

2017

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13 (H) Hyperion Planning/Budget System Opened (Tentative)	14	15
16	17	18	19	20 Year End Memo updates to Mike	21	22
23	24	25	26	27	28 Communication (DDD) of Fringe Benefit Rates for next Fiscal Year. (Brian) Communication of Fringe Rates to Back Office Staff (Carolyn)	29
30	1					

2017

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
30	1 (PF)GL Open: May – June – July (Rod) Preliminary accrual report to purchasing (Disbursements) Communication memo to campus regarding year end (Mike) Link on Comptroller's Website to Memo (Carolyn) Reminder to General Accounting Re: Reversing Entries and REV Source (Rod) General Accounting Deferral Entries Begin (Margaret) Turn on Future – Suspense Report (Rod) (H)Update Multicurrency rates (Budget/Michele R.)	2 Cathy notifies OSP to contact subcontracts for invoices for FY16 expenditures (that need to be invoiced through 6/30) Bursar billing schedule provided to OSA (Steve)	3	4 (PF)Future Postings begin from PSSF (Student Financials)	5	6
7	8	9 Link on Myslice to Memo(Rod/Elwin)	10	11 (H)Hyperion Planning/Budget System Closes	12	13
14	15	16	17	18 CPDC/OSA Annual review of sponsored construction (Cathy, Kelly, Terry, Sarah)	19 Credit Card Reconciliations for statements with a billing date of 5/3 or prior must be received by Disbursements.	20
21	22	23	24	25 Grants – Check fringe on commitments for balances <> 0 when not related to last weekly and semi-monthly payroll; do any clean-up at same rate(Karen)	26	27
28	29 (SUH)SU Holiday	30	31	1	2	3
4	5	Legend: Purple (PF)= PeopleSoft Financials Blue (H) = Hyperion Budget System / RCM Budget Tasks Orange (C) = Campus Black = Task Green (SUH) = SU Holiday Red (FR) = Financial Report				

2017

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1 Travel vouchers for Travel prior to 5/15 must be to Disbursements. (PF)1st Job Distribution for Capital Projects to the General Ledger (Tino)	2 Test file #1 from Margaret; KT to Steve; Steve returns student credit hour detail (Kathleen)	3
4	5	6 (H)Refresh of HR/HCM91FIX for Budget SUSAL load in HR/HCM Appointments. (H)Refresh of FIN92FIX for Budget Test Load (SUDEPT to GL Testing)	7 (H)RT TEST Budget Hyperion Planning (SUSAL) Load to HR/HCM91 Appointments	8	9 (H)Budget Hyperion Planning (SUSAL) Load to HR/HCM Appointments (Tentative)	10
11	12 Brian gives Ann Payroll File for Accrual through 6/7 (PF)July Open – A/P Test file #2 from Margaret; KT to Steve; Steve returns student credit hour detail (Kathleen) OSA must approve Sponsored appointments prior to final Budget load	13 The following must be received by Disbursements no later than 4:30PM: Travel vouchers for travel ending after 5/14 ; expense vouchers, petty cash reimbursements, consultant forms and any other requests for payment for FY16; credit card reconciliation for the statement dated 6/2.	14	15 Last Day for Campus entered PARs for activity prior to 6/15 (By 12:00PM)	16 Payroll Accrual entry done by General Accounting (Rod load template entry) (H)Budget DW Archive Part 1 (SUSAL)-a day or 2 after SUSAL load to HR	17
18	19 Reminder: Noyes forgiveness from PI list needs to be completed prior to 6/30 (Steve) (H)Test Budget (SUDEPT) load to FIN9RT – GL (file to Jeff)	20 Reminder to Dining, Printing Services, and Treasurer's Office that no FY17 activity can be charged to a Grant Chartstring after 6/30. (Cathy Hayduke)	21	22 IDs and Journal Entries for Sponsored chartstrings must be input into PS GL no later than 4:00PM. IDs to Materials Distribution must be received no later than 4:00 pm	23 Spring Effort Certifications must be completed by Campus no later than 4:00 pm.	24 (PF) Sun. Batch Cycle - FIN ONLY DW will NOT be updated.

