

Emory University

Journal Deadlines and General Ledger Close Dates for Fiscal Year 2017

To ensure the timely processing of transactions in the PeopleSoft Financial System, journal entries for FY 2017 should complete workflow approvals by the dates below to allow finalizing the 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.

DEADLINES FOR FISCAL YEAR 2017

Month	Journals Due Date	University GL Close Date	Expired Entries Deletion Date
September-16	9/30/2016	10/10/2016	10/17/2016
October-16	10/31/2016	11/8/2016	11/15/2016
November-16	11/30/2016	12/8/2016	12/15/2016
December-16	12/29/2016	1/10/2017	1/17/2017
January-17	1/31/2017	2/8/2017	2/15/2017
February-17	2/28/2017	3/8/2017	3/15/2017
March-17	3/31/2017	4/10/2017	4/17/2017
April-17	4/28/2017	5/8/2017	5/15/2017
May-17	5/31/2017	6/8/2017	6/15/2017
June-17	6/30/2017	7/11/2017	7/17/2017
July-17	7/31/2017	8/8/2017	8/15/2017
August-17	TBD	TBD	TBD

You are encouraged to submit journals entries before the due dates whenever possible. Early submissions aid 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 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@emory.edu.