
TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of October 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	
10/24/17	Last Day to submit requests for AP Journal Vouchers
10/31/17	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
11/01/17	All SF Journals Completed
11/02/17	Last Day to Enter Journals in General Ledger
11/03/17	E-Payable Journal Upload
11/06/17	All Journals are Posted
11/07/17	Post all month end Controller's Office journals
11/08/17	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger