

Summary Schedule for FY2017 Transactions and Reporting

This is the summary schedule for all FY2017 transactions and reporting you can print and use as a quick reference.

Date	Time	Event
Mon., May 15	5 p.m.	Completed FY2017 project proposals and construction authorizations processed in CAPS
Wed., May 24	5 p.m.	CoA values to be disabled that require approval submitted through CSMA
Mon., June 5	5 p.m.	CoA values to be disabled that do not require approval submitted through CSMA
Tues., June 6	5 p.m.	Funds and sub activities with status "Ready to be disabled" in GMAS sent to CSMA for processing
Fri., June 9	5 p.m.	<ul style="list-style-type: none"> • Web Reimbursement Travel Authorization forms (WR-TAFs) approved and ticketed by tubs • Escheat checks to be re-deposited to Cash Management
Thurs., June 15	12 p.m.	Completed FY2017 construction close requests processed in CAPS
Fri., June 16	5 p.m.	Web Reimbursement reports with advance settlements accompanied by checks to Reimbursements & Card Services
Wed., June 21	5 p.m.	On-line vendor form for new vendors or for changes to existing ones approved in Oracle
Fri., June 23	12 p.m.	<ul style="list-style-type: none"> • Voided and re-deposited checks to Cash Management • Stopped and re-deposited checks to Cash Management
	4 p.m.	<ul style="list-style-type: none"> • Mass. Taxable Sales Deposit forms for deposits made through June 22 to Cash Receipts • Credit vouchers with validated deposit slips for deposits made through June 22 to Cash Receipts
	5 p.m.	<ul style="list-style-type: none"> • Web Reimbursement Reports to Reimbursement & Card Services • Web Reimbursement reports with advance settlements for zero balance or cash due to traveler to Reimbursement & Card Services
Mon., June 26	5 p.m.	Reports submitted and approved in Concur

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Tues., June 27	12 p.m.	Requests for payments to be made in a foreign currency entered and approved by tub with related invoices to Accounts Payable
	5 p.m.	AP special handling requests to Accounts Payable
Wed., June 28	3 p.m.	PCard sweep for transactions loaded between June 9 and June 15
	5 p.m.	<ul style="list-style-type: none"> • Requests for payments via ACH entered and approved online in the HCOM system with related invoices to Cash Management • US wire transfers: HCOM requests entered and approved online by tubs; related invoices to Cash Management
Thurs., June 29	3 p.m.	PCard sweep for transactions loaded between June 16 and June 22
	4 p.m.	<ul style="list-style-type: none"> • Credit vouchers with foreign checks to Cash Receipts • Credit vouchers accompanied by cash or checks to Cash Receipts • Credit vouchers with validated deposit slips for deposits made through June 28 to Cash Receipts
Mon., July 3	12 p.m.	<ul style="list-style-type: none"> • Credit vouchers with validated deposit slips for June 23 through June 30 to Cash Receipts • Massachusetts Taxable Sales Deposit forms for June 23 through June 30 to Cash Receipts
Wed., July 5	10 a.m.	First closing sponsored funds Cost Transfer requests to OSP
	3 p.m.	PCard system final FY2017 sweep for transactions between June 23 and June 29
	5 p.m.	AP Adjustments for Fixed Assets entered into HCOM
Thurs., July 6	4 p.m.	<ul style="list-style-type: none"> • Cut-off date for customer set-up with Central Accounts receivable billing • Templates for AR invoices and credit memos to be entered by Accounts Receivable to Central AR
	5 p.m.	<ul style="list-style-type: none"> • First closing General Ledger feed deadline • Fixed Assets trade-in information to Financial Accounting & Reporting via Fixed Assets email address • Final invoices to be processed in FY2017 entered and approved by tubs; related invoices to Accounts Payable
Fri., July 7	2 p.m.	First closing manual journal entry deadline (including interdepartmental billing JVs)

Date	Time	Event
Sat., July 8	9 a.m.	<ul style="list-style-type: none"> • Data Warehouse updated for first closing results • Actuals Data June 1- July 7 available in HUBS Reporting Application
Mon., July 10	12 p.m.	AP Adjustments for Fixed Assets approved in HCOM
Wed., July 12	10 a.m.	Second closing sponsored funds Cost Transfer requests to OSP
	4 p.m.	<ul style="list-style-type: none"> • Central AR feeds entered into the AR system • AR invoices and credit memos entered by tubs into the AR system
Thurs., July 13	5 p.m.	Second closing General Ledger feed deadline
Fri., July 14	2 p.m.	Second closing manual journal entry deadline (including interdepartmental billing JVs)
Sat., July 15	9 a.m.	<ul style="list-style-type: none"> • Data Warehouse updated for second closing results • Actuals Data July 8-14 available in HUBS Reporting Application
Mon., July 17	5 p.m.	<ul style="list-style-type: none"> • WIP Placed in service Notification forms sent to Financial Accounting & Reporting via Fixed Assets email address • Fixed Assets equipment related to a sale retired in Oracle Assets and info to Financial Accounting & Reporting via Fixed Assets email address
Tues., July 18	10 a.m.	Third closing sponsored funds Cost Transfer requests to OSP
Thurs., July 20	5 p.m.	Third closing General Ledger feed deadline
Fri., July 21	2 p.m.	Third closing manual journal entry deadline
Sat., July 22	9 a.m.	<ul style="list-style-type: none"> • Data Warehouse updated for third closing results • Actuals Data July 15- July 21 available in HUBS Reporting Application
Tues., July 25	5 p.m.	Fixed Assets Mass Additions queue cleared; all transactions posted to either a capital or CIP asset
Wed., July 26	5 p.m.	Non cash retirement of Fixed assets and impairments in Oracle Assets
Thurs., July 27	9 a.m.	Fixed Assets Final FY17 close

Date	Time	Event
	~ 12 p.m.	Tubs run reports for Fixed Asset reconciliations
Sat., July 29	9 a.m.	<ul style="list-style-type: none"> • Data Warehouse updated for fourth closing results • Actuals data July 22 – 28 available in HUBS Reporting Application
Thurs., Aug 3	9 a.m.	<ul style="list-style-type: none"> • Data Warehouse updated for fifth closing results • Actuals data July 29 – August 2 available in HUBS Reporting Application