

## GENERAL LEDGER MONTHLY SCHEDULE

March 2015

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