

# General Ledger Year End Closing Schedule (FINAL)

May 2007

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
		* JE Cut-off Requiring CO and Budget Office Approval for SC 320, 323, 144,145 FOR April Close  * Meeting with Control Points at MCB (1-2)	* April Electronic Recharges Due ProdSvcs	* Departments check PS Worklist to ensure all journals have been posted for June 2007		
7	8	9	10	11	12	13
* April 2007 Month End (ME)  * April Journals pending approval recycled after ME * Last April Update	* April ME Validation  * April available in WL (after 10 am) * Open May 07 - Period 11  * 1st May 07 Update					
14	15	16	17	18	19	20
* Unposted April 07 Journals deleted	* May Payroll Expense Transfers Due * Appointment Forms Due Stipend Desk					* PS, AdHoc and WL not available
21	22	23	24	25	26	27
	* May Sundry Debtor Due Controller's Office  * May Inter-campus Charges Due Controller's Office			* May Payroll Available in WL  * Submit AFT requisitions with Invoices to Purchasing		* PS, AdHoc and WL not available
28	29	30	31			
HOLIDAY		* Town Hall Meeting at Toland Hall (1:30-3:30 pm)	* Town Hall Meeting at SFGH (9-11) * Town Hall Meeting at Mission Bay (1:30-3:30) * Last date to submit SC 144 for 2006-07 AP/PO Monthly close			

M-F Nightly Updates except as noted.

Transactions processed S-S are posted Monday night.

PS M-F Production Hrs. 7-7

PS S-S Production Hrs. 7-5

FINAL

2007 Close Sch May to Aug FINAL.xls

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June 2007

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
* JE submission CUT-OFF requiring Budget & CO approval - SC 144,145, 320, 323 for May Close  * Town Hall Meeting at LH (10-12)	* May Electronic Recharges Due to Prod Svcs * Submit PO Req's for Expiring Funds	* Departments check Work-List to ensure all journals have posted for May 07.	* May 2007 Month End  * May JE's pending approval recycled after month end * Last May Update	* May ME Validation  * May available in WL (after 10 am) * Open June 07 - Period 12  * 1st June 07 Update  * Submit UPAY 560 for new HSC in June to Dean's Office  * Add on-line PR entries for non-academic staff by 6pm		
11	12	13	14	15	16	17
			* Appointment Forms due to Stipend Desk * Unposted May Journals deleted	* Submit Carry Forward Requests to Budget Office		* PS, AdHoc and WL not available
18	19	20	21	22	23	24
* Submit UPAY 646-2 and 773-2 (PET) by 10:45am for June Prelim			* OLPPS - add new hires (sub 2) by 6pm	* Monthly time roster closes at 6pm * Last day to submit Intercampus Recharges		* PS, AdHoc and WL not available
25	26	27	28	29	30	
* OLPPS - add new hires (sub 0 and 1) by 6pm * OLPPS - Time Transactions EDAT by 6pm * Sundry Debtor Invoices due inclusion in the Prelim 6/30		* Submit UPAY 646-2 & 773-2 (PET) by 10:45 for June Prelim				

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 PS M-F Production Hrs. 7-7  
 PS S-S Production Hrs. 7-5

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July 2007

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
	* Time Roster Closes at 6pm	HOLIDAY	* OLPPS-Time Transactions (EDAT) by 6pm	* Submit UPAY 646-2 & 773-2 (PET) to adj. June 2007 Prelim * 1st June DPE update in WL		
9	10	11	12	13	14	15
* Last day to submit appr'd invoices to AP for FYE 2007  * Lien PO removal  * Last day to submit appr'd invoices to Capital equipment for FYE 2007  * Last day for electronic recharge journals for June 2007	* JEs submission CUT-OFF requiring BO & CO approval  SC 145, 320, 323 for June Prelim		* Last day for on-line Recharge Jnl. - June 07	* June Prelim Closed  * June Prelim JE's pending approval recycled after period close  * Last June Prelim Update  * Appointment Forms due to Stipend Desk	* June Prelim Validation  * June Interim Period 13 opened  * June Prelim available in WL  * 2nd DPE update in WL	
16	17	18	19	20	21	22
* Submit UPAY 646-2 & 773-2 (PET) to adj. June 2007 Interim	* Last day to submit AP Accruals > \$25K for 06-07 * Last day to submit equipment accruals > \$25K for 06-07  * Last day to submit Travel Exp Accruals	* Unposted June Prelim Journals Deleted	* JE submission CUT-OFF requiring BO & CO approval  SC 145, 320, 323 for June Interim  * OLPPS-Time Transactions (EDAT) by 6pm	* 3rd (FINAL) June DPE in WL		PS, AdHoc and WL Not Available
23	24	25	26	27	28	29
* July Sundry Debtors Due	* Last day Campus Dept. can submit Journals for June 2007  * June Interim Closed  * June Interim JE's pending approval recycled after period close  * Last June Interim Update	* June Interim Validation  * June Final Period 17 Opened * June Interim available in WL * CP's review 19900 funds in WL		* LAST DAY for CO and BO to submit JE's for June Final  * CP's return 19900 Recon to Budget Office  * Unposted June Interim Jnls Deleted		PS, AdHoc and WL Not Available
30	31					

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PS S-S Production Hrs. 7-5

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## August 2007

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
				* June 2007 FINAL CLOSE * Last June 2007 Final Update * July DPE in WL	* June Final Validator * June Final Available in WL (after 10 am)	
6	7	8	9	10	11	12
* June 2007 Final Validation July FY 2-007-08 Period 0 Validation	* Open July Period 1 for 2007-2008		* July Electronic Recharges Due ProdSvcs * JE submission CUT-OFF requiring CO & BO approval for SC 320, 323, 144, 145			
13	14	15	16	17	18	19
* Unposted FY 2007 Jnls Deleted * August UPAY 646-2 & 773-2 (PET) Due * July 2007 Month End Close * Last July Update * July JE's pending approval recycled after month end	* Open August Period 2 * July ME Validation * July available in WL (after 10 am) * 1st August 07 Update		* Appointment Forms due to Stipend Desk	* Unposted July Jnls Deleted		PS, AdHoc and WL Not Available
20	21	22	23	24	25	26
				* August Sundry Debtors Due		PS, AdHoc and WL Not Available
27	28	29	30	31		

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 PS S-S Production Hrs. 7-5