

**BFS GENERAL LEDGER SYSTEM MONTHLY CLOSE SCHEDULE - Campus Schedule
FOR THE MONTHS OF JUNE AND JULY 2016 (revised 08-05-16)**

DESCRIPTION	LEDGER/ SYSTEM	TIME	JUNE 2016	JULY 2016
Enter all PRT requests for new positions, title code chg, add'l FTE	PermBudg/PRT	9:00 p.m.	14-Jun	-
Make PRT chartfield changes, decrease FTE, eliminate a position, or link/unlink	PermBudg/PRT	9:00 p.m.	14-Jun	-
Enter Permanent Budget non-salary journals	PermBudg	9:00 p.m.	17-Jun	-
Enter Permanent Budget transfers involving recharge or revenue rebudgets	PermBudg	9:00 p.m.	17-Jun	-
Permanent Budget journal & PRT not available to campus users	PermBudg/PRT	-	6/18 - 8/11	-
July TempBudg and Actuals Ledger available to campus for 2016-17 transactions	TempBudg/Actuals	-	-	1-Jul
CBR assessment	Actuals	9:00 p.m.	1-Jul	9-Aug
Approve on-line initiating Intercampus Financial Journal entries for June	Actuals	5:00 p.m.	5-Jul	-
Last Batch Interface Submission to BFS	TempBudg/Actuals	8:30 p.m.	8-Jul	4-Aug
Approve on-line Recharge Financial Journal entries for June	Actuals	9:00 p.m.	8-Jul	-
Central Allocation - Work Study, AFC, IDC and CSS	TempBudg/Actuals	9:00 p.m.	11-Jul	15-Aug
Enter all other June TempBudg Jrnls / Review on-line Financial Jrnls - Campus Units	TempBudg/Actuals	9:00 p.m.	13-Jul	-
Balances for Permanent Budget in BAIRS	PermBudg	9:00 a.m.	22-Jul	17-Aug
Central Units - review on-line Financial Jrnls and Temporary Budget Jrnls - June	TempBudg/Actuals	5:00 p.m.	5-Aug	-
Enter all other July Temporary Budget Jrnls	TempBudg	9:00 p.m.	-	5-Aug
Review on-line Financial Jrnls	Actuals	9:00 p.m.	-	10-Aug
General allocation and departmental initial transfers in accounts 71110/71290/75101	Actuals	9:00 a.m.	-	10-Aug
Month-End Temporary Budget and Actuals Data in BAIRS	TempBudg/Actuals	7:00 a.m.	12-Aug	19-Aug
Month-End Actuals Data in CalPlanning	Actuals	2:00 p.m.	19-Aug	19-Sep