
TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of February 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	
02/21/19	Last Day to submit requests for AP Journal Vouchers
02/28/19	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
03/01/19	All SF Journals Completed
03/04/19	Last Day to Enter Journals in General Ledger
03/05/19	E-Payable Journal Upload and all Merchant Journals Completed
03/06/19	All Journals are Posted
03/07/19	Post all month end Controller's Office journals
03/08/19	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger