
TO: Finance Managers, UTS, Financial Planning, Controllers
FROM: Jose Zubimendi, Assistant Controller
SUBJECT: Deadlines for the Month of September 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	
09/21/18	Last Day to submit requests for AP Journal Vouchers
09/28/18	Last Day to Approve all pending Smart Billing Transactions
	Last Day to Run Pro Card Voucher Build
10/01/18	All SF Journals Completed
10/02/18	Last Day to Enter Journals in General Ledger
10/03/18	E-Payable Journal Upload and all Merchant Journals Completed
10/04/18	All Journals are Posted
10/05/18	Post all month end Controller's Office journals
10/08/18	Final Cash Entries Completed by 2:00 PM
	Auxiliary Allocations Completed
	Close General Ledger