

---

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

---

<b>FY 2018-2019 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>04/23/19</b>	Last Day to submit requests for AP Journal Vouchers
<b>04/30/19</b>	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
<b>05/01/19</b>	All SF Journals Completed
<b>05/02/19</b>	Last Day to Enter Journals in General Ledger
<b>05/03/19</b>	E-Payable Journal Upload and all Merchant Journals Completed
<b>05/06/19</b>	All Journals are Posted
<b>05/07/19</b>	Post all month end Controller's Office journals
<b>05/08/19</b>	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger