MEDICAL UNIVERSITY OF SOUTH CAROLINA
FY2017 YEAR END CLOSE OUT SCHEDULE

To help users make these deadlines, SmartStream Financials will be available for Finance and Rolled out areas for entry until 5:30 PM the weekends of June 10th-11th, 17th-18th, 24th-25th, and July 1st-2nd.

PLEASE KEEP ENTRIES AS CURRENT AS POSSIBLE (DAILY)
If your department does not enter your own SmartStream work, PLEASE allow adequate time for documents to reach Accounting Services to ensure entry by deadlines. (IITs, Receivers, Journal entry requests, etc).

Monday, June 12th
- All PEAR forms must be submitted by noon for processing in the old year.
- The last day to process FY17 purchases through SciQuest/Marketplace for hosted or punch-out vendors and non-catalog orders under $10,000 should be placed by June 12, 2017 to be paid in the current fiscal year (June 30, 2017). The item/service must be received, invoiced and entered by AP no later than June 30, 2017. Orders may be placed through punch-out or hosted vendors after this date but payment cannot be guaranteed in FY17.
- For new year purchases, please contact your University buyer.
- Last day to request routine entries for May activity through Accounting Services. Prior months requests should already have been addressed.

Saturday, June 17th
- SmartStream available for use until 5:30 PM.

Sunday, June 18th
- Journal entries approved and Ledger posted Sunday at 5:30/6:00. Darkwing/Avail. Balance will reflect these updates Monday morning.

Monday, June 19th
Saturday, June 24\textsuperscript{th}
- SmartStream available for use until 5:30 PM.

Sunday, June 25\textsuperscript{th}
- Ledger and AP posted Sunday night at 5:30/6:00 to pick up weekend entry to be reflected in Darkwing Monday morning.

Thursday, June 29\textsuperscript{th}

Friday, June 30\textsuperscript{th}
- 12:00 Noon – Deadline for Ledger maintenance requests (CAMR) to Accounting Services for processing in the old year.
- Single accounts will be added as needed to process old year work.
- Please continue to submit CAMR’S and project closure requests. These will be worked up and processed when FY18 is open. Emergencies will be handled on an as needed basis.
- Last day for University Procurement in FY17.
- Last day for University Accounts Payable processing in FY17.
- Student cash and check payments received in the Bursar’s Office by noon will be posted in the current fiscal year. Datatel will be closed as usual on June 30.

ENTRY IS FOR FY17 ONLY
IDT’S or invoices should not be entered if FY18.

Monday, July 3\textsuperscript{rd} (Smartstream available for use)
- Last day for Authority AP to enter invoices.
- Last day for departments to submit IIT’s for entry by Accounting Services for June activity.
- Please hold off entering FY18 journal entries into Smartsteam until the New Year opens.
- Process Keane/Epic file notifying Authority.
- Authority Purchasing Card file due.
- Partial University Purchasing Card file due by noon.
Tuesday, July 4th
- Smartstream NOT available for use. The system will be cloaked.
- Accounting Services to run year-end processes.

Wednesday, July 5th
- University and Authority AP will be working in New Year FY18.
- Last day for rolled out areas to process FY17 IIT’s.

Thursday, July 6th
- Last day to request routine journal entries to correct allocation errors or transfer funds through Accounting Services. (MUCU)
- