

Emory University

Journal Deadlines and General Ledger Close Dates for Fiscal Year 2016

To ensure the timely processing of transactions in the PeopleSoft Financial System, journal entries for FY 2016 should complete workflow approvals by the dates below to allow finalizing the approval and posting process prior to month-end close. Originators should routinely monitor the workflow approval process for their entries, and if needed, contact the listed approvers and request review in order to meet the monthly deadlines. Due dates are for Office of Grants and Contracts (sponsored projects) or Controller's Office (other activity):

DEADLINES FOR FISCAL YEAR 2016

Month	Journals Due Date	University GL Close Date	Expired Entries Deletion Date
September-15	9/30/2015	10/8/2015	10/15/2015
October-15	10/30/2015	11/9/2015	11/16/2015
November-15	11/30/2015	12/8/2015	12/15/2015
December-15	12/30/2015	1/11/2016	1/15/2016
January-16	1/29/2016	2/8/2016	2/15/2016
February-16	2/29/2016	3/8/2016	3/15/2016
March-16	3/31/2016	4/8/2016	4/15/2016
April-16	4/29/2016	5/9/2016	5/16/2016
May-16	5/31/2015	6/8/2016	6/15/2016
June-16	6/30/2016	7/11/2016	7/15/2016
July-16	7/29/2016	8/8/2016	8/15/2016
August-16	TBD	TBD	TBD

You are encouraged to submit journals entries before the due dates whenever possible. Early submissions aids in keeping the financial system accurate and current. Please note that all Journal Entries on Grants are subject to Emory's Cost Transfer Policy.

Journals should be reviewed after month-end close for entries that did not post.

If a journal does not post during the month specified in the batch header, it will expire. You will need to submit the journal the next month by copying the expired journal, thus creating a new journal in the current period. Supporting documents should be reattached and the current's month journal submitted again for workflow approval. Please delete the original expired journal. On the 15th of the month, all entries from the prior period will be deleted.

Thank you for promptly submitting your entries. If you have any questions, please contact Compass Support at compass@emory.edu.