

**DUKE COMPANIES FISCAL 2023-2024 YEAR-END SCHEDULE**

Description	FY24 Day & Date		BD	Access (Posting)	NOTES
All expense reports for travel & miscellaneous expenses, including out-of-pocket and corporate card charges and Experimental Subject Forms to Employee Travel & Reimbursement - Due by 5:00 PM	MON	17-Jun	-10	ALL	
Requests for outgoing foreign wire transfers - Due to Corporate Cash Management office by 10:00 AM	WEDS	26-Jun	-2	ALL	
Depreciation and Work Order Settlement	THURS	27-Jun	-1	ALL	
Buy@Duke Carts/SAP Purchase Requisitions - DUE by 10:00 AM (electronic)	THURS	27-Jun	-1	ALL	
Requests for outgoing domestic wire transfers - Due to Corporate Cash Management office by 10:00 AM	THURS	27-Jun	-1	ALL	
Assessments Run	FRI	28-Jun	0	ALL	
Last Day of Fiscal Year 2024	SUN	30-Jun	0	ALL	
Execute settlement for EOM cash for DUHS	MON	1-Jul	1	ALL	
All Checks and Cash Deposited with Bursar - DUE by 10:00AM	MON	1-Jul	1	ALL	
On-line Accounts Payable Check Requests must be submitted and fully approved - DUE by 10:00AM	WEDS	3-Jul	3	ALL	
FY24 cash and check gifts must be delivered to University Cashiering by 2:00 PM	WEDS	3-Jul	3	ALL	
4th of July - DUKE HOLIDAY	THURS	4-Jul	-	ALL	
Vendor Invoices Rec'd in Accounts Payable or Work Order Accounting - DUE by 5:00PM	FRI	5-Jul	4	ALL	
JVs transmitted via the 355 format for Period 12 - POSTED by 11:00AM	MON	8-Jul	5	ALL	
Work Order Accounting to settle internal orders - AFTER 2:00PM	MON	8-Jul	5	ALL	
All invoices that will be posted by AP done by 3PM	TUES	9-Jul	6	ALL	
Clear all 7xx overdrafts - by NOON	WEDS	10-Jul	7	ALL	
JVs for period 12 POSTED in R/3 - by 12:30	WEDS	10-Jul	7	ALL	
Limit access to allow for final management center review and workflow approval - 12:30PM to 2:00PM	WEDS	10-Jul	7	Mgmt Center	tuition remission
<b>**NO POSTING AFTER 2:00PM**</b>	WEDS	10-Jul	7		Posting cut-off for period 12
Work Order Accounting to settle internal orders - AT 2:00PM (after AP invoice entry completed & journal entries posted)	WEDS	10-Jul	7	ASA	
**General Ledger 1st prelim close - Pd 12 - 2:00PM to 8:00PM	WEDS	10-Jul	7	ASA	KSI4 & CJ45
Final Assessment Run included in above prelim close - Period 12	WEDS	10-Jul	7	ASA	
Indirect Cost run by Accounting Systems Administration - APPROX. 3:00PM	WEDS	10-Jul	7	ASA	
Sponsored Programs accrual run by Accounting Systems Administration - Run immediately after Indirect Cost is posted	WEDS	10-Jul	7	ASA	
<b>* PERIOD 12 CLOSED (8:00PM approximate) *</b>	WEDS	10-Jul	7	ALL***	
R/3 reports may be run for Period 12	THURS	11-Jul	8	ALL	
Load special periods in BW (early A.M.)	THURS	11-Jul	8	ALL	
JVs transmitted via the 355 format affecting BUILDING COST CENTERS - POSTED by 3:00PM	MON	15-Jul	10	ALL	
JVs affecting BUILDING COST CENTERS - POSTED by 3:00 PM	MON	15-Jul	10	ALL	
Work Order Accounting to run settlements	MON	15-Jul	10	ALL	
Run DISTRIBUTION Assessments (if requested by Budget Office)	MON	15-Jul	10	ALL	KSI4 & CJ45
Building codes closed by Cost Allocation & Analysis - 1:00PM	TUES	16-Jul	11	ALL	
JVs affecting Capital GL Accounts (66XX) - POSTED by 3:00PM	TUES	16-Jul	11	ALL	
JVs transmitted via the 355 format for Period 13 - POSTED by 3:00PM (NO BUILDING CODES)	TUES	16-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)	TUES	16-Jul	11	ALL	
Commitments/Encumbrances must be cleared in R/3 - by 4:00PM	TUES	16-Jul	11	ALL	
Limit access to allow time for workflow approval - after Commitments/Encumbrances cleared - approx. 4:00PM	TUES	16-Jul	11	Mgmt Center	tuition remission
Run DISTRIBUTED & RENT Assessments - after 4:00PM	TUES	16-Jul	11	Mgmt Center	
Endowment Office posts quarterly and annual distributions, and take-backs by 5:00 PM	TUES	16-Jul	11	Mgmt Center	
Indirect Cost (IDC) and Sponsored Programs accrual run by ASA / Sponsored Programs - after 5:00pm	TUES	16-Jul	11	ASA	
Capital G/L Accounts (66xx) closed by Plant Accounting - 11:00AM	WEDS	17-Jul	12	Mgmt Center	
G & A codes officially closed by Cost Allocation & Analysis	WEDS	17-Jul	12	Mgmt Center	
Work Order to check settlements	WEDS	17-Jul	12	Mgmt Center	
Take Snapshot of Hierarchy	THURS	18-Jul	13	Mgmt Center	
QUIET TIME - final analysis of accounts by Management Centers - NOON TO 3:00PM	THURS	18-Jul	13	ASA	Management Centers can contact ASA if any adjustments/JVs are required
<b>**NO POSTING AFTER 3:00PM**</b>	THURS	18-Jul	13		Posting cut-off for period 13
**General Ledger 2nd prelim close - Pd 13 - 3:00PM to 8:00PM	THURS	18-Jul	13	ASA	KSI4 & CJ45
<b>* PERIOD 13 CLOSED (8:00 PM approximate) *</b>	THURS	18-Jul	13	Mgmt Center***	
JVs transmitted via the 355 format for Period 14 - DUE by 10:00AM	FRI	19-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)	MON	22-Jul	15	Mgmt Center	KSI4 & CJ45 after 3:00PM
Work Order Accounting to check settlements after 3:00PM	MON	22-Jul	15	Mgmt Center	
<b>**NO POSTING AFTER 8:00AM**</b>	TUES	23-Jul	16	Mgmt Center	Posting cut-off for period 14
QUIET TIME - final analysis of accounts by Cost Allocation & Analysis - Any final adjustments made by 8:00 AM	TUES	23-Jul	16	Budget Office	
**General Ledger Final June close - Pd 14 - 2:00PM - until	TUES	23-Jul	16	ASA	
<b>* PERIOD 14 CLOSED (4:00 PM approximate) *</b>	TUES	23-Jul	16	ALL***	
Mass Reversal of Year End Accruals - 10:00AM	WEDS	24-Jul	17	ALL	
Fiscal month-end for July, FY25	WEDS	31-Jul	-	ALL	
General Ledger July (FY25, PD01) close - 2:00 PM to 7:00 PM	WEDS	7-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