

DUKE COMPANIES FISCAL 2016-2017 YEAR-END SCHEDULE

Description	FY17 Day & Date		Access (Posting)	NOTES
Purchase Requisitions - DUE by 10:00 AM (paper)	WEDS	28-Jun	ALL	
Deadline for foreign wire transfers - Received by Corporate Cash Management office by 10:00 AM	WEDS	28-Jun	ALL	
Depreciation and Work Order Settlement	THURS	29-Jun	ALL	
Buy@Duke Carts/SAP Purchase Requisitions - DUE by 10:00 AM (electronic)	THURS	29-Jun	ALL	
Deadline for domestic wire transfers - Needs to be to the Corporate Cash Management office by 10:00 AM	THURS	29-Jun	ALL	
Assessments Run	FRI	30-Jun	ALL	
Last Day of Fiscal Year 2017	FRI	30-Jun	ALL	
Out-of-pocket expense reports for travel & miscellaneous expenses and Experimental Subjects Form to Employee Travel & Reimbursement - DUE by 5:00 PM	FRI	30-Jun	ALL	
All Checks and Cash Deposited with Bursar (including IRIs) - DUE by 10:00 AM	MON	3-Jul	ALL	
4th of July - DUKE HOLIDAY	TUES	4-Jul	ALL	
On-line Accounts Payable Check Requests must be submitted and fully approved - DUE by 10:00AM	WEDS	5-Jul	ALL	
FY16 cash and gift checks to ADR - DUE by NOON	WEDS	5-Jul	ALL	
Vendor Invoices Rec'd in Accounts Payable or Work Order Accounting - DUE by 5:00PM	THURS	6-Jul	ALL	
JVs transmitted via the 355 format for Period 12 - POSTED by 11:00AM	MON	10-Jul	ALL	
Work Order Accounting to settle internal orders - AFTER 2:00PM	MON	10-Jul	ALL	
All invoices that will be posted by AP done by 3PM	TUES	11-Jul	ALL	
Clear all 7xx overdrafts - by NOON	WEDS	12-Jul	ALL	
JVs for period 12 POSTED in R/3 - by NOON	WEDS	12-Jul	ALL	
Limit access to allow for time for workflow approval - 12:30PM	WEDS	12-Jul	Mgmt Center	
Work Order Accounting to settle internal orders - AT 2:00PM (after AP invoice entry completed & journal entries posted)	WEDS	12-Jul	ASA	
**General Ledger 1st prelim close process - Period 12 - 4:00PM to 8:00PM	WEDS	12-Jul	ASA	
Final Assessment Run included in above prelim close - Period 12	WEDS	12-Jul	ASA	
Indirect Cost run by Accounting Systems Administration - APPROX. 5:00PM	WEDS	12-Jul	ASA	
Sponsored Programs accrual run by Accounting Systems Administration - Run immediately after Indirect Cost is posted	WEDS	12-Jul	ASA	
* PERIOD 12 CLOSED (8:00PM approximate) *	WEDS	12-Jul	ALL***	
R/3 reports may be run for Period 12	THURS	13-Jul	ALL	
Load special periods in BW (early A.M.)	THURS	13-Jul	ALL	
JVs transmitted via the 355 format affecting BUILDING COST CENTERS - POSTED by 3:00PM	MON	17-Jul	ALL	
JVs affecting BUILDING COST CENTERS - POSTED by 3:00 PM	MON	17-Jul	ALL	
Work Order Accounting to run settlements	MON	17-Jul	ALL	
Run DISTRIBUTION Assessments	MON	17-Jul	ALL	
Building codes closed by Cost Allocation & Analysis - 1:00PM	TUES	18-Jul	ALL	
JVs affecting Capital GL Accounts (66XX) - POSTED by 3:00PM	TUES	18-Jul	ALL	
JVs transmitted via the 355 format for Period 13 - POSTED by 3:00PM (NO BUILDING CODES)	TUES	18-Jul	ALL	
JVs for period 13 (include JVs affecting G&A COST CENTERS) POSTED in R/3 - by 3:00 PM (NO BUILDING CODES)	TUES	18-Jul	ALL	
Commitments/Encumbrances must be cleared in R/3 - by 4:00PM	TUES	18-Jul	ALL	
Limit access to allow time for workflow approval - after Commitments/ Encumbrances cleared - approx. 4:00PM	TUES	18-Jul	Mgmt Center	
Run RENT Assessments - after 4:00PM	TUES	18-Jul	Mgmt Center	
Endowment Office posts quarterly and annual distributions, and take-backs by 5:00 PM	TUES	18-Jul	Mgmt Center	
Indirect Cost (IDC) run Sponsored Programs accrual run by ASA / Sponsored Programs - after 5:00pm	TUES	18-Jul	ASA	
Capital G/L Accounts (66xx) closed by Plant Accounting - 11:00AM	WEDS	19-Jul	Mgmt Center	
G & A codes officially closed by Cost Allocation & Analysis	WEDS	19-Jul	Mgmt Center	
Work Order to check settlements	WEDS	19-Jul	Mgmt Center	
Take Snapshot of Hierarchy	THURS	20-Jul	Mgmt Center	
QUIET TIME - final analysis of accounts by Management Centers - NOON TO 3:00PM	THURS	20-Jul	ASA	
**General Ledger 2nd prelim close - Period 13 - 3:00 PM to 8:00 PM	THURS	20-Jul	ASA	
* PERIOD 13 CLOSED (8:00 PM approximate) *	THURS	20-Jul	Mgmt Center***	
JVs transmitted via the 355 format for Period 14 - DUE by 10:00AM	MON	24-Jul	Mgmt Center	
JVs for Period 14 POSTED in R/3 - DUE by 3:00 PM (NO BUILDING OR G&A CODES; NO CAPITAL G/L ACCTS)	TUES	25-Jul	Mgmt Center	
Work Order Accounting to check settlements after 3:00PM	TUES	25-Jul	Mgmt Center	
QUIET TIME - final analysis of accounts by Cost Allocation & Analysis - Any final adjustments made by 8:00 AM	WEDS	26-Jul	Budget Office	
**General Ledger Final June close - Period 14 - 2:00PM - until	WEDS	26-Jul	ASA	
* PERIOD 14 CLOSED (4:00 PM approximate) *	WEDS	26-Jul	ALL***	
Mass Reversal of Year End Accruals - 10:00AM	THURS	27-Jul	ALL	
Fiscal month-end for July	MON	31-Jul	ALL	
General Ledger July close - 2:00 PM to 7:00 PM	MON	7-Aug	ASA	

CLS Authorization Groups & Descriptions (Posting Access)
NO RESTRICTION All Users Have Access
CLS1 Cost and Budget Office
CLS2 YE Management Center
CLS4 Accounting Systems Administration

*** access starts after close is complete