

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2017

DATE	DAY	TIME	DESCRIPTION
February 9, 2017	Thursday	8am	Summer Semester Pay Panels opened in HR System
March 22, 2017	Wednesday	9am - Noon	Year End Town Hall Meeting, Clough Commons Auditorium (144)
April 24, 2017	Monday	5pm	Early ASR's for FY2017 employees terminating Spring Semester can be completed and returned to Grants and Contracts by Monday, April, 24, 2017. Unit must (1) Provide a list of employees terminating in May; (2) Process the termination PSF; and (3) Ensure the final salary distribution is correct. Must be confirmed by employee. No first-hand knowledge confirmations will be accepted.
April 28, 2017	Friday	5pm	Deadline for FY2017 Requisitions \$10,000 or greater requiring bidding
May 19, 2017	Friday	5pm	PSFs for <u>non-faculty</u> (Graduate Students, Post Docs, etc) summer semester appointments are due in HRIP Deadline for FY2017 Requisitions \$10,000 or greater requiring sole source documentation
May 23, 2017	Tuesday	5pm	Deadline for Summer Semester Pay Entries for regular faculty
May 26, 2017	Friday	5pm 5pm 5pm	Deadline for FY2017 CoS Small Jobs Machine Shop charges Deadline for FY2017 Mass Spec Facility charges to campus units Deadline for FY2017 Nuclear Magnetic Resonance (NMR) Facility charges to campus units
June 2, 2017	Friday	5pm 5pm 5pm	Biweekly PSFs for pay period ending June 7, 2017 due in HRIP Deadline for FY2017 REQ's \$10,000 or greater on State/GT contract Deadline for FY2017 Focused Ion Beam Center (FIB) charges Biweekly Staff/Student pay date, period ending May 24, 2017
June 5, 2017	Monday	8am	OneBudget system open for final FY2017 Budget Amendments
June 6, 2017	Tuesday	10am	Daily PCard transactions from Friday, May 26 th will post to the ledger with source code 'PCD' (daily). Subsequent accounting changes in Concur will carry forward and post to the general ledger.
June 7, 2017	Wednesday	10am daily	Daily PCard transactions from Monday, May 29 th through Monday, June 19 th will post to the ledger with source code 'PCY' (year-end) from June 7 th through June 30 th , respectively. Subsequent accounting changes in Concur <u>will not</u> carry forward and post to the general ledger. Use CPC journal entry for redistribution through 6pm on June 30 th . Last day of Biweekly Pay Period

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2017

DATE	DAY	TIME	DESCRIPTION
June 8, 2017	Thursday	2pm	Late or revised time documents for the Biweekly pay period ending June 7, 2017 are due in Payroll
June 9, 2017	Friday	Noon	Deadline for Biweekly Time Entry for period ending June 7, 2017
		4pm	Petty cash fund replenishment requests due to Bursar's Office
		5pm	Final FY2017 Budget Amendments due to Budget Office
		5pm	Deadline for FY2017 Requisitions between \$2,500 - \$9,999 not requiring Bids but requiring Purchasing review
		5pm	Deadline for FY2017 Facilities charges
		5pm	Deadline for FY2017 OHR Training charges
		5pm	Deadline for FY2017 Parking Office charges
June 13, 2017	Tuesday	5pm	Deadline for new Vendor Profile Request Forms for all BuzzMart Requisitions for FY2017 processing. Requisitions that do not have an established vendor will be returned.
		5pm	Deadline for FY2017 Printing and Copying Service (PCS) charges
June 14, 2017	Wednesday	Noon	Deadline for submission of approved invoices and all other AP Payment Request Forms (includes ePayments, recurring payments, honorariums and student payment requests)
			Airline transactions included in the June 14, 2017 Travel Inc. /AirPlus invoice will be paid against FY2017 funds
June 15, 2017	Thursday	5pm	Monthly PSFs for pay period ending June 30, 2017 due in HRIP
June 16, 2017	Friday	5pm	Biweekly PSFs for pay period ending June 21 2017 due on HRIP
		5pm	Deadline for submitting FY2017 Journal Entries (CY and PY) to be processed by the Controller's Office
		5pm	Deadline for written Cost Transfer Requests 90 days or greater
		5pm	Deadline for over 90 Day Late SPD redistributions to externally funded sponsored projects
		5pm	Deadline for FY2017 Glass Shop charges
		5pm	Change Request Forms to update Purchase Orders due to Procurement and Business Services
			Biweekly Staff and Student pay date, period ending June 7, 2017
June 20, 2017	Tuesday	5pm	Last day to create and approve small dollar FY2017 requisitions for \$2,499 or less.

