

## Fiscal Year 2019 Financial Close Schedule

| Description   | Day of Month                          | July 2018 (FY2019) Close       | August 2018 (FY2019) Close        | September 2018 (FY2019) Close     |
|---|---------------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| Run Award Cost Re-processing at 5PM   | End of Month; Day Varies              | End of Month                   | End of Month                      | End of Month                      |
| <b>Last day to enter journals with Grant FAOs</b>   | <b>Last business day of the month</b> | <b>Tuesday, July 31, 2018</b>  | <b>Friday, August 31, 2018</b>    | <b>Friday, September 28, 2018</b> |
| Next Month calendar open at 12:15am   | First Calendar Day of Month           | Wednesday, August 01, 2018     | Saturday, September 01, 2018      | Monday, October 01, 2018          |
| All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM | First Business Day of Month           | Wednesday, August 01, 2018     | Tuesday, September 04, 2018       | Monday, October 01, 2018          |
| All integrations successfully fed into Workday - End of Day   | Second Business Day of Month          | Thursday, August 02, 2018      | Wednesday, September 05, 2018     | Tuesday, October 02, 2018         |
| Calendar closed for procurement, banking and accounts receivable at 5pm   | Third Business Day of Month           | Friday, August 03, 2018        | Thursday, September 06, 2018      | Wednesday, October 03, 2018       |
| Journal entries - no more entered after 5pm   | Third Business Day of Month           | Friday, August 03, 2018        | Thursday, September 06, 2018      | Wednesday, October 03, 2018       |
| <b>Journal entries - approvals only. Posted by noon</b>   | <b>Fourth Business Day of Month</b>   | <b>Monday, August 06, 2018</b> | <b>Friday, September 07, 2018</b> | <b>Thursday, October 04, 2018</b> |
| Perform allocations after Noon when all In Process journals moved   | Fourth Business Day of Month          | Monday, August 06, 2018        | Friday, September 07, 2018        | Thursday, October 04, 2018        |
| Reports available in the morning  | Fifth Business Day of Month           | Tuesday, August 07, 2018       | Monday, September 10, 2018        | Friday, October 05, 2018          |
| Current Month Post Close calendar open  | Fifth Business Day of Month           | Tuesday, August 07, 2018       | Monday, September 10, 2018        | Friday, October 05, 2018          |

| Description   | Day of Month                          | October 2018 (FY2019) Close        | November 2018 (FY2019) Close       | December 2018 (FY2019) Close     |
|---|---------------------------------------|------------------------------------|------------------------------------|----------------------------------|
| Run Award Cost Re-processing at 5PM   | End of Month; Day Varies              | End of Month                       | End of Month                       | End of Month                     |
| <b>Last day to enter journals with Grant FAOs</b>   | <b>Last business day of the month</b> | <b>Wednesday, October 31, 2018</b> | <b>Friday, November 30, 2018</b>   | <b>Monday, December 31, 2018</b> |
| Next Month calendar open at 12:15am   | First Calendar Day of Month           | Thursday, November 01, 2018        | Saturday, December 01, 2018        | Tuesday, January 01, 2019        |
| All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM | First Business Day of Month           | Thursday, November 01, 2018        | Monday, December 03, 2018          | Wednesday, January 02, 2019      |
| All integrations successfully fed into Workday - End of Day   | Second Business Day of Month          | Friday, November 02, 2018          | Tuesday, December 04, 2018         | Thursday, January 03, 2019       |
| Calendar closed for <b>procurement</b> , banking and accounts receivable at 5pm                                 | Third Business Day of Month           | Monday, November 05, 2018          | Wednesday, December 05, 2018       | Friday, January 04, 2019         |
| Journal entries - no more entered after 5pm   | Third Business Day of Month           | Monday, November 05, 2018          | Wednesday, December 05, 2018       | Friday, January 04, 2019         |
| <b>Journal entries - approvals only. Posted by noon</b>   | <b>Fourth Business Day of Month</b>   | <b>Tuesday, November 06, 2018</b>  | <b>Thursday, December 06, 2018</b> | <b>Monday, January 07, 2019</b>  |
| Perform allocations after Noon when all In Process journals moved   | Fourth Business Day of Month          | Tuesday, November 06, 2018         | Thursday, December 06, 2018        | Monday, January 07, 2019         |
| Reports available in the morning  | Fifth Business Day of Month           | Wednesday, November 07, 2018       | Friday, December 07, 2018          | Tuesday, January 08, 2019        |
| Current Month Post Close calendar open  | Fifth Business Day of Month           | Wednesday, November 07, 2018       | Friday, December 07, 2018          | Tuesday, January 08, 2019        |

