



Fiscal Operations

To: All University Employees

From: James Barbret, Associate Vice President for Fiscal Operations and Controller

Subject: **FY 2012 & FY 2013 - Closing Schedule for Accounting Periods**

Date: July 3, 2012

The monthly schedule for closing the accounting periods is changing effective with the June 30 (period 9) close. In the past, the accounting periods were closed around the 15th calendar day of the subsequent month. In accordance with the revised schedule, the accounting periods will be closed on the 7th business day of the subsequent month (excluding September/October). In order to adhere to the closing schedule, it is critical that monthly activity is recorded promptly and in the relevant accounting period, to the extent possible. As such, all monthly Banner Finance feeds must occur in accordance with the current feed schedule. In addition, journal voucher (JV) requests (related to non grant accounts) which are “**date sensitive**” must be submitted to Accounting by the required due date. JV requests which are not date sensitive will be processed in the current open accounting period. Please contact Sponsored Programs Administration regarding journal voucher request deadlines for grant and contract accounts.

The fiscal year 2012 (revised) and fiscal year 2013 closing schedules for accounting periods, including the due dates for the feeder systems and journal voucher requests for date sensitive transactions, are included on the following pages.

Your cooperation and adherence with the established requirements and deadlines is appreciated. Specific questions related to feeder system due dates, should be addressed to Joseph Coleman at 7.8931. If you have questions about other aspects of this memorandum, please contact Tamaka Butler at 7-6606.

cc: Rick Nork, Vice President Finance and Business Operations
Roger Kempa, Assistant Vice President, Investment Debt and Risk
Tamaka M. Butler, Associate Controller
Patricia Douglas, Director of Accounting
Tony Miller, Director, General Accounting
Tosha P. Johnson, Director, Technical Support
Bryan Atkinson, Director of Disbursements
Kenneth Doherty, Assistant Vice President, Purchasing
Marlene Erno, Senior Director Sponsored Program Administration

FY 2012 - Closing Schedule For Accounting Periods -- Revised				
Month	Period	Accounting Period Scheduled Closing Dates	Scheduled Feeder Due Dates	Journal Voucher Request Due Dates
October	1	Closed	Closed	Closed
November	2	Closed	Closed	Closed
December*	3	Closed	Closed	Closed
January	4	Closed	Closed	Closed
February	5	Closed	Closed	Closed
March*	6	Closed	Closed	Closed
April	7	Closed	Closed	Closed
May	8	Closed	Closed	Closed
June*	9	July 11, 2012	July 9, 2012	July 9, 2012
July	10	August 9, 2012	August 7, 2012	August 8, 2012
August	11	September 12, 2012	September 10, 2012	September 10, 2012
September	12	October 13, 2012	October 5, 2012	October 11, 2012
September**	14	November 21, 2012	n/a	n/a
* The quarter-end months will be closed as scheduled, however, they will be reopened to post certain Endowment Fund activity (loss distributions, unitization, etc..)				
** The accrual period will be reopend, if needed to post audit adjustments.				

FY 2013 - Closing Schedule For Accounting Periods				
Month	Period	Accounting Period Scheduled Closing Dates	Scheduled Feeder Due Dates	Journal Voucher Request Due Dates
October	1	November 21, 2012	November 6, 2012	November 6, 2012
November	2	December 11, 2012	December 6, 2012	December 6, 2012
December*	3	January 10, 2013	January 7, 2013	January 10, 2013
January	4	February 11, 2013	February 6, 2013	February 6, 2013
February	5	March 11, 2013	March 6, 2013	March 6, 2013
March*	6	April 9, 2013	April 4, 2013	April 4, 2013
April	7	May 9, 2013	May 6, 2012	May 6, 2012
May	8	June 11, 2013	June 6, 2013	June 6, 2013
June*	9	July 10, 2013	July 5, 2013	July 5, 2013
July	10	August 9, 2013	August 6, 2013	August 6, 2013
August	11	September 11, 2013	September 6, 2013	September 6, 2013
September	12	October 12, 2013	October 4, 2013	October 9, 2013
September**	14	November 21, 2012	n/a	n/a
* The quarter-end months will be closed as scheduled, however, they will be reopened to post certain Endowment Fund activity (loss distributions, unitization, etc..)				
** The accrual period will be reopend, if needed to post audit adjustments.				