

**BFS GENERAL LEDGER SYSTEM MONTHLY CLOSE SCHEDULE - Campus Schedule
FOR THE MONTHS OF JUNE AND JULY 2017**

DESCRIPTION	LEDGER/ SYSTEM	TIME	JUNE 2017	JULY 2017
Enter Permanent Budget transfers involving recharge or revenue rebudgets	PermBudg	9:00 p.m.	16-Jun	-
Permanent Budget journal & PRT not available to campus users	PermBudg/PRT	-	6/19-8/13	-
July TempBudg and Actuals Ledger available to campus for 2017-18 transactions	TempBudg/Actuals	-	-	1-Jul
CBR assessment	Actuals	9:00 p.m.	3-Jul	8-Aug
Approve on-line initiating Intercampus Financial Journal entries for June	Actuals	5:00 p.m.	5-Jul	-
Approve on-line Recharge Financial Journal entries for June	Actuals	9:00 p.m.	7-Jul	-
Last Batch Interface Submission to BFS*	TempBudg/Actuals	8:30 p.m.	10-Jul	7-Aug
Enter all other July Temporary Budget Jrnls/Review on-line Financial Jrnls	TempBudg/Actuals	9:00 p.m.	-	9-Aug
Central Allocation - Work Study, AFC and IDC	TempBudg/Actuals	9:00 p.m.	11-Jul	10-Aug
Enter all other June TempBudg Jrnls / Review on-line Financial Jrnls - Campus Units	TempBudg/Actuals	9:00 p.m.	13-Jul	-
Central Units - review on-line Financial Jrnls and Temporary Budget Jrnls - June	TempBudg/Actuals	5:00 p.m.	28-Jul	-
Month-End Temporary Budget and Actuals Data in BAIRS**	TempBudg/Actuals	7:00 a.m.	3-Aug	11-Aug
Month-End Actuals Data in CalPlanning - Reporting Appl.***	Actuals	2:00 p.m.	3-Aug	11-Aug
Month-End Actuals Data in CalPlanning - Planning Appl.***	Actuals	9:00 a.m.	3-Aug	19-Sep
Balances for Permanent Budget in BAIRS	PermBudg	9:00 a.m.	11-Aug	19-Aug

*This is the last day/time to submit a GL upload file to BFS. If there is an upload error, the file may not be processed in BFS-GL for the month.

** A BFS/BAIRS listserv message will be sent when it is confirmed that the final month-end tempbudg and actuals are in BAIRS. To subscribe to the BFS/BAIRS listserv, go to <http://www.bai.berkeley.edu/support/listserv.htm>

***Check the CalPlanning home page for the most up-to-date information regarding data in CalPlanning. Go to <http://calplanning.berkeley.edu>