

**DUKE COMPANIES FISCAL 2021-2022 YEAR-END SCHEDULE**

Description	FY22 Day & Date		B D	Access (Posting)	NOTES
Purchase Requisitions - DUE by 10:00 AM (paper)	TUES	28-Jun	-2	ALL	
Deadline for foreign wire transfers - Received by Corporate Cash Management office by 10:00 AM	TUES	28-Jun	-2	ALL	
Depreciation and Work Order Settlement	WEDS	29-Jun	-1	ALL	
Buy@Duke Carts/SAP Purchase Requisitions - DUE by 10:00 AM (electronic)	WEDS	29-Jun	-1	ALL	
Deadline for domestic wire transfers - Needs to be to the Corporate Cash Management office by 10:00 AM	WEDS	29-Jun	-1	ALL	
Last Day of Fiscal Year 2022	THURS	30-Jun	0	ALL	
Assessments Run	THURS	30-Jun	0	ALL	
Out-of-pocket expense reports for travel & miscellaneous expenses and Experimental Subjects Form to Employee Travel & Reimbursement - DUE by 5:00 PM	THURS	30-Jun	0	ALL	
Execute settlement for EOM cash for DUHS	FRI	1-Jul	1	ALL	
All Checks and Cash Deposited with Bursar - DUE by 10:00AM	FRI	1-Jul	1	ALL	
4th of July - DUKE HOLIDAY	MON	4-Jul	-	ALL	
On-line Accounts Payable Check Requests must be submitted and fully approved - DUE by 10:00AM	TUES	5-Jul	2	ALL	
FY22 cash and check gifts must be delivered to University Cashiering by 2:00 PM	WEDS	6-Jul	3	ALL	
Vendor Invoices Rec'd in Accounts Payable or Work Order Accounting - DUE by 5:00PM	WEDS	6-Jul	3	ALL	
JVs transmitted via the 355 format for Period 12 - POSTED by 11:00AM	FRI	8-Jul	5	ALL	
Work Order Accounting to settle internal orders - AFTER 2:00PM	FRI	8-Jul	5	ALL	
All invoices that will be posted by AP done by 3PM	MON	11-Jul	6	ALL	
Clear all 7xx overdrafts - by NOON	TUES	12-Jul	7	ALL	
JVs for period 12 POSTED in R/3 - by 12:30	TUES	12-Jul	7	ALL	
Limit access to allow for workflow approval - 12:30PM to 2:00PM	TUES	12-Jul	7	Mgmt Center	tuition remission
<b>**NO POSTING AFTER 2:00PM**</b>	TUES	12-Jul			Posting cut-off for period
Work Order Accounting to settle internal orders - AT 2:00PM (after AP invoice entry completed & journal entries posted)	TUES	12-Jul	7	ASA	
<b>**General Ledger 1st prelim close - Pd 12 - 2:00PM to 8:00PM</b>	TUES	12-Jul	7	ASA	KSI4 & CJ45
Final Assessment Run included in above prelim close - Period 12	TUES	12-Jul	7	ASA	
Indirect Cost run by Accounting Systems Administration - APPROX. 3:00PM	TUES	12-Jul	7	ASA	
Sponsored Programs accrual run by Accounting Systems Administration - Run immediately after Indirect Cost is posted	TUES	12-Jul	7	ASA	
<b>* PERIOD 12 CLOSED (8:00PM approximate) *</b>	TUES	12-Jul	7	ALL***	
R/3 reports may be run for Period 12	WEDS	13-Jul	8	ALL	
Load special periods in BW (early A.M.)	WEDS	13-Jul	8	ALL	
JVs transmitted via the 355 format affecting BUILDING COST CENTERS - POSTED by 3:00PM	FRI	15-Jul	10	ALL	
JVs affecting BUILDING COST CENTERS - POSTED by 3:00 PM	FRI	15-Jul	10	ALL	
Work Order Accounting to run settlements	FRI	15-Jul	10	ALL	