| Description  | Day of Month                          | January 2019 (FY2019) Close         | February 2019 (FY2019) Close       | March 2019 (FY2019) Close       |
|--|---------------------------------------|-------------------------------------|------------------------------------|---------------------------------|
| Run Award Cost Re-processing at 5PM  | End of Month; Day Varies              | End of Month                        | End of Month                       | End of Month                    |
| <b>Last day to enter journals with Grant FAOs</b>  | <b>Last business day of the month</b> | <b>Thursday, January 31, 2019</b>   | <b>Thursday, February 28, 2019</b> | <b>Friday, March 29, 2019</b>   |
| Next Month calendar open at 12:15am  | First Calendar Day of Month           | Friday, February 01, 2019           | Friday, March 01, 2019             | Monday, April 01, 2019          |
| All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance | First Business Day of Month           | Friday, February 01, 2019           | Friday, March 01, 2019             | Monday, April 01, 2019          |
| All integrations successfully fed into Workday - End of Day  | Second Business Day of Month          | Monday, February 04, 2019           | Monday, March 04, 2019             | Tuesday, April 02, 2019         |
| Calendar closed for <b>procurement</b> , banking and accounts receivable at 5pm                          | Third Business Day of Month           | Tuesday, February 05, 2019          | Tuesday, March 05, 2019            | Wednesday, April 03, 2019       |
| Journal entries - no more entered after 5pm  | Third Business Day of Month           | Tuesday, February 05, 2019          | Tuesday, March 05, 2019            | Wednesday, April 03, 2019       |
| <b>Journal entries - approvals only. Posted by noon</b>  | <b>Fourth Business Day of Month</b>   | <b>Wednesday, February 06, 2019</b> | <b>Wednesday, March 06, 2019</b>   | <b>Thursday, April 04, 2019</b> |
| Perform allocations after Noon when all In Process journals moved  | Fourth Business Day of Month          | Wednesday, February 06, 2019        | Wednesday, March 06, 2019          | Thursday, April 04, 2019        |
| Reports available in the morning   | Fifth Business Day of Month           | Thursday, February 07, 2019         | Thursday, March 07, 2019           | Friday, April 05, 2019          |
| Current Month Post Close calendar open   | Fifth Business Day of Month           | Thursday, February 07, 2019         | Thursday, March 07, 2019           | Friday, April 05, 2019          |

| Description   | Day of Month                          | April 2019 (FY2019) Close      | May 2019 (FY2019) Close        | June 2019 (FY2019) Close<br>Fiscal Year End (PRELIM) |
|---|---------------------------------------|--------------------------------|--------------------------------|--|
| Run Award Cost Re-processing at 5PM   | End of Month; Day Varies              | End of Month                   | End of Month                   | End of Month   |
| <b>Last day to enter journals with Grant FAOs</b>   | <b>Last business day of the month</b> | <b>Tuesday, April 30, 2019</b> | <b>Friday, May 31, 2019</b>    | <b>Friday, June 28, 2019</b>                         |
| Next Month calendar open at 12:15am   | First Calendar Day of Month           | Wednesday, May 01, 2019        | Saturday, June 01, 2019        | Monday, July 01, 2019                                |
| All journal entry forms and 312 requisitions (non-purchasing) due in divisional office / central finance by 4PM | First Business Day of Month           | Wednesday, May 01, 2019        | Monday, June 03, 2019          | Monday, July 01, 2019                                |
| All integrations successfully fed into Workday - End of Day   | Second Business Day of Month          | Thursday, May 02, 2019         | Tuesday, June 04, 2019         | Tuesday, July 02, 2019                               |
| Calendar closed for <b>procurement</b> , banking and accounts receivable (evening)                              | Third Business Day of Month           | Friday, May 03, 2019           | Wednesday, June 05, 2019       | Wednesday, July 03, 2019                             |
| Journal entries - no more entered after 5pm   | Third Business Day of Month           | Friday, May 03, 2019           | Wednesday, June 05, 2019       | Wednesday, July 03, 2019                             |
| <b>Journal entries - approvals only. Posted by noon</b>   | <b>Fourth Business Day of Month</b>   | <b>Monday, May 06, 2019</b>    | <b>Thursday, June 06, 2019</b> | <b>Friday, July 05, 2019</b>                         |
| Perform allocations after Noon when all In Process journals moved   | Fourth Business Day of Month          | Monday, May 06, 2019           | Thursday, June 06, 2019        | Friday, July 05, 2019                                |
| Reports available in the morning  | Fifth Business Day of Month           | Tuesday, May 07, 2019          | Friday, June 07, 2019          | Monday, July 08, 2019                                |
| Current Month Post Close calendar open  | Fifth Business Day of Month           | Tuesday, May 07, 2019          | Friday, June 07, 2019          | Monday, July 08, 2019                                |
| Additional J.E.s due to Cheryl Bennett (UR Budget Manager role) in the Budget Office for approval by Noon       |                                       |                                |                                | Wednesday, July 10, 2019                             |
| Re run common book allocatins in the evening  |                                       |                                |                                | Wednesday, July 10, 2019                             |
| Final Reports Available   |                                       |                                |                                | Thursday, July 11, 2019                              |
| Run FAO balance allocation and YE G/L Roll  |                                       |                                |                                | Friday, July 12, 2019                                |
| Post Close Adjustments  |                                       |                                |                                | Wednesday 7/10/19 until Thursday 10/3/19             |