

## GENERAL LEDGER MONTHLY SCHEDULE

May 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
	*JE Cut-off Requiring CO and Budget Office Approval for SC 320, 323, 144,145,for April Close.	*April Electronic Recharges Due ProdSvcs	*Departments check PS Worklist to ensure all journals have been posted for April 2009	*April 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 09 - Period 11 *1st May 09 Update	
10	11	12	13	14	15	16
				*Unposted April 09 Journals deleted	*PET's due to EMF for May  *Appointment Forms Due Stipend Desk	
17	18	19	20	21	22	23
*PS, AdHoc and WL Not Available		*Town Hall Meeting at Cole Hall (Parnassus Campus) (1:30 pm-3:30 pm)		*Town Hall Meeting at Laurel Heights Auditorium (1:30 pm - 3:30 pm)  *EMF deadline to submit PET's to payroll for May	*Town Hall Meeting at SFGH Carr Auditorium (1:30 pm -3:30 pm)  *May Sundry Debtor Due Controller's Office  *May Inter-campus Charges Due Controller's Office	
24/31	25	26	27	28	29	30
	HOLIDAY	*Submit EFT requisitions with Invoices to Purchasing	*Town Hall Meeting at MB Genentech Hall (9:30 am - 11:30 am)		*AP/PO Monthly close	

## GENERAL LEDGER MONTHLY SCHEDULE

June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		*JE submission CUT-OFF requiring Budget & CO approval - SC 144,145, 320, 323 for May Close.	*May Electronic Recharges Due ProdSvcs  *Submit PO Req's for Expiring Funds	*Departments check Worklist to ensure all journals have posted for May 09.	*May 2009 Month End Update  *Last May Update  *MayJE's pending approval recycled after ME  *May Payroll available in Weblinks	*May available in WL (after 10 am)  *Open June 09 - Period 12
7	8	9	10	11	12	13
	*Submit UPAY 560 for new HSC in June to Dean's Office  PwC Audit Team arrives at UCSF for Intermin Controls testing	*1st June 09 Update available in Weblinks			*Appointment Forms due to Stipend Desk  PO requests due to CPBC to guarantee use of 6/30/09 funds	
14	15	16	17	18	19	20
	*Unposted May Journals deleted				*Submit Carry Forward Request to Budget Office  PwC Audit Team leaves UCSF	
21	22	23	24	25	26	27
*PS, AdHoc and WL Not Available		* PET's due to EMF for June Prelim for guarantee into the 08-09 FYE ledgers  * Last day to update EDB by 6 pm & have changes shown on MO roster  * Paper EDAT transactions due to Payroll for MO by 2pm	*MO Time Roster closed at 6 pm  *June Sundry Debtor Due Controller's Office	*MO Pay Compute & last day for OPTRS EDAT entry.  Last day to updated EDB for all subs by 6 pm		
28	29	30				
	* Last day to update EDB by 6 pm & have changes shown on B2 Roster  * Last day to submit Lien PO removal to CPBC	* B2 Time Roster closes at 6pm  * Paper EDAT transactions due to Payroll for B2 by 2 pm  *Last day to submit intercampus Recharges				

**GENERAL LEDGER MONTHLY SCHEDULE**

July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			* B2 Pay Compute & last day for OPTRS EDAT entry by 6 pm	* 1st June DPE update in WL	Holiday	
5	6	7	8	9	10	11
	* Last day to submit appr'd invoices to AP for FYE 2009  * Last day to submit appr'd invoices to Capital equipment for FYE 2009  * PET's due to EMF for June Prelim Close. <b>Only errors from Regular June or 7/01 computes</b>	* JEs submission CUT-OFF requiring BO & CO approval SC 145, 320, 323 for June Prelim  * Last day for electronic recharge journals for June 2009	* Paper EDAT transactions due to Payroll for XX by 2pm  Department ensure all P2P receiving for June 30, 2008 has been completed	* Last day for on-line Recharge Jnl. - June 09  *Departments check Worklist to ensure all journals have posted for June Prelim 09.	* <b>June Prelim Closed</b> * <b>Last June Prelim Update</b>  * June Prelim JE's pending approval recycled after period close  * XX Pay Compute & last day for OPTRS EDAT entry by 6 pm  * Appointment Forms due to Stipend Desk	* June Prelim Validation  * June Interim Period 13 opened  * June Prelim available in WL  * 2nd DPE update in WL
12	13	14	15	16	17	18
	* PET's due to EMF for June Interim Close. <b>Only errors from 7/10 compute</b>	*Last day to update EDB by 6 pm & have changes shown on B1 Roster  * Last day to submit AP Accruals > \$25K for 08-09  * Last day to submit equipment accruals > \$25K for 08-09  * Last day to submit Travel Exp Accruals	* B1 Time Roster closes at 6pm  * Paper EDAT transactions due to Payroll for B1 by 2 pm	* B1 Pay Compute & last day for OPTRS EDAT entry by 6 pm	* 3rd (FINAL) June DPE in WL	
19	20	21	22	23	24	25
PS, AdHoc and WL Not Available	*Special xx Compute for PETs for June Interim  * JE submission CUT-OFF requiring BO & CO approval SC 145, 320, 323 for June Interim		*Departments check Worklist to ensure all journals have posted for June Interim 09.	* PET's due to EMF for July 2009  * Last day Campus Dept. can submit Journals for June 09  * <b>June Interim Closed</b>  * June Interim JE's pending approval recycled after period close	* June Interim Validation  * June Final Period 17 Opened  * June Interim available in WL  * CP's review 19900 funds in WL	
26	27	28	29	30	31	
	* LAST DAY for CO and BO to submit JE's for June Final  *July Sundry Debtor Due Controller's Office  *July Inter-campus Charges Due Controller's Office	* CP's return 19900 Recon to Budget Office		*EMF deadline to submit PET's for July 2009		

## GENERAL LEDGER MONTHLY SCHEDULE

August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
			* July DPE in WL		* June 2009 FINAL CLOSE  * Last June 2009 Final Update	* June 2009 Final Validation
9	10	11	12	13	14	15
* July FY 2-09-10 Period 0 Validation	Open July Period 1 for 2009-2010	* July Electronic Recharges Due ProdSvcs  * JE submission CUT-OFF requiring CO & BO approval for SC 320, 323, 144, 145	* Appointment Forms due to Stipend Desk	Delete June 2009 journals not posted		
16	17	18	19	20	21	22
1	* July 2009 Month End Close  * Last July Update  * PET's due to EMF for August 2009	* July ME Validation  * July available in WL (after 10 am)  * Open August Period 2	* 1st August 09 Update	* July JE's pending approval recycled after month end		
23	24	25	26	27	28	29
PS, AdHoc and WL Not Available	* August Sundry Debtor Due  * August Inter-campus Charges Due Controller's Office  PwC Audit Team arrives at UCSF for Financial Statement audit, through September 4th  * EMF deadline to submit PET's to payroll for August 2009					
30	31					