

MNSCU FISCAL CALENDAR - CLOSING FY 2008 AND OPENING FY 2009

Updated 1/18/08 **Dates are tentative and subject to change.**

Open or Close	Date	Time	Function	System Office	Institution	ITS
Close FY 2008						
	June 1, 2008		Financial Reporting Requirements	X	X	
	June 25, 2008		Contact Brenda Larter, MHESO,(651) 642-0567 ext. 3417, for State Workstudy reporting format changes, file changes and date file as needed.	X		X
	July 1, 2008		Balance Forward requests for Grant Appropriations		X	
	July 1, 2008		Cancel PO's in Status of 050		X	
	July 3, 2008		Run Maps Interface Program to move summer session to correct fiscal year			X
	July 7, 2008		Send message- Accounts Receivable Roll Preparation	X		
	July 24, 2007	12:00 PM	SEMA4 - Last day to submit FY07 Relocation and Corrections - PPE 7/24/07		X	
	July 26, 2007		SEMA4 - Last day to turn in EE Business Expense Reports with FY 07 expenses.		X	
	July 26, 2007	3:00 PM	SEMA4 - Last day to enter FY07 Business Expenses and Business Expense Transfers - PPE 7/24/07		X	
	July 27, 2007	12:00 PM	SEMA4 - Last day to process FY07 Retro Pay and Prior Period Adjustments - PPE 7/24/07 - Last date to enter is noon on 7/27/07 for prior period adjustments. Retroactive pay adjustments must be entered before mass time entry is processed for PPE 7/24/07.		X	
	July 25, 2008		Run Accounts Receivable Roll in Query Mode and clean up potential problems		X	
	July 31, 2008		Fund Transfers Completed for Student Payroll		X	
	July 31, 2008		Clean-up Payroll Default Cost Centers where the correction involves movement between appropriations and Payroll Expense Transfers. Continue to work on clean-up through 10/31/07 where the problem is between cost centers in the same appropriation.		X	
	August 3, 2007	12:00 PM	SEMA4 - Last day to enter FY07 Mass Expense Transfers - PPE 7/24/07 Can enter through noon on 08/03/07		X	
	August 8, 2008		Last day to make payments against 2008 Cash Flow Assistance			
	August 8, 2008		System Office Chargebacks entered into institution's database	X		
	August 8, 2008		Roll Accounts Receivable Balances - close calc prior to roll			X
	August 14, 2008		PCS - Roll Purchase Orders - (recommendation)		X	
	August 15, 2008		Clean-up Negative Cash Balances in MAPS		X	
	August 15, 2008		Chargebacks moved to appropriate cost centers		X	
	August 15, 2008		MnSCU Closed - Close all transactions except for PR, EN, EF, CB			X
	August 19, 2008		MAPS - Last day to process transactions		X	
	August 22, 2008		MAPs Closed - Labor distribution for the last payrolls of the fiscal year is Critical. These will post after MAPS closes and there won't be an opportunity to correct errors in the closed fiscal year.			
	October 31, 2008		HR projections disable on all databases - stop running the projections/posting process for a fiscal year.			X
	October 31, 2008		Close Transactions PR, EN, and EF. Stop payroll projection and posting process (HR2200)	X		
	January 30, 2009		Reverse open encumbrances for the year being closed prior to updating fund balances			X
	January 31, 2009		Close CB transactions			X
	January 31, 2009		Update Fund Balances			X

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Open FY 2009						
	December 17, 2007		Update USBank Remittance file "Banking Date" - Campus Assistance identify the federal reserve holidays for the next calendar year and send email to Roger Gillson, Wayne Korman, & Teri Welter.	X		X
	January 1, 2008		Student Payroll - Exempt W-4's on File		X	
	January 18, 2008		Object code rolled into all databases	X		X
	January 18, 2008		Object Code Crosswalk Table Updated	X		X
	January 18, 2008		New Fiscal Year Opened in all databases			X
	January 18, 2008		Open Transactions - EN, EF, CB, CP, XP, RE & JG			X
	January 22, 2008		Send message review cost centers, roll cost centers, update cost center crosswalk, and roll BAT tables	X		
	February 1, 2008		Request from OOC HR: 1.FY 2007 Balloon Insurance deduction pay date (occurs sometime in April) 2. Pay date Balloon Insurance deduction covers through Table = INSR_BALLOON_DATES Send infor to ITS	X		
	February 27, 2008		Finance User Group: Discuss FY open/close calendar. New object codes for fiscal year 2009?	X		
	March 1, 2008		Roll Cost Centers (Recommendation)		X	
	March 1, 2008		Update Cost Center Crosswalk Table (Recommendation)		X	
	March 1, 2008		Roll Budget Authority Tables (Recommendation)		X	
	March 15, 2008		Preparation for HR Bargaining Assignments Roll		X	
	April 3, 2008		Accounts Receivable Table Set-Up (Recommendation)		X	
	April 14, 2008		HR projections setup for all databases - start running the projections/posting for a fiscal year.			X
	April 14, 2008		Student Payroll Table Rollouts - The following tables need to be rolled out each fiscal year: PR_FA_CNTRL, PR_MATCH_RULES (PR0007UG), and PR_PAY_PERIOD (PR0002UG). For the PR0002UG - Confirm the pay periods in the FY that is being opened, then also setup the pay periods for the following FY.	X		X
	April 14, 2008		HR Bargaining Unit Assignments Roll (Done in three phases beginning around April 15)		X	
	April 14, 2008		PCS Security Roll		X	
	May 1, 2008		Set up expense budget codes in MAPS for SEMA4 - This must be done by 6/1/08	X		
	May 1, 2008		Establish/Roll Budgets in MnSCU (Recommendation)		X	X
	May 1, 2008		Open Transaction - PR			X
	April 30, 2008		SEMA4 Labor Distribution Available for Summer Session Payroll	X		
	April 29, 2008		Begin running the employee payroll lump sum interface program for FY 2008. (HR3080 Employee Gross Adjustment Roster) Start first PPE of new FY payroll expenditures.	X		X
	May 12, 2008		Establish revenue budgets in ISRS - These must be entered into ISRS so that the OOC can set up MAPS budgets		X	
	May 30, 2008		Student Payroll Table Set-Up (Recommendation)		X	
	June 1, 2008		Maps - Cash Flow Authority		X	
	June 15, 2008		Load Maps Budget Information	X		
	July 1, 2008		Open Transactions - PV, XV, EV, CM, JC			X
	October 31, 2008		FICA and Medicare Rates and FICA Limits Updated	X		X
	November 1, 2008		HR Insurance Rates. Enter insurance rates for the new calendar year.			X
	December 1, 2008		Update Student Payroll Tax Tables and Tax Treaty Information	X		
	December 4, 2008		Discuss FY 2010 Calendar with Finance User Group	X	X	