

UTS Month End Close Calendar 2008 - Oracle Applications

	December	January	February	March	April	May	June	July	August	September	October	November	December
Public Holidays:	Dec 25 - 31	Jan 1 & 28		Mar 21 & 24	Apr 25		Jun 9				Oct 6		Dec 25 - 31
PAYROLL													
1st Pay Period / Transfer to GL	Dec 13 (Thurs)	Jan 10 (Thurs)	Feb 7 (Thurs)	Mar 6 (Thurs)	Apr 3 (Thurs)	May 1 (Thurs)	Jun 12 (Thurs)	Jul 10 (Thurs)	Aug 7 (Thurs)	Sept 4 (Thurs)	Oct 2 (Thurs)	Nov 13 (Thurs)	Dec 11 (Thurs)
2nd Pay Period / Transfer to GL	Dec 27 (Thurs)	Jan 24 (Thurs)	Feb 21 (Thurs)	Mar 20 (Thurs)	Apr 17 (Thurs)	May 15 (Thurs)	Jun 26 (Thurs)	Jul 24 (Thurs)	Aug 21 (Thurs)	Sept 18 (Thurs)	Oct 16 (Thurs)	Nov 27 (Thurs)	Dec 25 (Thurs)
3rd Pay Period / Transfer to GL						May 29 (Thurs)					Oct 30 (Thurs)		
MONTH END PROCESSES													
AR/CM/Purchasing	Jan 9 (Wed)	Feb 1 (Fri)	Mar 3 (Mon)	Apr 1 (Tue)	May 1 (Thurs)	Jun 2 (Mon)	Jul 1 (Tue)	Aug 1 (Fri)	Sept 1 (Mon)	Oct 1 (Wed)	Nov 3 (Mon)	Dec 1 (Mon)	Jan 2 (Fri)
Fixed Assets	Jan 10 (Thurs)	Feb 4 (Mon)	Mar 4 (Tue)	Apr 2 (Wed)	May 2 (Fri)	Jun 3 (Tue)	Jul 2 (Wed)	Aug 4 (Mon)	Sept 2 (Tue)	Oct 2 (Thurs)	Nov 4 (Tue)	Dec 2 (Tue)	Jan 5 (Mon)
GL Journals (Faculties & Divisions)		Feb 6 (Wed)	Mar 6 (Thurs)	Apr 4 (Fri)	May 6 (Tue)	Jun 5 (Thurs)	Jul 4 (Fri)	Aug 6 (Wed)	Sept 4 (Thurs)	Oct 7 (Tue)	Nov 6 (Thurs)	Dec 4 (Thurs)	
GL Close Period / Run FSG Reports		Feb 7 (Thurs)	Mar 7 (Fri)	Apr 7 (Mon)	May 7 (Wed)	Jun 6 (Fri)	Jul 7 (Mon)	Aug 7 (Thurs)	Sept 5 (Fri)	Oct 8 (Wed)	Nov 7 (Fri)	Dec 5 (Fri)	
Publish Reports		Feb 12 (Tue)	Mar 12 (Wed)	Apr 10 (Thurs)	May 12 (Mon)	Jun 12 (Thurs)	Jul 10 (Thurs)	Aug 12 (Tue)	Sept 10 (Wed)	Oct 13 (Mon)	Nov 12 (Wed)	Dec 10 (Wed)	
Management Packs				Apr 10 (Thurs)			Jul 10 (Thurs)			Oct 13 (Mon)			
SEM													
Senior Executive Meeting Weekly; Fridays 8:30am - 12pm			Feb 15 Jan Report	Mar 14 Feb Report	Apr 11 Mar Report	May 16 Apr Report	Jun 13 May Report	Jul 11 Jun Report	Aug 15 Jul Report	Sep 12 Aug Report	Oct 17 Sep Report	Nov 14 Oct Report	Dec 12 Nov Report
Management Reports to SEM			Feb 12 (Tue)	Mar 11 (Tue)	Apr 8 (Tue)	May 13 (Tue)	Jun 10 (Tue)	Jul 8 (Tue)	Aug 12 (Tue)	Sept 9 (Tue)	Oct 14 (Tue)	Nov 11 (Tue)	Dec 9 (Tue)
Finance User Group			Feb 27 (Wed)	Mar 26 (Wed)	Apr 30 (Wed)	May 28 (Wed)	Jun 25 (Wed)	Jul 30 (Wed)	Aug 27 (Wed)	Sept 24 (Wed)	Oct 29 (Wed)	Nov 26 (Wed)	
Pre-Finance Committee			Feb 4 (Mon)		Mar 31 (Mon)	May 26 (Mon)		Jul 28 (Mon)		Sept 22 (Mon)		Nov 17 (Mon)	
Finance Committee			Feb 5 (Tue)		Apr 1 (Tue)	May 27 (Tue)		Jul 29 (Tue)		Sept 23 (Tue)		Nov 18 (Tue)	
			Feb 6 (Joint Meeting)		Feb Report	Apr Report		Jun Report		Aug Report		Oct Report	
			Papers Due Jan 29		Papers Due Mar 25		Papers Due May 20		Papers Due Jul 22 (incl. High Level Budget Paper)		Papers Due Sept 16		Papers Due Nov 11 (incl. Budget Paper)
VCC													
Lvl 4a Meeting Room 10:30am-1pm, followed by lunch			Feb 1 (Fri)		Apr 18 (Fri)	May 29&30 (Thurs & Fri)			Aug 8 (Fri)		Oct 3 (Fri)		Dec 12 (Fri)
			Mini Retreat			Retreat			Jul Report		Sept Report		Nov Report
Senior Leaders Group													
Large Training Room CB10.06 10am-4pm, incl. lunch				Mar 14 (Fri)			Jun 20 (Fri)			Sept 5 (Fri)		Nov 7 (Fri; Snr Managers Forum)	
				Feb Report			May Report			July Report		Sept Report	
Council													
			Feb 27 (Wed)	Mar 12 (Wed; reserve)	Apr 16 (Wed)		Jun 18 (Wed)		Aug 20 (Wed)		Oct 22 (Wed)	Nov 19 (Wed; reserve)	Dec 10 (Wed)
			Papers Due Feb 19	Papers Due Mar 4	Papers Due Apr 8		Papers Due Jun 10		Papers Due Aug 12		Papers Due Oct 14	Papers Due Nov 11	
Audit & Review Committee													
			Feb 6 (Wed w/ Fin. C'tee)	Mar 31 (Mon)				Jul 21 (Mon)		Sept 15 (Mon)		Nov 10 (Mon)	
			Papers Due Feb 1	Papers Due Mar 18				Papers Due Jul 9		Papers Due Sept 3		Papers Due Oct 29	