

-- DUKE COMPANIES FISCAL 2020-2021 YEAR-END SCHEDULE --

Description	FY21 Day & Date		Access (Posting)	NOTES
	Day	Date		
Purchase Requisitions - DUE by 10:00 AM (paper)	MON	28-Jun	ALL	
Deadline for foreign wire transfers - Received by Corporate Cash Management office by 10:00 AM	MON	28-Jun	ALL	
Depreciation and Work Order Settlement	TUES	29-Jun	ALL	
Buy@Duke Carts/SAP Purchase Requisitions - DUE by 10:00 AM (electronic)	TUES	29-Jun	ALL	
Deadline for domestic wire transfers - Needs to be to the Corporate Cash Management office by 10:00 AM	TUES	29-Jun	ALL	
Last Day of Fiscal Year 2021	WEDS	30-Jun	ALL	
Assessments Run	WEDS	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	WEDS	30-Jun	ALL	
All Checks and Cash Deposited with Bursar - DUE by 3:00PM	THURS	1-Jul	ALL	
On-line Accounts Payable Check Requests must be submitted and fully approved - DUE by 10:00AM	FRI	2-Jul	ALL	
4th of July - DUKE HOLIDAY	MON	5-Jul	ALL	
FY21 cash and check gifts must be delivered to University Cashiering by 2:00 PM	TUES	6-Jul	ALL	
Vendor Invoices Rec'd in Accounts Payable or Work Order Accounting - DUE by 5:00PM	TUES	6-Jul	ALL	
JVs transmitted via the 355 format for Period 12 - POSTED by 11:00AM	THURS	8-Jul	ALL	
Work Order Accounting to settle internal orders - AFTER 2:00PM	THURS	8-Jul	ALL	
All invoices that will be posted by AP done by 3PM	FRI	9-Jul	ALL	
Clear all 7xx overdrafts - by NOON	MON	12-Jul	ALL	
JVs for period 12 POSTED in R/3 - by 12:30	MON	12-Jul	ALL	
Limit access to allow for workflow approval - 12:30PM to 2:00PM	MON	12-Jul	Mgmt Center	tuition remission
Work Order Accounting to settle internal orders - AT 2:00PM (after AP invoice entry completed & journal entries posted)	MON	12-Jul	ASA	
**General Ledger 1st prelim close process - Period 12 - 2:00PM to 8:00PM	MON	12-Jul	ASA	KSI4 & CJ45
Final Assessment Run included in above prelim close - Period 12	MON	12-Jul	ASA	
Indirect Cost run by Accounting Systems Administration - APPROX. 3:00PM	MON	12-Jul	ASA	
Sponsored Programs accrual run by Accounting Systems Administration - Run immediately after Indirect Cost is posted	MON	12-Jul	ASA	
* PERIOD 12 CLOSED (8:00PM approximate) *	MON	12-Jul	ALL***	
R/3 reports may be run for Period 12	TUES	13-Jul	ALL	
Load special periods in BW (early A.M.)	TUES	13-Jul	ALL	
JVs transmitted via the 355 format affecting BUILDING COST CENTERS - POSTED by 3:00PM	THURS	15-Jul	ALL	
JVs affecting BUILDING COST CENTERS - POSTED by 3:00 PM	THURS	15-Jul	ALL	
Work Order Accounting to run settlements	THURS	15-Jul	ALL	
Run DISTRIBUTION Assessments (if requested by Budget Office)	THURS	15-Jul	ALL	KSI4 & CJ45
Building codes closed by Cost Allocation & Analysis - 1:00PM	FRI	16-Jul	ALL	
JVs affecting Capital GL Accounts (66XX) - POSTED by 3:00PM	FRI	16-Jul	ALL	
JVs transmitted via the 355 format for Period 13 - POSTED by 3:00PM (NO BUILDING CODES)	FRI	16-Jul	ALL	
JVs for period 13 (include JVs affecting G&A COST CENTERS) POSTED in R/3 - by 3:00 PM (NO BUILDING CODES)	FRI	16-Jul	ALL	
Commitments/Encumbrances must be cleared in R/3 - by 4:00PM	FRI	16-Jul	ALL	
Limit access to allow time for workflow approval - after Commitments/Encumbrances cleared - approx. 4:00PM	FRI	16-Jul	Mgmt Center	tuition remission
Run DISTRIBUTED & RENT Assessments - after 4:00PM	FRI	16-Jul	Mgmt Center	
Endowment Office posts quarterly and annual distributions, and take-backs by 5:00 PM	FRI	16-Jul	Mgmt Center	
Indirect Cost (IDC) and Sponsored Programs accrual run by ASA / Sponsored Programs - after 5:00pm	FRI	16-Jul	ASA	
Capital G/L Accounts (66xx) closed by Plant Accounting - 11:00AM	MON	19-Jul	Mgmt Center	
G & A codes officially closed by Cost Allocation & Analysis	MON	19-Jul	Mgmt Center	
Work Order to check settlements	MON	19-Jul	Mgmt Center	
Take Snapshot of Hierarchy	TUES	20-Jul	Mgmt Center	
QUIET TIME - final analysis of accounts by Management Centers - NOON TO 3:00PM	TUES	20-Jul	ASA	
**General Ledger 2nd prelim close - Period 13 - 3:00 PM to 8:00 PM	TUES	20-Jul	ASA	KSI4 & CJ45
* PERIOD 13 CLOSED (8:00 PM approximate) *	TUES	20-Jul	Mgmt Center***	
JVs transmitted via the 355 format for Period 14 - DUE by 10:00AM	WEDS	21-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)	THURS	22-Jul	Mgmt Center	KSI4 & CJ45
Work Order Accounting to check settlements after 3:00PM	THURS	22-Jul	Mgmt Center	
QUIET TIME - final analysis of accounts by Cost Allocation & Analysis - Any final adjustments made by 8:00 AM	FRI	23-Jul	Budget Office	
**General Ledger Final June close - Period 14 - 2:00PM - until	FRI	23-Jul	ASA	
* PERIOD 14 CLOSED (4:00 PM approximate) *	FRI	23-Jul	ALL***	
Mass Reversal of Year End Accruals - 10:00AM	MON	26-Jul	ALL	
Fiscal month-end for July, FY-2022	SAT	31-Jul	ALL	
General Ledger July close - 2:00 PM to 7:00 PM	FRI	6-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