FY24 Year-End Close Calendar Summary

PRE-CLOSE

JULY
31 (Wed, 5 p.m.) Clear aging PCard, TCard, and advance transactions that are 60 days or older **[PP]**

AUGUST
1 (Thu, 5 p.m.) Expenditure type and object code requests must be submitted **[SS]**
1 (Thu, 5 p.m.) Form 1 for capital and non-capital projects must be approved **[PP]**
12 (Mon, 5 p.m.) AP, ERS, and TCard transactions must be submitted (excluding PCard) **[PP]**
12 (Mon, 10 p.m.) AP, ERS, and TCard transactions must be approved (excluding PCard) **[PP]**
14 (Wed, 5 p.m.) Department capital cost transfers must be fully approved **[PP]**
15 (Thu) FY25 Booked Budget entries due **[BGT]**
20 (Tue) 9/1 Org Code Hierarchy from UBO (Tentative) **[SS]**
20 (Tue, 7 p.m.) EIFP and EFP Payout Journals posted **[JE]**
21 (Wed) 8/15 Payroll avail. in OBI and LDA **[PLM]**
21 (Wed, 11 a.m.) Batch-related invoices must be submitted to AP (select depts only) **[PP]**
21 (Wed, 4 p.m.) All PCard transactions must be approved **[PP]**
21 (Wed, 5 p.m.) All AP invoices must be uploaded **[PP]**
21 (Wed, 5 p.m.) Department Cost Sharing journals must be submitted to OSR **[JE]**
22 (Thu) FY25 Booked Budget narratives due **[BGT]**
22 (Thu, 5 p.m.) New gift PTA requests must be submitted **[SS]**
24 (Sat) Labor schedule end date rollover to next fiscal year-end **[PLM]**
25 (Sun) OBI reports available online with new fiscal year labor schedules **[RPT] [PLM]**
26 (Mon, 5 p.m.) Deadline for payroll repayment checks **[PLM]**
26 (Mon, 7 p.m.) Endowment Payout posted **[JE]**
27 (Tue, 4 p.m.) Last day for AP payments (direct deposit, wires, checks) **[PP]**

SOFT CLOSE

AUGUST
28 (Wed) PTA Blackout period (no changes until 9/20 **[SS]**
28 (Wed, 12 p.m.) Accounts Payable (AP) closed **[PP]**
28 (Wed, 12:01 p.m.) AP payments on hold until 9/3 (ACH/direct deposit, wires, checks) **[PP]**
29 (Thu, 8 a.m.) OBI reports available online with FY24 transactions through 8/28 **[JE]**
29 (Thu, 5 p.m.) Cost Sharing journals processed by OSR **[JE]**
29 (Thu, 5 p.m.) Deadline to submit paper forms to Payroll for FY24 inclusion **[PLM]**
30 (Fri, 5 p.m.) Resolve unapplied GFS aid and enter fully approved aid in GFS system **[PLM]**

SEPTEMBER
1 (Sun) Exp type and object code freeze (no changes until 11/1) **[SS]**
3 (Tue) AP payments resume (ACH/direct deposit, wires, checks) **[PP]**
3 (Tue, 5 p.m.) UIT AR Billing processed **[AR]**
5 (Thu, 8 a.m.) 8/31 Payroll available in OBI and LDA systems **[PLM]**
5 (Thu, 8 a.m.) Student Financial data in OBI **[PLM]**
5 (Thu, 3 p.m.) LDA transactions requiring OSR/Fund Accounting end-route approval must be submitted **[PLM]**

5 (Thu, 5 p.m.) All iBudgets transactions must be approved **[BGT]**
5 (Thu, 5 p.m.) iJournals Public and Specialist transactions (including Feeders) must be submitted and approved **[JE]**
5 (Thu, 5 p.m.) LDA responsibility disabled until 9/20 **[PLM]**
5 (Thu, 5 p.m.) OOD period file review **[JE]**
5 (Thu, 5 p.m.) Transactions containing fringe awards (AAPAA, AZAAO, AZAAQ, AZAAS, AZAAU) must be finalized **[JE]**
5 (Thu, 5:01 p.m.) Transactions for FY24 no longer permitted for iJournals Public **[JE]**
5 (Thu, 7 p.m.) All FY24 LDA transactions must be approved **[PLM]**
5 (Thu, 7 p.m.) All iJournals Central transactions (including Feeders) must be approved **[JE]**
5 (Thu, 7 p.m.) OSA sweep for pay periods through 8/31 **[PLM]**
5 (Thu, 9 p.m.) All core journal transactions must be approved **[JE]**
5 (Thu, 11:59 p.m.) Soft Close completed **[SS]**