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2017

DATE	DAY	TIME	DESCRIPTION
June 21, 2017	Wednesday	5pm	Deadline for Summer Semester Pay Entries for regular faculty Last day of Biweekly Pay Period
June 22, 2017	Thursday	Noon 2pm 5pm	Final FY2017 Off-Cycle check requests for Biweekly pay due in Payroll Late or revised time documents for the Biweekly pay period ending June 21, 2017 are due in Payroll Deadline for FY2017 Telecommunications charges to campus units
June 23, 2017	Friday	Noon 5pm	Deadline for Biweekly Time Entry for period ending June 21, 2017 Deadline to approve all Voucher/Invoice Match Exceptions in BuzzMart and enter appropriate receipts for goods and services \$3,000 and above
June 26, 2017	Monday	Noon Noon 5pm 5pm	Final FY2017 Off-Cycle check requests for Monthly pay due in Payroll Open Encumbrance Reports for <u>closures only</u> due to Procurement and Business Services. Any reports received after this deadline will be processed after July 1, 2017 and will be posted to the ledger with a transaction date of July 1, 2017 or later. FY2016 Prior Year PO's with balances \$500 or less will be closed (excluding PY construction PO's) Deadline for departments to Close FY16 Sponsored PY PO's and Sub-agreements and Rekey them into FY17. After this date, they will not be able to close and rekey them until Monday, July 3, 2017. Process Biweekly Payroll for pay period ending June 21, 2017
June 27, 2017	Tuesday	4pm 5pm	Final FY2017 AP payment run BuzzMart closed from 5PM Tuesday, 6/27 until 7AM Monday, 7/3
June 28, 2017	Wednesday	10am	Final processing day for travel reimb. and other non-BuzzMart payments
June 29, 2017	Thursday	4pm 5pm 5pm	Deadline for cash receipts to Bursar's Office Last day to finalize PCard transactions in Concur. Transactions not finalized will retain accounting distribution from daily posting. Subsequent accounting changes in Concur <u>will not</u> carry forward and post to the general ledger. SPD written salary distribution changes due to Grants & Contracts Acctg Biweekly Payroll Accrual transactions for the 7 working days in June chargeable to FY2017 will post to the ledger

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2017

DATE	DAY	TIME	DESCRIPTION
June 30, 2017	Friday	10am	Daily PCard transactions from Monday, June 19 th will post to the ledger with Source Code 'PCY' (final). Subsequent accounting changes in Concur <u>will not</u> carry forward and post to the general ledger. Use CPC journal entry to redistribute transactions until 6pm.
		11am	Daily PCard transactions from Tuesday, June 20 th to Tuesday, June 27 th will post to the ledger <u>via special process</u> with Source Code 'PCY' (final). Subsequent accounting changes in Concur <u>will not</u> carry forward and post to the general ledger. Use CPC journal entry to redistribute transactions until 6pm.
		5pm	PSFs for Biweekly Employees for pay period ending July 5, 2017 due in HRIP
		5pm	Deadline for Online SPD changes by campus units
		5pm	Deadline written cost transfer requests < 90 days to Grants & Contracts Accounting
		5pm	Deadline to submit all Sponsored Project Budget Revisions to Grants & Contracts Accounting
		5pm	Deadline for FY2017 BuzzCard charges
		5pm	Deadline for FY2017 GTRI Machine Shop charges
		5pm	Deadline for FY2017 GTRI Services charges to RI Units
		5pm	Deadline for FY2017 Post Office charges
		6pm	Deadline for FY2017 Campus PCard (CPC) Redistribution JE's
		6pm	Deadline to enter and send Campus Service Unit (CSU) JE's
		6pm	Deadline to enter and submit all Electronic Cost Transfer (ECT) JE's
July 3, 2017	Monday	7am	First day to enter FY2018 requisitions in BuzzMart
		7am	Departments can key in new Requisitions for Sponsored PY PO's and Sub-agreements that were closed in FY17 but not rekeyed
		4pm	First FY2018 AP payment cycle for EFT, ACH and check payments
July 5, 2017	Wednesday	8am	Electronic Annual Statements of Reasonableness (eASRs) available based on June 30, 2017 salary distribution information Last day of Biweekly Pay Period
July 6, 2017	Thursday	2pm	Late or revised time documents for the Biweekly pay period ending July 5, 2017 due in Payroll

Georgia Institute of Technology
CHRONOLOGICAL CLOSEOUT SCHEDULE
Fiscal Year 2017

DATE	DAY	TIME	DESCRIPTION
July 7, 2017	Friday	Noon 5pm	Deadline for Biweekly Time Entry for period ending July 5, 2017 GT Professional Education Close
July 8, 2017	Saturday	5pm	Georgia Tech Research Institute (GTRI) Close
July 9, 2017	Sunday	5pm	Grants and Contracts Accounting Close
July 10, 2017	Monday	5pm 5pm	Budget Office Close Controller's Office Close
July 11, 2017	Tuesday	All Day	Final Closing Processes, PSoft Financials Down - BuzzMart Open
July 12, 2017	Wednesday	5pm 5pm 5pm - until	Final Closing Processes, PSoft Financials Down - BuzzMart Open Fiscal Year-End Closing Review Checklist due Accumulated FY2018 Transactions Posted to Ledger (except PCard)
July 13, 2017	Thursday	7am 7am 7am Noon	Financial System Open for FY2018 SPD Open for FY2018 Accumulated FY2018 Transactions available on Financial Reports and the Data Warehouse (except PCard) Accumulated FY2018 PCard Transactions Posted to Ledger
July 14, 2017	Friday		Biweekly Staff and Student pay date, period ending July 5, 2017
August 31, 2017	Thursday	5pm	Certification deadline for Annual Statements of Reasonableness (ASR's) for FY2017 (can be certified online or completed and returned to Grants and Contracts Accounting)