month with the exception of November.

Sundry Debtor: (Source 51X)

* Sundry Debtor invoices are due in the Accounting Office for the month by cut-off date. Any invoices received after the cut-off date will be processed in the next month.

Non Payroll Expense/Financial Journals: (Source 53X)

* Financial Journals can be submitted to the Accounting Office through the "last cut-off" date of the current month. (i.e. Last Aug cut-off date is Sep. 2nd)

Budget Transfers: (Source 13X)

* Budget Transfer for non-permanent funds can be submitted to the Accounting Office through the "last cut-off" date of the current month (i.e. Last Aug. cut-off date is Sep. 2nd)

General Ledger Updates:

* The General Ledger update schedule is for Monday and Thursday nights with new WebLink updates on Tuesday and Friday morning.

* The monthly schedule indicates the dates departments need to have journals to the Accounting Office to meet the twice weekly updates (i.e. Nov. 12th is the department cut-off date for the Nov. 16 monday night update.)

***Submission time to the Accounting Office is 5:00PM on the cut-off date with the exception of Payroll Transfers**

*** Please note that dates are subject to change.**