

Key Dates for Fiscal 2015 Mid-Year Close First Departmental Close

December 23rd

- * Final 2014 Bi-Weekly Payroll posted by 5PM
- * All deposits to cashier by 2:30PM
- * Final 2014 Exempt payroll posted by 5PM



January 5th

- * Journal entries in FAR by 5PM
- * All December gifts in Advancement by 4PM

January 6th

- * Payroll reallocations and redistribution in Payroll by 5PM
- * Final Invoices, employee travel expense reports, and expenditure vouchers in Accounts Payable (AP) by 5PM

January 8th

- * Procurement card (Pcard) updated in Works by 5PM for statement ending 1/2/15
- * All December gifts posted by Advancement by 5PM
- * All December receiving completed through Deacon Depot by 5PM
- * **FIRST Departmental Close – Draft reports available after 5PM**

January 9th -
January 15th

* Accruals, deferrals and adjustments posted by
FAS

January 13th

* Final day send accrual documentation to AP

January 15th

* **FINAL Departmental Close – Reports available
after 5PM**



**1st Departmental
Close
1/8/15**

- Deposits made by 12/23/14
- MO12 and BW26 payrolls
- December gifts
- Receiving completed in Deacon Depot

**Final Close
1/15/15**

- Deferral of Spring Tuition Revenue billed in December
- Deferral of Tuition Prepayments
- Pcard for statement ending 1/2/15 accrued
- Invoice accruals by Accounts Payable
- ST01 payroll 80% accrued
- BW01 payroll 80% accrued
- Payroll reallocations and redistributions