

MNSCU FISCAL CALENDAR - CLOSING FY 2009

Updated 8/11/2009 *Dates are tentative and subject to change.*

Module or Process	Date	Time	Function	System Office	Institution	ITS
Close FY 2009						
	May 18, 2009		Impressed Cash (IMP) is verified to MMB	X		
MnSCU Acctng	June 1, 2009		Financial Reporting Requirements	X	X	
MnSCU Student PR	June 24, 2009		Contact Brenda Larter, MHESO,(651) 355-0612 or brenda.larter@state.mn.us, for State Workstudy reporting format changes, file changes and last date to file.	X		X
MAPS	July 1, 2009		Balance Forward requests for Grant Appropriations		X	
MnSCU PCS	July 1, 2009		Cancel PO's in Status of 050		X	
MnSCU PCS	July 1, 2009		Confirm that institutions aren't running out of purchase order numbers. Compare system created purchase order numbering to manually created purchase order numbers. If necessary, modify NBR_HEADER where ENT_NAME = PO_MAIN & FLD_NAME = PO_NBR.			X
MAPS	July 11, 2009		Run Maps Interface Program to move summer session to correct fiscal year			X
SEMA4	July 21, 2009	12:00 PM	Last day to submit FY09 Relocation and Corrections to Payroll Services		X	
SEMA4	July 23, 2009	3:00 PM	Last day to settle FY09 Travel Advances - PPE 7/21/09		X	
SEMA4	July 23, 2009	3:00 PM	Last day to enter FY09 Business Expenses and Business Expense Transfers - PPE 7/21/09		X	
SEMA4	July 24, 2009	12:00 PM	SEMA4 - Last day to process FY09 Retro Pay and Prior Period Adjustments - PPE 7/21/09 - Last date to enter is noon on 7/24/09 for prior period adjustments. Retroactive pay adjustments must be entered before mass time entry is processed for PPE 7/21/09.		X	
MnSCU AR	July 24, 2009		Run Accounts Receivable Roll in Query Mode and clean up potential problems		X	
MnSCU Student PR	July 31, 2009		Fund Transfers Completed for Student Payroll		X	
SEMA4	July 31, 2009	12:00 PM	SEMA4 - Last day to enter FY09 Mass Expense Transfers - PPE 7/21/09 Can enter through noon on 07/31/09.		X	
MAPS	August 7, 2009		Last day to make payments against 2009 Cash Flow Assistance			
MAPS & MnSCU Acctg	August 7, 2009		System Office Chargebacks entered into institution's database	X		
MnSCU AR	August 7, 2009		Roll Accounts Receivable Balances - close calc prior to roll			X
MAPS	August 13, 2009		Last day to submit appropriation transfers in MAPS.			
MnSCU PCS	August 14, 2009		PCS - Roll Purchase Orders - (recommended date)		X	
MAPS	August 14, 2009		Clean-up Negative Cash Balances in MAPS		X	
MnSCU Acctng	August 14, 2009		Chargebacks moved to appropriate cost centers		X	
MnSCU Acctng	August 14, 2009		MnSCU Closed - Close all transactions except for PR, EN, EF, CB			X
MAPS	August 19, 2009		MAPS - Last day to process transactions		X	
MAPS & SEMA4	August 19, 2009		MAPS Closed for FY 2009- 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.			
MnSCU HR/PR	November 1, 2009		Payroll projection and posting process (HR2200) is stopped for FY 2009. Changes to HR assignments will no longer result in changes to encumbrance or payroll transactions.			X
MnSCU Acctng	November 1, 2009		Close Transactions PR, EN, and EF.	X		
MnSCU Acctng	January 29, 2010		Reverse open encumbrances for the year being closed prior to updating fund balances			X
MnSCU Acctng	January 30, 2010		Close CB transactions			X
MnSCU Acctng	January 30, 2010		Update Fund Balances			X