

## Financial Monthend Close Schedule (January 2008 – June 2008)

| <u>Workday</u><br>(MON=Month being closed) | <u>Event</u>  | <u>Cutoff</u>  |
|--|---|--|
| <b>18<sup>th</sup> of each month</b>       |   |  |
|  | <i>Departments:</i> Can begin printing PCard Statements.  |  |
| <b>27<sup>th</sup> of each month</b>       |   |  |
|  | NOTE: If the 27 <sup>th</sup> falls on a Sunday than the last day to change PCard chartfields before PCard Auto Approval would be Saturday the 26 <sup>th</sup> | 7 PM<br><i>Departments:</i> Last time users can change PCard chartfields before PCard Auto Approval runs.  |
| <b>28<sup>th</sup> of each month</b>       |   |  |
|  | <i>CPU:</i> Run PCard Voucher Build, PCard Voucher Budget Check, PCard Post and PCard Journal Generate for the month being closed.                              |  |
| <b>Last workday - 2</b>                    |   |  |
| Jan 01/29/08                               |   | 5 PM   |
| Feb 02/27/08                               |   | <i>Departments:</i> Last time to submit paper department invoices for the month being closed to FinOps.  |
| Mar 03/27/08                               |   |  |
| Apr 04/28/08                               |   |  |
| May 05/28/08                               |   |  |
| Jun 06/26/08                               |   |  |
| <b>Last workday - 1</b>                    |   |  |
| Jan 01/30/08                               |   |  |
| Feb 02/28/08                               |   |  |
| Mar 03/28/08                               |   |  |
| Apr 04/29/08                               |   |  |
| May 05/29/08                               |   |  |
| Jun 06/27/08                               |   |  |
| <b>Last workday</b>                        |   |  |
| Jan 01/31/08                               | <i>CPU:</i> Open next accounting period for all financial modules.  | 5 PM   |
| Feb 02/29/08                               |   | <i>Service Units:</i> Last time to submit/load SUB files for the month being closed.   |
| Mar 03/31/08                               |   |  |
| Apr 04/30/08                               | <i>CPU:</i> Create and load SUB vouchers for the last time for the month being closed.  | <i>Departments (including Auxiliary Units):</i> Last time to submit CRs and JEs for the month being closed to FinOps.  |
| May 05/30/08                               |   |  |
| June 06/30/08                              |   |  |
| <b>1<sup>st</sup> Workday</b>              |   |  |
| Jan 02/01/08                               | <i>CPU:</i> Create and load AM Hospital data for the month being closed.  | 6 PM   |
| Feb 03/03/08                               |   | <i>Central offices (e.g., DAC):</i> Last time to submit electronic JE file for the month being closed for the GL Interface, including all error corrections. |
| Mar 04/01/08                               |   |  |
| Apr 05/01/08                               | <i>CPU:</i> Create and load AM Campus (excluding depreciation) data for the month being closed.   |  |
| May 06/02/08                               |   |  |
| Jun 07/01/08                               |   |  |
| <b>2<sup>nd</sup> Workday</b>              |   |  |
| Jan 02/04/08                               |   | 3:30 PM  |
| Feb 03/04/08                               |   | <i>FinOps:</i> Last time to submit paper CRs for the month being closed for offsite key entry.   |
| Mar 04/02/08                               |   |  |
| Apr 05/02/08                               |   |  |
| May 06/03/08                               |   |  |
| Jun 07/02/08                               |   |  |
| <b>3<sup>rd</sup> Workday</b>              |   |  |
| Jan 02/05/08                               | <i>CPU:</i> Last time to journal generate AR and Billing  | 3 PM   |

