

**University of Wisconsin System
SFS Accounting Manual**

Category: General Ledger	Effective Date: Updated Annually
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Task or Process: FY 2009 Year-End Closing Timeline Grid	Revision Date: April 2009
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Contact Information: Name - Ernie Mergen	Email - emergen@uwsa.edu	Phone - (609) 263-1044
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The schedule below provides information about dates, processes, etc. that will occur during the close of fiscal year 2009.

Date	Event	Fiscal Impact	Issues	Status
April 3	Nightly ETL of SFS data to WISDM begins for FY 2010			
April 30	April B Classified payroll is processed	Health fringe cost must be charged to FY 10 Salary and all other fringe expense is charged to FY 09	This is the first payroll that will have fringes charged to FY 10.	
May 1	The Standard Budget Ledger for period 1 of FY 10 is opened to allow BUs to begin posting budget journals. Donna Fosshage (UWSA) opens this Ledger for all BUs.			
May 1	BU's should begin closely monitoring encumbrance balances for all funds in SFS. You need to insure that the SFS balances are accurate by the time we get to the mid-July cutoff.	The SFS balances at end of FY 09 will be reported to DOA by UWSA staff. Those balances also dictate the carryover encumbrance balances that may be established in SFS for FY 10. Limitations: Any PO that has a balance less than \$50 cannot be carried over. All FY 2009 blanket orders must be cancelled before the mid-July closing.		

Date	Event	Fiscal Impact	Issues	Status
May 1	UWSA and DoIT staff will ensure that all SFS fiscal year based control tables and calendars have been established for FY 10 by this date.			
May 1	The PO module for year 2010 is opened in SFS to allow BU's to begin creating new year POs. NOTE: This does not mean that Period 1 of the new fiscal year is open for GL processing.	New year POs can be created in the PO module		
May 5	April EOM Unclassified payroll is processed	All expenses charged to FY 09		
May 7	May A Student payroll is processed	All expenses charged to FY 09		
May 14	May A classified payroll is processed	Health and Life fringe cost must be charged to FY 10 Salary and all other fringe expense is charged to FY 09		
May 21	May B Student payroll is processed	All expenses charged to FY 09		
May 22	BI Begin Invoicing all cumulative cost reimbursable accounts.(thru April Expenditures)	Initial invoices will be generated outside of the system.	Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	
May 22	Need to identify all projects that will expire at the end of June 30. Also, need list of all internal projects.	•This will aid the process of POs for year end	Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	

Date	Event	Fiscal Impact	Issues	Status
May 22	May regular Unclassified payroll is processed	Health and Life fringe cost must be charged to FY 10 Salary and all other fringe expense is charged to FY 09		
May 28	May B classified payroll is processed	Health and Life fringe cost must be charged to FY 10 Salary and all other fringe expense is charged to FY 09		
May 29	May month end closing operations are run for the Legacy system			
May 29	Final day for processing FY 09 purchase orders in Legacy and in SFS	Purchases made after May 30 (for goods and services related to the normal operations of the institution) that will be received and consumed by June 30 can be direct charged as FY 09 expenses in Legacy and SFS.		
June 1	The Salary Encumbrance application via WISDM is enabled for FY 2010.	NOTE: This is the first day that FY 2010 salary encumbrance records may be entered.	NOTE: FY 2010 salary encumbrance transactions entered starting today will be edited against the AESTar combos and the Madison "callable edits" (Madison only) for FY 2010. Dual year editing will be in place during May, June, and period 13.	
June 4	May C Student payroll is processed	All expenses charged to FY 09		
June 5	May End Of Month (EOM) unclassified payrolls are processed.	Health and Life fringe cost must be charged to FY 10 Salary and all other fringe expense is charged to FY 09		
June 8	The May accounting period is closed in SFS first thing in the morning	SFS business units (BU's) need to have all May journals posted by June 8		

Date	Event	Fiscal Impact	Issues	Status
June 11	June A classified payroll is processed	Health and Life fringe cost must be charged to FY 10 Salary and all other fringe expense is charged to FY 09		
June 12	BI Begin Invoicing all non-cumulative cost reimbursable accounts (May Expenditures).	Initial invoices will be generated outside of the system.	Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	
June 12	Cutoff date for FY 09 budget transfers that need UWSA approval	Per Donna Fosshage: To guarantee the processing of any remaining FY 09 budget transfers before the end of June, please submit your budget transfer requests to her by June 12. Transfers received after this date will be processed as time allows.		
June 18	June A student payroll is processed	All salary and fringe costs are charged to FY 09		
June 24	The June regular Unclassified payroll is processed	Health and Life fringe cost must be charged to FY 10 Salary and all other fringe expense is charged to FY 09		
June 25	The June B classified payroll is processed. All FY 09 expenses will be charged to period 12.	Health and Life fringe cost must be charged to FY 10 Salary and all other fringe expense is charged to FY 09		
June 26	June month end closing operations are run for the Legacy system beginning at 6:00 p.m.			