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<p>25</p> <p>(PF) Sun. Batch Cycle WITH DW</p>	<p>26</p> <p>Communication (and Hot News) to Campus regarding Year End Journals – Posted on Myslice through 7/8/17. (Ann/Elwin)</p> <p>OSA complete for FY17</p>	<p>27</p> <p>Financial Aid & Grad School Cut-off for FY17 to PSSF</p> <p>RAPs for Semi Pay (Period ending 6/30 or any FY17 pay period) entered and approved by 5:00PM.</p> <p>OSA – no processing-Disbursements and OSP send list to OSA and F&A Analysis of FY17 accrual for expenditures that cannot be processed.</p> <p>OSA utilization (Karen)</p>	<p>28</p> <p>OSA – no processing-Disbursements and OSP send list to OSA and F&A Analysis of FY17 accrual for expenditures that cannot be processed.</p> <p>(PF) Last FA Transactions in PSSF File to GL</p> <p>(PF) Last PSSF File to Disbursements</p> <p>(H)PROD Budget (SUDEPT) load to FIN92PROD – GL (file to Jeff) (Tentative)</p>	<p>29</p> <p>Test file #3 from Margaret; KT to Steve; Steve returns student credit hour detail (Kathleen)</p> <p>OSA – no processing-Disbursements and OSP send list to OSA and F&A Analysis of FY17 accrual for expenditures that cannot be processed.</p> <p>Last Day for Campus entered PARs for periods between 6/15 and 6/30 (entered and approved. by 12:00PM)</p> <p>Time input for weekly payroll ending 6/28 entered and approved by 3:00PM.</p> <p>RAPs for Weekly Pay (W/E 6/21 or any FY17 pay period) entered and approved by 5:00PM.</p>	<p>30</p> <p>Kathleen sends S.Kelly detail for 11-90101-46067</p> <p>OSA – no processing</p> <p>Kathleen to Prepare Sponsored Summer Entries</p> <p>ID's for input by General Accounting (Non-Sponsored) must be received by 3:30PM. Requests for Budget Transfers (Non-Sponsored) to the Budget Office by 4:00PM.</p> <p>FINAL File from Steve/Margaret – Sponsored Summer Entries (Kathleen)</p> <p>Last Day for General Accounting & OSA to approve PARs for FY17</p> <p>Last Day for Disbursements to complete Credit Card Reconciliation (JPM)</p> <p>Secure Burst Communication (Rod)</p> <p>(PF)Receipt Accrual 4:00pm (Mike/Pat) F&A entry for receipt accrual-Template entry (Carolyn)</p> <p>(PF)Last Peripheral Files (Excluding FMS, FPR, & CRV)</p> <p>(PF)Change GL/Budget Run Controls for Allocations to as of Date of 6/30 – Fringe, F&A, Gifts, and Additional Release (Carolyn)</p> <p>(PF)Manually Process Last Payroll File (EOD) through Grants – Reconcile Commitments</p> <p>(H)Budget DW Archive Part 2 (SUDEPT)- a day or 2 after SUDEPT load to GL</p>	<p>1</p>
<p>2</p>	<p>3</p>	<p>GL is Open: June & July Update Fringe Benefit Rates – FY17 (Effective dated and can be done ahead of time): OSA – Sponsored Rate; GA – Non-Sponsored Restricted (same rates as sponsored); Budget – RCM Rates. Grants – Run fringe clean-up query after each payroll</p>				

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JULY

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25	26	27	28	29	30	1
2	3	4	5	6	7	8
(PF) Sun. Batch Cycle	<p>1st prelim. secure burst reports (Rod) OSA Stay out of PeopleSoft (exc. discount) Summer Session Entries Posted (PF)June closed – Grants(After Summer Session Entries are POSTED) (PF)July Open – Grants (PF)July Only Open for AR</p> <p>(H) Start RCM Datamart Processing (tied to Summer Sessions entries posted)</p> <p>(PF)Refresh FIN9FIX to be used for a test run of PO Rollover.(EST) Cash Ops sends two separate gift deposit files to GL-one for June and one for July Disbursements and OSP send list to OSA of FY16 accrual for expenditures that cannot be processed.</p>	<p>(SUH)SU Holiday</p> <p>(PF)No Batch Processing</p>	<p>(PF)Test Run of PO Rollover</p> <p>(PF)PAR system will re-open for FY17</p> <p>Cash Ops sends two separate gift deposit files to GL-one for June and one for July</p> <p>Disbursements and OSP send list to OSA and F&A Analysis of FY17 accrual for expenditures that cannot be processed.</p> <p>S. Kelly provides recon and breakdown employee/spouses for RTB</p> <p>(H)Higher GA Fringe Recovery, State Appropriations(Bundy), Fellowship Stipends (Cyn, Chris, Kim)</p>	<p>AP done with FY17 by 3:00 PM</p> <p>(PF)Run PO Rollover 3:05 PM</p> <p>(PF)CRV – Last File for FY17 Gifts to Cash Ops by 4:00 PM</p> <p>Cash Ops sends two separate gift deposit files to GL-one for June and one for July</p> <p>(PF)Close A/P June – After all AP journals have generated and posted. (Rod)</p> <p>FMS – Last File for FY17 (and related accruals and reversals)</p> <p>FY17 F&A Entry (Items that hit projects after 7/1) – must be done before Budget does final on July 8 – Carolyn</p> <p>General Accounting review AP Inv for accrual</p> <p>(H) Vacancy Credit Notifications Sent</p>	<p>Kathleen posts RTB entry for 2017</p> <p>Last day for campus journals (Non-Sponsored) – Entered and Approved by 3:00 PM</p> <p>CPDC Accruals done by NOON (Terry) FINAL Reminder: MUST BE DONE BEFORE THE FRINGE REVERSAL/TRUE-UP</p> <p>Reclass (Dean's and FWS) Entries are COMPLETE – Reminder: MUST BE DONE BEFORE THE FRINGE REVERSAL/TRUE-UP.</p> <p>ESSM final billing for jobs (and related accruals and reversals) Final Utility bills accruals</p> <p>Post/Book Retirement Entries (Comptroller's Office) (H)Run final F&A Admin Recovery from Grants/Contracts (Cyn)</p>	<p>(PF)NO Batch Processing</p> <p>(PF)LEDGER CLOSED FOR JUNE AT NIGHT. NO AUTO POSTING OF REV, RCM OR OTHER JOURNALS.</p>