| <u>Workday</u><br>(MON=Month being closed)   | <u>Event</u>  | <u>Cutoff</u>   |
|--|---|---|
| Feb 03/05/08<br>Mar 04/03/08<br>Apr 05/05/08<br>May 06/04/08<br>Jun 07/03/08                 | data for the month being closed.  | <i>FinOps</i> : Last time to upload JE files for month being closed.<br><br>4 PM<br><i>Hospital</i> : Have all errors corrected for the Hospital AM and IN journals.<br><br>5 PM<br><i>ISR</i> : Last time to submit ISR Payroll file for the month being closed for the GL Interface.  |
| <b>5<sup>th</sup> of each Month</b>  |   | <i>Departments</i> : All hard copy receipts for PCard transactions due in Accounts Payable  |
| <b>4<sup>th</sup> Workday</b>  |   |   |
| Jan 02/06/08<br>Feb 03/06/08<br>Mar 04/04/08<br>Apr 05/06/08<br>May 06/05/08<br>Jun 07/07/08 | <i>CPU</i> : Create and load AM Campus (including depreciation) data for the month being closed.<br><br><i>CPU</i> : Complete Procurement monthend close and notify FinOps.<br><br><i>CPU</i> : Produce Hospital Voucher extract file.  | 12 PM (noon)<br><i>FinOps</i> : Have all voucher errors corrected for month being closed and authorize CPU to close Procurement.<br><br>3 PM<br><i>FinOps</i> : Last time to submit final CR Batch error file corrections for month being closed for on-site correction.<br><br>5 PM<br><i>FinOps</i> : Statistics Journal created for month being closed<br><br>7 PM<br><i>FinOps</i> : Last time to create on-line or load new journals for the month being closed. |
| <b>5<sup>th</sup> Workday</b>  |   |   |
| Jan 02/07/08<br>Feb 03/07/08<br>Mar 04/07/08<br>Apr 05/07/08<br>May 06/06/08<br>Jun 07/08/08 | <i>CPU</i> : Run allocations<br><br><i>FinOps</i> : Resolve edit and budget check errors for allocation journals.<br><br><i>CPU</i> : Close accounting period in GL and notify FinOps that allocations are complete for the month being closed.<br><br><i>FinOps</i> : Reconcile source totals after allocations complete.<br><br><i>CPU</i> : Produce Hospital Journal Extract and Hospital Inventory Extract files.<br><br><i>CPU</i> : Refresh FinODS and Data Warehouses. (Note: If the 5 <sup>th</sup> workday falls on a Friday then the Data Warehouses won't be refreshed until Sunday as part of the normal weekly jobstream.) | 9 AM<br><i>FinOps</i> : Have all journal errors corrected for month being closed and authorize CPU to start allocations.  |
| <b>6<sup>th</sup> Workday</b>  |   |   |
| Jan 02/08/08   | <i>CPU</i> : Verify FinODS and Data Warehouses were   | 6 AM  |

**Workday**

(MON=Month being closed)

**Event**

**Cutoff**

|     |          |
|-----|----------|
| Feb | 03/10/08 |
| Mar | 04/08/08 |
| Apr | 05/08/08 |
| May | 06/09/08 |
| Jun | 07/09/08 |

|   |
|---|
| refreshed.  |
| <i>CPU:</i> Run monthend reports for: Campus, Student Financials, Billing and Volume of Research on FinODS. |

*FinOps:* Resume CRs for offsite key entry for new month.

**7<sup>th</sup> workday**

|     |          |
|-----|----------|
| Jan | 02/11/08 |
| Feb | 03/11/08 |
| Mar | 04/09/08 |
| Apr | 05/09/08 |
| May | 06/10/08 |
| Jun | 07/10/08 |

*Datamatics:* Pickup and begin collating campus monthend reports.

**10<sup>th</sup> Workday**

|     |          |
|-----|----------|
| Jan | 02/14/08 |
| Feb | 03/14/08 |
| Mar | 04/14/08 |
| Apr | 05/14/08 |
| May | 06/13/08 |
| Jun | 07/15/08 |

*Datamatics:* Return stuffed and sorted envelopes to UM Mail Services for placement in campus mail.