Date	Event	Fiscal Impact	Issues	Status
June 26-30	BU's on SFS and permanent interface BU's must not process any check cancels, voids, or stop payments during this period unless there is certainty that there are sufficient payment dollars to cover the negative dollar effect of those transactions.	These type of check related adjustment should be done in the new fiscal year (July 2 or later) if there is not assurance that a negative PY journal will not be created in the old year.	Failure to comply with this rule may result in PY journals that have a negative balance. We cannot interface negative balance data to DOA.	
June 26	The Pro-Card billing period that ends today will be the last one charged to FY 2009	Payment can be processed on June 29-30. Expense distribution journal will be posted in period 13	<p>1) On June 29th, you will get the statement indicating the total amount due. You have two options:</p> <ul style="list-style-type: none"> a) Process the payment on June 29 or 30 either as an express check or through a regular pay cycle with a cash payment in FY 2009; or b) Process the payment on July 2nd, with the cash payment in FY2010. <p>2) When you receive the SBF file, you will need to make sure it is posted with the date of 07-01-09 (Period 13).</p>	
June 30	UWSA staff will open period 13 for all BU's except Madison. Madison staff will do the same for their BU.			
June 30	Entry of June deposits against A/R is complete		Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	
June 30	Pre-Close reconciliation of all balance sheets Accounts is completed.	GM - A/R and UAR	Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	

Date	Event	Fiscal Impact	Issues	Status
June 30	BU's that are on SFS run final Pay Cycle Manager process that will create FY 09 'PY' journals. Pay Cycles (as many as desired) can be run up until 3:30 p.m. PY journal posting is performed after 4:00 p.m.	Desired objective for all BU's is to have all Accounts Payable balances (account 7100) at zero by end of June.		
June 26-30	UWSA and DoIT staff must ensure that there is no FY 09 Manual Warrant checkwriting file data sent to DOA before July 1.	This is monitored manually by those staffs.		
July 1	This is the SFS accounting period calendar date that represents the 13th month.	All BU's must make certain that journals for the 13th period are assigned a journal date of July 1.		
July 1	No pay cycle processing for either fiscal year may be performed on this date.			
July 1	You must not cancel, void, or put a stop on any payments on this day!!!			
July 2	June B Student payroll is processed	All expenses charged to FY 09		

VERY IMPORTANT

Date	Event	Fiscal Impact	Issues	Status
July 2	The SFS ledgers are opened for posting of FY 10 journals and all other normal daily operations.			
July 3	June End Of Month (EOM) unclassified payrolls are processed. Will be posted to period 13	<p>Health and Life fringe cost must be charged to FY 10. Salary and all other fringe expense is charged to FY 09 in period 13.</p> <p>UW Service Center (Payroll) must not process payrolls in both fiscal years on the same night during the period of July 1 through July 8.</p>	Gift & Grant fringe allocation and Indirect Cost allocation related to this payroll expense may be included as part of the July accounting period allocation processing for period 1 of FY 10.	
July 3	PO Rollover from FY 2009 to 2010 is completed for all business units that will perform this function			
July 3	Final reconciliation of AP to PC is completed.		Note: this item only applies to business units using the Grants modules (MSN, MIL,	
July 4 Saturday	HOLIDAY			
July 7	All prior year purchase order encumbrance balances must be cleaned up by this date			
July 7	All PO Rollover "problem clean-up" is completed for all units			

Date	Event	Fiscal Impact	Issues	Status
July 7	BI Complete processing all invoices in PeopleSoft.		Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	
July 7	F&A and Fringe Allocations must be current.	All Errors Resolved	Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	
July 7	Complete Cash Application of FY 09 payments	Determine cash application process after 7/14 (entered into the GL via manual journal entry for the A/R, Cash and Unapplied Cash accounts?)	Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	
July 8	All FY 09 salary encumbrance balances will be cancelled on this date by UWSA staff.			
July 9	The June accounting period in SFS is closed (late afternoon)	BU's must have all final journals for June posted by July 8		
July 9	UWSA staff release FY 10 pre-paid fringe data to be sent to DOA	UWSA staff will initiate this release by checking the appropriate boxes in one of the Salary Maintenance panels of SFS.		
July 10	July A Classified payroll is processed. This is the first full payroll to be charged entirely to FY 10.	All costs charged to FY 10		
July 13	BU's must notify UWSA of their end of June fringe "pool" balances for Funds 133, 233, 144, and 161 by this date	UWSA staff will use that data to make the transfer of fringe balances to the Systemwide fringe pool accounts		

Date	Event	Fiscal Impact	Issues	Status
July 14	UWSA staff begin preparations for moving the gift/grant/trust fringe "pool" DeptID balances out of the BU accounts and into the UWSYS accounts. Amounts shifted are based on end of June balances.	UWSA staff will make all of the needed journal entries in SFS to transfer the balances.		
July 15	UWSA staff release FY 10 Summer Session salary and fringe data to be sent to DOA.	UWSA staff will initiate this release by checking the appropriate boxes in one of the Salary Maintenance panels of SFS.		
July 15	This is the last day that FY 09 salary cash transfers can be processed through the SCT application of PI (period 13).	UWSA staff will set control table date in SFS so that FY 09 transfers will not be able to be processed after this date.		
July 15	Last day/night for data from Legacy to post FY 09 journals in SFS (period 13).	This means that the last day for regular FY 09 posting in Legacy will be July 14. Only Edit & Post corrections will be allowed to post on July 15.		

