
TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of December 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	
12/21/17	Last Day to submit requests for AP Journal Vouchers
12/29/17	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
01/02/18	All SF Journals Completed
01/03/18	Last Day to Enter Journals in General Ledger
01/04/18	E-Payable Journal Upload
01/05/18	All Journals are Posted
01/08/18	Post all month end Controller's Office journals
01/09/18	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger