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

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<b>FY 2017-2018 Month End Processing Deadlines</b>	
All Deadlines are by End of Day Unless Otherwise Specified	
All Budget Exceptions need to be cleared per Commitment Control Policy requirement	
<b>02/21/18</b>	Last Day to submit requests for AP Journal Vouchers
<b>02/28/18</b>	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
<b>03/01/18</b>	All SF Journals Completed
<b>03/02/18</b>	Last Day to Enter Journals in General Ledger
<b>03/05/18</b>	E-Payable Journal Upload
<b>03/06/18</b>	All Journals are Posted
<b>03/07/18</b>	Post all month end Controller's Office journals
<b>03/08/18</b>	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger