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

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
Close comparison

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