

**FY09 YEAR-END CLOSING SCHEDULE – May 7, 2009 (initial web)**

<b>Date</b>	<b>Day</b>	<b>Hour</b>		<b>First Close</b>
June, 2009	various			See cover letter; departmental review of all YTD Project Grant Statements and processing of all YTD adjustments (LA, II, JV, etc) .
June, 2009	various	midnight		See cover letter for specific E-Commerce cut-off dates (and the website location).
6/25/2009	Thursday	10:00	am	Cut-off for receipt of FY09 payment voids, stops and reissue requests.
6/26/2009	Friday	10:00	am	Cut-off for receipt of FY09 Accounts Payable <b>Travel Invoices</b> for payments dated by 6/30/09.
6/26/2009	Friday	10:00	am	Cut-off for invoices from Purchasing vendors. (Payment only when PO matched properly [approved, received and vendor invoice input])
6/26/2009	Friday	10:00	am	Cut-off for receipt of FY09 Accounts Payable <b>Miscellaneous Invoices</b> for payments or foreign drafts dated by 6/30/09.
6/26/2009	Friday	4:00	pm	Cut-off for <b>all first close JV's</b> including data entry (except Budget, Gift Processing, LA and Payroll Sections).
6/29/2009	Monday	4:30	pm	Cut-off for receipt of FY09 Accounts Payable <b>electronically submitted voucher loads</b> for payments dated by 6/30/09.
6/29/2009	Monday	4:30	pm	Cut-off for data entry of Travel Invoices & Miscellaneous Invoices received by their respective cut-off dates.
6/30/2009	Tuesday	10:00	am	Cut-off for receipt of items for the final <b>Cash Receipts Voucher</b> .
6/30/2009	Tuesday	12:00	noon	Cut-off for approved requests for <b>wire transfers</b> received in AP to be dated by 6/30/09.
6/30/2009	Tuesday	4:00	pm	Cut-off for receipt of ' <b>manual</b> ' <b>Interdepartmental Invoices</b> .
6/30/2009	Tuesday	5:00	pm	Cut-off for positive Payment file of checks to appear as FY09 issues.
6/30/2009	Tuesday	5:00	pm	Cut-off wire transfers posted for June activity to be dated by 6/30/09.
6/30/2009	Tuesday	6:00	pm	Receipt of final AP journal (journal generated) for invoices/wires to be posted for June.
6/30/2009	Tuesday	8:30	pm	Processing of Employee Benefits & Indirect Costs (EBIC) transactions.
6/30/2009	Tuesday	midnight		Cut-off for <b>Electronic Interdepartmental Invoices (eII)</b> .
7/01/2009	Wednesday	7 and 8	am	Various applications (PeopleSoft Financial System and Financial DataMall/Information Warehouse) will be available per normal working schedule.
7/02/2009	Thursday	5:00	pm	Cut-off for LA & Payroll Sections first close JV's including data entry.
7/06/2009	Monday	4:00	pm	Cut-off for Budget, Gift Processing JV's including data entry.
7/06/2009	Monday	4:30	pm	Processing of Employee Benefits & Indirect Costs (EBIC) transactions.
<b>7/07/2009</b>	<b>Tuesday</b>	<b>8:00</b>	<b>am</b>	<b>DEPARTMENTAL REPORTS (ON THE DATA MALL) - FINAL FOR 1ST CLOSE, BUT WILL SAY PRELIMINARY. 2ND CLOSE BEGINS 7/7 - 7AM.</b>
<b>Second Close</b>				
7/10/2009	Friday	12:00	noon	Cut-off for <b>all second close JV's</b> including data entry (except Budget Section and LA Section).
7/13/2009	Monday	5:00	pm	Cut-off for <b>FY09 Labor Accounting adjustments</b> made by departments without notification to the Budget Section.
7/14/2009	Tuesday	4:00	pm	Cut-off for <b>Budget Section second close JV's</b> including data entry.
7/14/2009	Tuesday	4:30	pm	Processing of Employee Benefits & Indirect Costs (EBIC) transactions.
<b>7/15/2009</b>	<b>Wednesday</b>	<b>8:00</b>	<b>am</b>	<b>DEPARTMENTAL REPORTS (ON THE DATA MALL) - FINAL FOR 2ND CLOSE, BUT WILL SAY PRELIMINARY. 3RD CLOSE BEGINS 7/15 - 7AM.</b>
<b>Third Close</b>				
7/20/2009	Monday	4:00	pm	Cut-off for <b>all third close JV's</b> (except Budget Section).
7/24/2009	Friday	4:00	pm	Cut-off for <b>Budget Section third close JV's</b> .
7/24/2009	Friday	4:30	pm	Processing of Employee Benefits & Indirect Costs (EBIC) transactions.
7/24/2009	Friday	5:00	pm	Confirmation of final net General Funds Activity.
<b>7/27/2009</b>	<b>Monday</b>	<b>8:00</b>	<b>am</b>	<b>DEPARTMENTAL REPORTS (ON THE DATA MALL) - FINAL AND WILL SAY FINAL</b>
<b>7/27/2009</b>	<b>Monday</b>	<b>begin 9:00</b>	<b>am</b>	Run "official" close process in PeopleSoft (close FY09 and populate beginning period of FY10).