

Fiscal Year 2019 Year End Close Schedule

Description	Jun Close	Business Day of Month
Payroll Reallocation Changes – Requests for payroll reallocation changes on Form 800 should be received no later than 4PM on Wednesday, June 19, 2019. Please send your materials to Laura Bardossi, Box 278893.	Wednesday, June 19, 2019	-8
Payment Request (F-4) and Student Expense Report for University Business (F-34) AP Cost Transfer Forms and corrections must be received in Accounts Payable no later than 4PM on Friday, June 21, 2019. Please send to Accounts Payable, RC Box 278958.	Friday, June 21, 2019	-6
Employee Expense Reports (F-3) – must be received in Accounts Payable no later than 4PM on Tuesday, June 25, 2019 for posting in FY19 June period. We are also planning to post the July 5, 2019 Travel and Expense payroll into June period as well but we can't guarantee F3 forms received after June 25 will be included in the July 5 payroll. Please send to Accounts Payable, RC Box 278958.	Tuesday, June 25, 2019	-4
Run Award Cost Re-processing at 5PM.	Friday, June 28, 2019	0
All Grant related entries need to be completed by last business day of the month 5pm	Friday, June 28, 2019	0
All journal entry forms and 312 requisitions (non-purchasing) must be received by central finance by 4PM	Monday, July 01, 2019	1
All integrations successfully fed into Workday (possibly after 9:00pm)	Tuesday, July 02, 2019	2
Accounts Payable, Banking, and Accounts Receivable closed for June transactions (OASIS integrations are complete around 3:00PM, banking close 5:30pm, PMM 6:45pm).	Wednesday, July 03, 2019	3
Journal entries - no more entered after 5:00pm	Wednesday, July 03, 2019	3
Journal entries approved by Noon	Friday, July 05, 2019	4
Perform allocations after NOON when all In Process journals are cancelled.	Friday, July 05, 2019	4
Preliminary reports available in the morning (Saturday)	Saturday, July 06, 2019	
All journals route to Cheryl Bennett for approval after preliminary close		
OASIS Gift reporting available on Tuesday, July 9, 2019	Tuesday, July 09, 2019	6
Additional journal entries due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon.	Wednesday, July 10, 2019	7
Re-run common book allocations in the evening	Wednesday, July 10, 2019	7
Final reports available in the morning	Thursday, July 11, 2019	8
Run the FAO available balance allocation and the year end roll	Friday, July 12, 2019	9
Post close adjustments to be posted until complete for FY2019. FAO Available balances will be updated routinely based on post close adjustments	Wednesday July 10 until October 3	

NOTE: If you should have any questions or need further clarification regarding fiscal year end closing, please contact Jen Baker (5-8350) or Karen Sodoma (5-6452). Questions concerning Payment Requests and Employee Expense Reports should be directed to Marta Herman (5-7880). Payroll Reallocations should be directed to Laura Bardossi (5-7027).