HARD CLOSE

SEPTEMBER
6 (Fri) 9/1 Org Code Hierarchy available in Oracle **[SS]**
6 (Fri) iBudgets and iJournals fund transfers available through 9/17 **[JE]**
6 (Fri) iJournals available for FY25 transactions **[JE]**
6 (Fri, 8 a.m.) OBI reports available online with Soft Close and OSA sweep transactions **[RPT] [PLM]**
6 (Fri, 12 p.m.) Soft Close data available in Tidemark **[BGT]**
6 (Fri, 5 p.m.) Cash Management receipts available in Accounts Receivable **[AR]**
9 (Mon, 5 p.m.) Close out of fringe awards AZAAO, AZAAQ, AZAAS, AZAAU to AAPAA **[JE]**
10 (Tue 3 p.m.) iJournals AP/AR accrual transactions must be submitted and approved **[JE]**
11 (Wed) Fixed Assets (FA) closed **[SS]**
11 (Wed, 5 p.m.) Accounts Receivable (AR) AUG-24 receipts posted; FY24 revenue and invoices finalized **[AR]**
11 (Wed, 5 p.m.) Cash Management receipts available in Accounts Receivable **[AR]**
11 (Wed, 5 p.m.) iJournals transactions must be submitted and approved **[JE]**
11 (Wed, 9 p.m.) All core journal transactions must be approved **[JE]**
11 (Wed, 11:30 p.m.) Program Income Accounts Receivable (AR) Invoices processed **[AR]**
11 (Wed, 11:59 p.m.) Hard Close completed **[SS]**

FINAL CLOSE

SEPTEMBER
12 (Thu) Accounts Receivable (AR) AUG-24 closed and SEP-24 opened **[AR]**
12 (Thu, 3 a.m.) Sponsored Accounts Receivable (AR) invoices processed **[AR]**
12 (Thu, 8 a.m.) OBI reports available online with Hard Close transactions RPT]
12 (Thu, 12 p.m.) Hard Close data available in Tidemark **[BGT]**
12 (Thu, 12 p.m.) Sponsored Accounts Receivable (AR) Cash posted **[AR]**
13 (Fri, 12 p.m.) Deadline to request reinvestment of payout **[JE]**
17 (Tue) Core journal postings: 12p.m., 2p.m., 5 p.m., and 7 p.m. **[JE]**

17 (Tue, 5 p.m.) All iBudgets department transactions must be submitted **[BGT]**
17 (Tue, 5 p.m.) iJournals fund transfer and bulk fund transfer transactions must be submitted **[JE]**
17 (Tue, 7 p.m.) All core journal ADI fund transfers must be approved **[JE]**
17 (Tue, 7 p.m.) All iBudgets transactions must be approved **[BGT]**
17 (Tue, 7 p.m.) iJournals fund transfer and bulk fund transfer transactions must be approved **[JE]**
17 (Tue, 7:01 p.m.) iBudgets disabled until SEP-2024 activity begins **[BGT]**
18 (Wed) Final core journal postings: 12 p.m., 2 p.m., 5p.m., and 7p.m. **[JE]**
18 (Wed, 5 p.m.) Valuation for final investment entries from IA to FAIR **[JE]**
18 (Wed, 7 p.m.) All core journal transactions must be approved (CO only) **[JE]**
19 (Thu) FY25 Burden Schedules processed (Tentative) **[SS]**
19 (Thu, 7 p.m.) All adjustment transactions, must be approved (FAIR only) **[JE]**
19 (Thu, 11:59 p.m.) Final Close completed **[SS]**

POST CLOSE

SEPTEMBER
20 (Fri) SEP-2024 activity begins **[SS]**
20 (Fri) PTA changes resume **[SS]**
20 (Fri) iBudgets reopens for FY25 **[BGT]**
20 (Fri) LDA responsibility reactivated **[PLM]**
20 (Fri, 8 a.m.) OBI reports available online with Final Close transactions **[RPT]**
20 (Fri, 12 p.m.) Final Close data available in Tidemark **[BGT]**
23 (Mon) FY25 salary commitments available in OBI (tentative) **[PLM]**
24 (Tue) 9/15 Payroll available in OBI and LD Adjustment module (Tentative) **[PLM]**
25 (Wed, 5 p.m.) SEP-2024 Endowment Payout processed **[JE]**

OCTOBER
1 (Tues) FY24 Year-End Variance kickoff in Cardinal Planning & Budgeting (CPB) **[BGT]**
22 (Tues) FY24 Year-End Variance submissions due in CPB **[BGT]**

For additional budgeting deadlines, please refer to the interactive calendar.

JOURNAL DEADLINES

Daily deadlines for same night processing:
3 p.m. Submit core journals and iJournals
7 p.m. Final approval
(including end-route) for iJournals
9/1-9/17 core journal posting 12 p.m., 2 p.m., 5 p.m., and 7 p.m.
9/18 core journal posting 12 p.m., 2 p.m., 5 p.m., and 7 p.m. (CO Only)

KEY

[AR] Accounts Receivable (AR)
[BGT] Budgeting
[CM] Cash Management
[JE] Journal Entries
[PLM] Payroll and Labor Management
[PP] Purchasing and Payments
[RPT] Reporting
[SS] System Setups