Run DISTRIBUTION Assessments (if requested by Budget Office)	FRI	15-Jul	10	ALL	KSI4 & CJ45
Building codes closed by Cost Allocation & Analysis - 1:00PM	MON	18-Jul	11	ALL	
JVs affecting Capital GL Accounts (66XX) - POSTED by 3:00PM	MON	18-Jul	11	ALL	
JVs transmitted via the 355 format for Period 13 - POSTED by 3:00PM (NO BUILDING CODES)	MON	18-Jul	11	ALL	
JVs for period 13 (include JVs affecting G&A COST CENTERS) POSTED in R/3 - by 3:00 PM (NO BUILDING CODES)	MON	18-Jul	11	ALL	
Commitments/Encumbrances must be cleared in R/3 - by 4:00PM	MON	18-Jul	11	ALL	
Limit access to allow time for workflow approval - after Commitments/ Encumbrances cleared - approx. 4:00PM	MON	18-Jul	11	Mgmt Center	tuition remission
Run DISTRIBUTED & RENT Assessments - after 4:00PM	MON	18-Jul	11	Mgmt Center	
Endowment Office posts quarterly and annual distributions, and take-backs by 5:00 PM	MON	18-Jul	11	Mgmt Center	
Indirect Cost (IDC) and Sponsored Programs accrual run by ASA / Sponsored Programs - after 5:00pm	MON	18-Jul	11	ASA	
Capital G/L Accounts (66xx) closed by Plant Accounting - 11:00AM	TUES	19-Jul	12	Mgmt Center	
G & A codes officially closed by Cost Allocation & Analysis	TUES	19-Jul	12	Mgmt Center	
Work Order to check settlements	TUES	19-Jul	12	Mgmt Center	
Take Snapshot of Hierarchy	WEDS	20-Jul	13	Mgmt Center	
QUIET TIME - final analysis of accounts by Management Centers - NOON TO 3:00PM	WEDS	20-Jul	13	ASA	Management Centers can contact ASA if any adjustments/JVs are required
<b>**NO POSTING AFTER 3:00PM**</b>	WEDS	20-Jul			Posting cut-off for period
<b>**General Ledger 2nd prelim close - Pd 13 - 3:00PM to 8:00PM</b>	WEDS	20-Jul	13	ASA	KSI4 & CJ45
<b>* PERIOD 13 CLOSED (8:00 PM approximate) *</b>	WEDS	20-Jul	13	Mgmt Center***	
JVs transmitted via the 355 format for Period 14 - DUE by 10:00AM	THURS	21-Jul	14	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)	FRI	22-Jul	15	Mgmt Center	KSI4 & CJ45
Work Order Accounting to check settlements after 3:00PM	FRI	22-Jul	15	Mgmt Center	
<b>**NO POSTING AFTER 8:00AM**</b>	MON	25-Jul		Mgmt Center	Posting cut-off for period
QUIET TIME - final analysis of accounts by Cost Allocation & Analysis - Any final adjustments made by 8:00 AM	MON	25-Jul	16	Budget Office	
<b>**General Ledger Final June close - Pd 14 - 2:00PM - until</b>	MON	25-Jul	16	ASA	
<b>* PERIOD 14 CLOSED (4:00 PM approximate) *</b>	MON	25-Jul	16	ALL***	
Mass Reversal of Year End Accruals - 10:00AM	TUES	26-Jul	17	ALL	
Fiscal month-end for July, FY-2023	SUN	31-Jul	-	ALL	
General Ledger July (FY23, PD01) close - 2:00 PM to 7:00 PM	FRI	5-Aug	5	ASA	

CLS Authorization Groups & Descriptions (Posting Access)
<b>NO RESTRICTION All Users Have Access</b>
<b>CLS1 Cost and Budget Office</b>
<b>CLS2 YE Management Center</b>
<b>CLS4 Accounting Systems Administration</b>
<b>Posting cut-off for period</b>

\*\*\* access starts after close is complete