

DUKE UNIVERSITY'S FISCAL 08-09 YEAR-END SCHEDULE - SUMMARY

Description	F/Y 08/09 Date	Authorization Groups	Notes
Deadline for foreign wire transfers - Needs to be to the Endowment office by 10:00 AM	FRI 26-Jun	All Users have access	
Purchase Requisitions - DUE BY 3:00 PM (paper)	FRI 26-Jun	All Users have access	
Purchase Requisitions - DUE BY 10:00 AM (electronic)	MON 29-Jun	All Users have access	
Take Snapshot of Hierarchy	TUES 30-Jun	All Users have access	
Deadline for domestic wire transfers - Needs to be to the Endowment office by 10:00 AM	TUES 30-Jun	All Users have access	
Last Day of Fiscal Year 08-09	TUES 30-Jun	All Users have access	
Travel, Miscellaneous, & Experimental Subjects Form to Employee Travel & Reimbursement - DUE BY 5:00 PM	WED 1-Jul	All Users have access	
All Checks and Cash Deposited with Bursar - DUE BY 10:00 AM	WED 1-Jul	All Users have access	
Accounts Payable Check Requests to Accounts Payable - DUE BY 5:00 PM	WED 1-Jul	All Users have access	
Holiday - 4th of July	FRI 3-Jul	All Users have access	
Vendor Invoices Rec'd in Accounts Payable or WorkOrder Acct. - DUE BY 5:00 PM	TUES 7-Jul	All Users have access	
JVs transmitted via the 355 format for Period 12 - DUE BY 8:30 AM	THURS 9-Jul	All Users have access	
Work Order Accounting to settle internal orders - AT 2:00 PM	THURS 9-Jul	All Users have access	
Work Order Accounting to settle internal orders - AT 8:00 AM The settlement will be run again at noon	FRI 10-Jul	All Users have access	
JVs for period 12 posted in R/3 - DUE BY 10:00 AM	FRI 10-Jul	All Users have access	
Limit access to allow for time for workflow approval - 10:00 AM	FRI 10-Jul	CLS2 Restricted Access	
Work Order Accounting to settle internal orders - AT 12:00 PM	FRI 10-Jul	CLS4 Restricted Access	
Indirect Cost run by Accounting Services - APPROX. 2:00 PM	FRI 10-Jul	CLS4 Restricted Access	
Sponsored Programs accrual run by Accounting Services Run immediately after Indirect Cost is posted	FRI 10-Jul	CLS4 Restricted Access	
General Ledger 1st prelim close - Period 12 - 2:00 PM to 7:00PM	FRI 10-Jul	CLS4 Restricted Access	
** PERIOD 12 CLOSED - 7:00 PM (approximate) **	FRI 10-Jul	All Users have access 7:00 PM (approximate)	
R/3 reports may be run for Period 12	SAT 11-Jul	All Users have access	
JVs affecting BUILDING COST CENTERS - DUE BY 3:00 PM	THURS 16-Jul	All Users have access	
Work Order Accounting to run settlements after building close	THURS 16-Jul	All Users have access	Visit Financial Services web site for a list of Cost Centers affecting Building Codes at www.finsvc.duke.edu > year end information
Endowment office to post 4th qtr distribution by 8:30am	FRI 17-Jul	All Users have access	
Transmitted JVs for Period 13 - DUE BY 8:30 AM (NO BUILDING CODES)	FRI 17-Jul	All Users have access	All JVs created after the 17th at 8:30 a.m. must be posted by your Mgmt Ctr or Cental Administration
Building codes closed by Cost Allocation & Analysis - 12:00 PM	FRI 17-Jul	All Users have access	
JVs affecting Capital GL Accounts (66XX) - DUE BY 2:00 PM	FRI 17-Jul	All Users have access	
JVs for period 13 initiated in R/3 - BY 3:00 PM (NO BUILDING CODES)	FRI 17-Jul	All Users have access	
JVs affecting G & A COST CENTERS MUST be initiated - BY 3:00 PM	FRI 17-Jul	All Users have access	Visit Financial Services web site for a list of COST CENTERS affecting G & A at www.finsvc.duke.edu > year end information
Commitments/Encumbrances must be cleared in R/3 - BY 4:00 PM	FRI 17-Jul	All Users have access	Contact Procurement Services at 681-5900
Limit access to allow time for workflow approval - 3:00 PM	FRI 17-Jul	CLS2 Restricted Access	
Indirect Cost run by Accounting Services - 8:00 AM	MON 20-Jul	CLS4 Restricted Access	
Sponsored Programs accrual run by Accounting Services - 9:00 AM	MON 20-Jul	CLS4 Restricted Access	
Mid Day BW Refresh after IDC & SP Accrual - 12:00 noon	MON 20-Jul	CLS2 Restricted Access	
Capital G/L Accounts (66xx) closed by Plant Accounting - 10:30 AM	MON 20-Jul	CLS2 Restricted Access	
G & A codes officially closed by Cost Allocation & Analysis	MON 20-Jul	CLS2 Restricted Access	
Work Order to check settlements	MON 20-Jul	CLS2 Restricted Access	
Access is limited to allow for workflow approval	MON 20-Jul	CLS2 Restricted Access	
General Ledger 2nd prelim close - Period 13 - 2:00 PM to 7:00 PM	TUES 21-Jul	CLS4 Restricted Access	
Building Assessments run by Accounting Services	TUES 21-Jul	CLS4 Restricted Access	
G & A Assessments run by Accounting Services	TUES 21-Jul	CLS4 Restricted Access	
DUHS Assessments/Allocations run by Accounting Services	TUES 21-Jul	CLS4 Restricted Access	
** PERIOD 13 CLOSED 7:00 PM (approximate) **	TUES 21-Jul	CLS2 Restricted Access	
R/3 reports may be run for Period 13 - AFTER 7:00 PM	TUES 21-Jul	CLS2 Restricted Access	
Endowment Office to post Annual Distribution - BY 8:00 AM	FRI 24-Jul	CLS2 Restricted Access	
JVs transmitted via the 355 format for Period 14 - DUE BY 8:30 AM	FRI 24-Jul	CLS2 Restricted Access	
JVs for Period 14 posted in R/3 - DUE BY 2:00 PM (NO BUILDING OR G&A CODES; NO CAPITAL G/L ACCTS)	MON 27-Jul	CLS2 Restricted Access	
Work Order Accounting to check settlements	MON 27-Jul	CLS2 Restricted Access	
QUIET TIME - final analysis of accounts by Cost Allocation & Analysis Any final adjustments made by 8:00 AM	TUES 28-Jul	CLS1 Restricted Access	CLS1 will be activated from 8:00 am-5:00 pm for University budget office users.
General Ledger Final June close - Period 14 - 5:00 PM - 9:00 PM (approximate)	TUES 28-Jul	CLS4 Restricted Access	
** PERIOD 14 CLOSED 9:00 PM (approximate) **	TUES 28-Jul	All Users have access 9:00 PM (approximate)	
R/3 reports may be run for Period 14 (June Finals)	WED 29-Jul	All Users have access	
Mass Reversal of Year End Accruals	WED 29-Jul	All Users have access	
Fiscal month-end for July	SUN 2-Aug	All Users have access	
General Ledger July close - 2:00 PM to 7:00 PM	FRI 7-Aug	CLS4 Restricted Access	
R/3 reports may be run for July	SAT 8-Aug		

CLS	Authorization Groups
CLS#	Description
NONE	All Users Have Access
CLS1	Cost and Budget Office
CLS2	Year End Management Center - approx. 28 Users
CLS4	Accounting Services General Ledger Team