**Summary Schedule for FY2019 Transactions and Reporting**

This is the summary schedule for all FY2019 transactions and reporting which you can print and use as a quick reference.

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| **Date** | **Time** | **Event** |
| Fri., May 24 | 5 p.m. | * CoA values to be disabled that require approval submitted through CSMA * Completed FY2019 project proposals and construction authorizations processed in CAPS |
| Tues., June 4 | 5 p.m. | Funds and sub activities with status “Ready to be disabled” in GMAS sent to CSMA for processing |
| Wed., June 5 | 5 p.m. | CoA values to be disabled that do not require approval submitted through CSMA |
| Fri., June 7 | 5 p.m. | * Web Reimbursement Travel Authorization forms (WR-TAFs) approved and ticketed by tubs * Escheat checks to be re-deposited to Cash Management |
| Fri., June 14 | 12 p.m. | * Voided and re-deposited checks to Cash Management * Stopped and re-deposited checks to Cash Management |
|  | 5 p.m. | * Web Reimbursement reports with advance settlements accompanied by checks to Reimbursements & Card Services * Completed FY2019 construction close requests processed in CAPS |
| Wed., June 19 | 5 p.m. | Requests for new vendors or for changes to existing ones submitted via the Supplier Portal; appropriate form (W-9 or Glacier) to AP vendor setup group |
| Fri., June 21 | 4 p.m. | * Mass. Taxable Sales Deposit forms for deposits made through June 20 to Cash Receipts * Credit vouchers with validated deposit slips for deposits made through June 20 to Cash Receipts |
|  | 5 p.m. | * Web Reimbursement reports with advance settlements for zero balance or cash due to traveler to Reimbursement & Card Services |
| Mon., June 24 | 5 p.m. | Reports submitted and approved in Concur |
| Tues., June 25 | 12 p.m. | Requests for payments to be made in a foreign currency entered and approved by tub with related invoices to Accounts Payable |
| Wed., June 26 | 5 p.m. | * 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 * AP special handling requests to Accounts Payable * AP Adjustments for Fixed Assets entered into Oracle |
| Thurs., June 27 | 3 p.m. | PCard sweep for transactions loaded between June 7 and June 13 |
| 4 p.m. | * Credit vouchers with foreign checks to Cash Receipts * Credit vouchers accompanied by cash or checks to Cash Receipts |
| 5 p.m. | * Final invoices to be processed in FY2019 entered and approved by tubs; related invoices to Account Payable * Fixed Assets trade-in information 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 |
| Fri., June 28 | 3 p.m. | PCard sweep for transactions between June 14 and June 20 |
| Mon., July 1 | 12 p.m. | * Credit vouchers with validated deposit slips for June 21 through June 28 to Cash Receipts * Massachusetts Taxable Sales Deposit forms for June 21 through June 28 to Cash Receipts * AP Adjustments for Fixed Assets approved in Oracle |
| 3 p.m. | PCard system final FY2019 sweep for transactions between June 21 and June 27 |
| Tues., July 2 | 10 a.m. | First closing sponsored funds Cost Transfer requests to OSP |
| Wed., July 3 | 4 p.m. | * 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. | First closing General Ledger feed deadline |
| Fri., July 5 | 2 p.m. | First closing manual and ADI spreadsheet journal entry deadline (including interdepartmental billing JVs) |
|  | 5 p.m. | WIP Placed in Service Notification forms sent to Financial Accounting & Reporting via Fixed Assets email address |
| **Sat., July 6** | 9 a.m. | * **Data Warehouse updated for first closing results** * **Actuals Data June 1- July 5 available in HUBS Reporting Application** |
| Wed., July 10 | 10 a.m. | Second closing sponsored funds Cost Transfer requests to OSP |
|  | 4 p.m. | * Central AR feeds entered into the AR system * AR invoices and credit memos entered by tubs into the AR system |
|  | 5 p.m. | * Fixed Assets Mass Additions queue cleared; all transactions posted to either a capital or CIP asset * Non cash retirement of Fixed Assets and impairments in Oracle Assets |
| Thurs., July 11 | 9 a.m. | Fixed Assets Final FY2019 Close |
|  | ~ mid-afternoon | Tubs run reports for Fixed Asset reconciliations after notification from Financial Accounting & Reporting that Oracle Fixed Assets is closed |
|  | 5 p.m. | Second closing General Ledger feed deadline |
| Fri., July 12 | 2 p.m. | Second closing manual and ADI spreadsheet journal entry deadline (including interdepartmental billing JVs) |
| **Sat., July 13** | **9 a.m.** | * **Data Warehouse updated for second closing results** * **Actuals Data July 6-12 available in HUBS Reporting Application** |
| Tues., July 16 | 10 a.m. | Third closing sponsored funds Cost Transfer requests to OSP |
| Thurs., July 18 | 5 p.m. | Third closing General Ledger feed deadline |
| Fri., July 19 | 2 p.m. | Third closing manual and ADI spreadsheet journal entry deadline |
| **Sat., July 20** | **9 a.m.** | * **Data Warehouse updated for third closing results** * **Actuals Data July 13- July 19 available in HUBS Reporting Application** |
| Fri., July 26 | 9 a.m. | Fourth closing |
| **Sat., July 27** | **9 a.m.** | * **Data Warehouse updated for fourth closing results** * **Actuals data July 20 – 26 available in HUBS Reporting Application** |
| Wed., July 31 |  | Fifth closing |
| **Thurs., Aug 1** | **9 a.m.** | * **Data Warehouse updated for fifth closing results** * **Actuals data July 27 – July 31 available in HUBS Reporting Application** |