Date	Event	Fiscal Impact	Issues	Status
July 16	<p>Final day for SFS BU's to post FY 09 data in SFS (period 13).</p> <p>Journals entered in prior days must be posted. Any journals entered today must be posted during the day. All journals must be posted by 4:30 pm.</p>	<p>The Faculty Salary Advance account (6160) should be at zero by this date.</p> <p>Cash balances in Funds 123 and 124 should be at zero by this date.</p> <p>Any workstudy fringe expense changed to Fund 145 should be moved to a different Fund by this date.</p> <p>All FY 09 Fund 990 revenue distributions should be complete by this date. Fund 990 Cash Balance (account 6100) must net to zero.</p> <p>All Fund 998, Department PAYCLR balances must be at zero.</p> <p>All Payroll Interface "default coding" balances must be at zero.</p>		
July 16	<p>This is the first day that FY 10 Salary Cash Transfers will be allowed to be processed in the PI web application.</p>	<p>UWSA staff will set control table date in SFS to enable processing for FY 10 to begin.</p>		
July 16	<p>Period 13 is closed in SFS. UWSA staff will verify that all FY 09 journals are posted before closing the period.</p>			
July 17	<p>The mid-July closing operations are started in the Legacy system</p>			

Date	Event	Fiscal Impact	Issues	Status
July 17 through July 31	UWSA staff begins final reconciliation with DOA. Final adjustments that affect BU's are identified and processed.	Final adjustment journals will be posted directly in SFS to period 13. None of these adjustments will be posted in the Legacy accounting system.		
July 17	BU's begin working on identifying any period 998 adjustments they will need to post to SFS. BU's should verify that end of year cash balances are properly accounted for in SFS.	Dollar amounts can be shifted between Program, DeptID, and Project codes within the same fund and major line. Transfers that cross funds and/or major lines are not allowed.	Period 998 adjustments can be loaded to SFS by the BU, but must get UWSA approval before the journals can be posted. Period 998 adjustments can be processed in SFS starting on July 20 and must be completed by Aug. 31, 2009	
July 16	The July A Student payroll is processed.	All salary and fringe expense is charged to FY 10.		
July 21	GL Run final fiscal year journal generation for all modules		Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	
July 21	GL Enter manual post-close journal entries to update balance of Balance Sheet Accounts.		Note: this item only applies to business units using the Grants modules (MSN, MIL, EXT)	
July 23	The July B Classified payroll is processed.	All salary and fringe expense is charged to FY 10.		
July 24	The July Reg Unclassified payroll is processed	All salary and fringe expense is charged to FY 10.		
July 30	July B Student payroll is processed	All costs charged to FY 10		

Date	Event	Fiscal Impact	Issues	Status
July 31	The July FY 09 accounting period is closed in the Legacy system			
August 1 through August 7	UWSA staff performs final reconciliation adjustments for FY 09 and posts entries to SFS. That data will be entered to DOA online by UWSA staff.	Any adjustments processed during this period will only reside in SFS. They will not get recorded in Legacy.		
August 5	Last day UW can post FY 2009 data in WiSMART			
August 10	UW's Form 78s are due at DOA for the FY 2009 reconciliation			
August 1 through August 31	UWSA staff clear 131 cash balances from BU accounts via period 998 adjustments			
	Cash account balances in all GPR funds and SEG annual funds are zeroed via an SQR program run at UWSA	All GPR fund/org balances for Cash (account 6100) should be at zero at the start of the new year. Verify by looking at data in period zero of the new year.	Funds involved are: 100 through 119, 126, 158, 164, 168, 169, 171, 173, 174, 175, 176, 177, 178, 190, 191, 301, 402, 403, 406, and 601	
	UWSA staff create period 998 journals to move 997 and 980 fringe clearing balances to their proper carryover DeptID			
	Staff at BU's work on getting carryover encumbrance budgets for FY 09 loaded to SFS			
	Staff at BU's work on getting gift/grant/trust budgets loaded to FY 10 in SFS	There should be no budget data loaded for accounts that are totally closed out.		

Date	Event	Fiscal Impact	Issues	Status
	All "first pass" period 998 journals for FY 09 are posted for all BU's. The BU's perform journal uploads to get the period 998 adjustments into SFS. UWSA staff review/approve the data and post the journals.	Account balances get moved to the funding that is appropriate/desired for carryover to the new fiscal year.		
	The fiscal year "close" process is run for all BU's (done by UWSA staff) so that the effect of the period 998 adjustments can be reviewed in period zero of FY 10 and in WISDM.			
	Additional period 998 adjustments are created and posted as needed			
	The fiscal year close process is re-run for BU's as needed			
	FY 10 Red Book budget data is loaded to SFS by the BU's or by UWSA staff			
	All FY 10 closing activity is expected to be completed by August 31			