

## AOSD User Flash #291: Updated FY18 Closing Schedule - Key Dates

8/13/2018

**Departments can and should continue to make payments against FY19 purchase orders, as the System is available every day, except after 5pm Friday 8/24 and all day on Saturday 8/25 and Sunday 8/26.**

To accommodate City's year-end workload, we are revising some of the year-end deadlines as follows:

### Due Date

August 13 – **Grants** | First Grant billing reversal already completed

August 15 – **Accounts Payable** | Vouchers associated with FY18 POs deleted

August 16 – **Grants** | Year End Grant Reconciliation Reports due from departments

August 20 – **Work Orders** | Controller's Office finalizes review and processes unresolved work orders

August 20 – **Fixed Assets** | Capitalized Interest posted for enterprise fixed assets

August 22 – **Fixed Assets** | FY18 Depreciation Run

August 23 – **Cash** | Complete reconciliation of cash balance; Ensure funds are transferred prior to month end

August 23 – **Cash** | Bank reconciliation and book-to-bank reconciliation complete

August 23 – **Retention** | Retention reclassification entry posted

August 23 – **Accounts Payable** | Accrual of expenditures complete

August 23 – **Grants** | Accrual of revenue receivables complete

August 23 – **Grants** | Final Grant Billing Reversal will be run after 5:00 PM

August 23 – Fiscal Month 12 Closes

August 24 – Budget Roll for Continuing Funds – Encumbered (PO-related) and Unencumbered Appropriation Balances

August 25 – PO Roll – All POs eligible to roll

August 26 – Budget Roll for Annual Funds – Budget Journal posted for Encumbered (PO-related) Appropriation Balances

August 27 – **Accounts Payable** | Begin paying for work performed in FY19 on FY18 POs that rolled

August 27 – Fiscal Month 13 Opens