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

FY 2018-2019 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	
08/24/18	Last Day to submit requests for AP Journal Vouchers
08/31/18	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
09/04/18	All SF Journals Completed
09/05/18	Last Day to Enter Journals in General Ledger
09/06/18	E-Payable Journal Upload
09/07/18	All Journals are Posted
09/10/18	Post all month end Controller's Office journals
09/11/18	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger