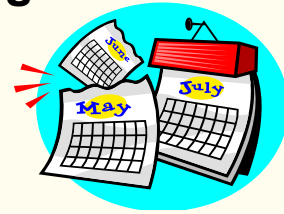


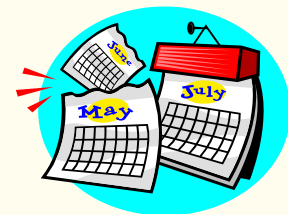
Key Dates for Fiscal 2016 Close- First Departmental Close

- June 10th** Final day to request a new supplier be set up through Procurement Services
- June 10th** Project Summary Requests (PSR) in FAR by 5 PM
- June 17th** Deacon Depot Purchase Requisitions entered by 5pm
- June 30th** Final day for receipt of goods for fiscal 2016
- July 1st** P-card statement closing date. Transactions must be posted by this date
- July 5th**
close)
- Invoices, employee travel expense reports, and expenditure vouchers in AP by 5 PM (will be posted in 1st close)
- All deposits in Accounts Receivable by 4:30 PM
- Journal entries in FAR by 5 PM
- Fixed asset addition/disposal support in FAR by 5 PM
- July 5th** All fiscal 2016 gifts in Advancement by 3 PM



Key Dates for Fiscal 2016 Close- First Departmental Close

- July 7th** Procurement card (Pcard) documentation in Accounts Payable (AP) and entered into Works by 5PM (will be posted as an accrual in 2nd close)
- July 8th** Final Invoices, employee travel expense reports, and expenditure vouchers in AP by 5 PM (will be posted by 2nd close)
- July 11th** Payroll reallocations and redistribution in Payroll by 5 PM (will be posted by 2nd close)
- July 11th** **FIRST Departmental Close – Draft reports available after 5 PM**



Key Dates for Fiscal 2016 Close- Second Departmental Close

July 13th

Journal entries in FAR by 5 PM

July 14th

- Final Bi-weekly, Student, Ad Comp Payroll Accruals and any redistributions/reallocations recorded
- July 1st Pcard statement accrual recorded
- APC entry for RCxxxx funds recorded
- Known prepaids and accruals

July 15th

**SECOND Departmental Close – Draft reports available
after 8:30 AM**



Key Dates for Fiscal 2016 Close- Final Departmental Close



July 18th * **Final Journal entries in FAR by
5 PM**

July 19th * **FINAL Departmental Close – Final
reports available after 5 PM**