

GENERAL LEDGER MONTHLY SCHEDULE

March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		*Journals: JE submission cutoff requiring BO & CO approval for Feb close	*Journals: Electronic Recharges due to Production Services for Feb	*Journals: Departments check PS Worklist to ensure all journals have been posted for Feb	*GL: Feb Month End	
8	9	10	11	12	13	14
	*GL: PS GL open for Mar FY2015 (Period 09)	*UPlan: Feb Actuals available				*UPlan: Last day to update monthly Forecast data for export to MyReports
15	16	17	18	19	20	21
*Monthly maintenance: PS, MyReports, Weblinks, AdHoc and UPlan	*Journals: Delete Feb journals not posted *Payroll: Mar PETs due to CGA (sponsored) *UPlan: Forecast data available in MyReports				*Stipend: Deadline for submission of Stipend Voucher Templates	
22	23	24	25	26	27	28
		*Payroll: Mar PETs due to Payroll (non-sponsored)	*Journals: Mar Inter-campus charges due to Controller's Office			
29	30	31				
		*Journals: Last day to submit Mar Sundry Debtor to Controller's Office				

***MyReports** is refreshed every business day and will reflect previous business day journals approved by 5pm.

GENERAL LEDGER MONTHLY SCHEDULE

April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 *UPlan: Quarterly chartfield changes available	2 *Journals: JE submission cutoff requiring BO & CO approval for Mar close	3 *Journals: Electronic Recharges due to Production Services for Mar	4 *Payroll: Mar DPE available in MyReports
5	6 *Journals: Departments check Worklist to ensure all journals have posted for Mar	7 *GL: Mar Month End	8 *GL: PS GL open for Apr FY2015 (Period 10)	9 *UPlan: Mar Actuals available	10	11
12	13	14 *UPlan: Last day to update monthly Forecast data for export to MyReports	15 *Payroll: Apr PETs due to CGA (sponsored)	16 *Journals: Delete Mar journals not posted *UPlan: Forecast data available in MyReports	17 *Stipend: Deadline for submission of Stipend Voucher Templates	18
19 *Monthly maintenance: PS, MyReports, Weblinks, AdHoc and UPlan	20	21 *Payroll: Apr PETs Due to Payroll (non-sponsored)	22	23	24 *Journals: Apr intercampus Charges due to Controller's Office	25
26	27	28	29	30 *Journals: Apr Sundry Debtor due to Controller's Office		

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GENERAL LEDGER MONTHLY SCHEDULE

May 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31					1	2
						*Payroll: Apr DPE available in MyReports
3	4	5	6	7	8	9
	*Journals: JE submission cutoff requiring BO & CO approval for Apr close	*Journals: Electronic Recharges due to Production Services for Apr	*Journals: Departments check Worklist to ensure all journals have posted for Apr	*GL: Apr Month End	*GL: PS GL open for May FY2015 (Period 11)	*UPlan: Apr Actuals available
10	11	12	13	14	15	16
				*UPlan: Last day to update monthly Forecast data for export to MyReports	*Payroll: May PETs due to CGA (sponsored) *Stipend: Deadline for submission of Stipend Voucher Templates	*UPlan: Forecast data available in MyReports
17	18	19	20	21	22	23
*Monthly maintenance: PS, MyReports, Weblinks, AdHoc and UPlan	*Journals: Delete Apr journals not posted	*Payroll: May PETs Due to Payroll (non-sponsored)			*Journals: May intercampus Charges due to Controller's Office	
24	25	26	27	28	29	30
	HOLIDAY				*Journals: May Sundry Debtor due to Controller's Office	*Payroll: May DPE available in MyReports

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revised on 4/23/2015: 5/22 - May intercampus charge journals due to Controller's Office
5/25 - Holiday