
TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of August Closing

FY 2017-2018 Month End Processing Deadlines	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
08/24/17	Last Day to submit requests for AP Journal Vouchers
08/31/17	Last Day to Approve all pending Smart Billing Transactions Last Day to Run Pro Card Voucher Build
09/01/17	All SF Journals Completed
09/05/17	Last Day to Enter Journals in General Ledger
09/06/17	E-Payable Journal Upload
09/07/17	All Journals are Posted
09/08/17	Post all month end Controller's Office journals
09/11/17	Final Cash Entries Completed by 2:00 PM Auxiliary Allocations Completed Close General Ledger