<table>
<thead>
<tr>
<th>Description</th>
<th>FY18 Day &amp; Date</th>
<th>Access (Posting)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Requisitions - DUE by 10:00 AM (paper)</td>
<td>WEDS 27-Jun</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>Deadline for foreign wire transfers - Received by Corporate Cash Management office by 10:00 AM</td>
<td>WEDS 27-Jun</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>Depreciation and Work Order Settlement</td>
<td>THURS 28-Jun</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>Any@Duke CartS/3AP Purchase Requisitions - DUE by 10:00 AM (electronic)</td>
<td>THURS 28-Jun</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>Deadline for domestic wire transfers - Needs to be to the Corporate Cash Management office by 10:00 AM</td>
<td>THURS 28-Jun</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>Assessments Run</td>
<td>FRI 29-Jun</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>Out-of-pocket expense reports for travel &amp; miscellaneous expenses and Experimental Subjects Form to Employees Travel &amp; Reimbursement - DUE by 5:00 PM</td>
<td>FRI 29-Jun</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>Last Day of Fiscal Year 2018</td>
<td>SAT 30-Jun</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>All Checks and Cash Deposited with Bursar (including IRIs) - DUE by 10:00 AM</td>
<td>MON 2-Jul</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>4th of July - DUKE HOLIDAY</td>
<td>WEDS 4-Jul</td>
<td>ALL</td>
<td></td>
</tr>
</tbody>
</table>

**Access (Posting)**

- **On-line Accounts Payable Check Requests must be submitted and fully approved - DUE by 10:00AM**
- **FY18 cash and gift checks to ADR - DUE by NOON**

**NOTES**

- **Vendor Invoices Rec'd in Accounts Payable or Work Order Accounting - DUE by 9:00PM**
- **JVs transmitted via the 355 format for Period 12 - POSTED by 11:00AM**
- **Work Order Accounting to settle internal orders - AFTER 2:00PM**
- **All invoices that will be posted by AP done by 3PM**
- **Clear all ‘x’ overdrafts - by NOON**
- **JVs for Period 12 POSTED in R/3 - by NOON**

**Access starts after close is complete**

| Period 12 CLOSED (8:00PM approximate) | WEDS 11-Jul | ALL*** | 7th business day |

**Description**

- **P3 reports may be run for Period 12**
- **Load special periods in BW (early A.M.)**
- **JVs transmitted via the 355 format affecting BUILDING COST CENTERS - POSTED by 3:00PM**
- **JVs affecting BUILDING COST CENTERS - POSTED by 3:00 PM**
- **Work Order Accounting to run settlements**
- **Run DISTRIBUTION Assessments**
- **Building codes closed by Cost Allocation & Analysis - 1:00PM**
- **JVs affecting Capital GL Accounts (66xx) - POSTED by 3:00PM**
- **JVs transmitted via the 355 format for Period 13 - POSTED by 3:00PM (NO BUILDING CODES)**
- **JVs for Period 13 (include JVs affecting G&A COST CENTERS) POSTED in R/3 - by 3:00 PM (NO BUILDING CODES)**
- **Commitments/Encumbrances must be cleared in R/3 - by 4:00PM**
- **Limit access to allow time for workflow approval - after Committments/Encumbrances cleared - approx. 4:00PM**
- **Run RENT Assessments - after 4:00PM**
- **Endowment Office posts quarterly and annual distributions, and take-backs by 5:00 PM**
- **Indirect Cost (IUC) run Sponsored Programs accrual run by ASA / Sponsored Programs - after 5:00PM**
- **Capital G/L Accounts (66xx) closed by Plant Accounting - 11:00AM**
- **G & A codes officially closed by Cost Allocation & Analysis**
- **Work Order to check settlements**
- **Take Snapshot of Hierarchy**
- **QUIET TIME - final analysis of accounts by Management Centers - NOON TO 3:00PM**

**PERIOD 13 CLOSED (8:00 PM approximate)**

- **JVs transmitted via the 355 format for Period 14 - DUE by 10:00AM**
- **Load special periods in BW (early A.M.)**
- **JVs for Period 14 POSTED in R/3 - DUE by 3:00 PM (NO BUILDING OR G&A CODES; NO CAPITAL G/L ACCTS)**
- **Work Order Accounting to check settlements after 3:00PM**
- **QUIET TIME - final analysis of accounts by Cost Allocation & Analysis - Any final adjustments made by 8:00AM**

**NOTES**

- **General Ledger 2nd prelim close - Period 13 - 3:00 PM to 8:00 PM**

**PERIOD 14 CLOSED (4:00 PM approximate)**

- **Mass Reversal of Year End Accruals - 10:00AM**
- **Fiscal month-end for July**
- **General Ledger July close - 2:00 PM to 7:00 PM**