
TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of May 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	
05/24/18	Last Day to submit requests for AP Journal Vouchers
05/31/18	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
06/01/18	All SF Journals Completed
06/04/18	Last Day to Enter Journals in General Ledger
06/05/18	E-Payable Journal Upload
06/06/18	All Journals are Posted
06/07/18	Post all month end Controller's Office journals
06/08/18	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger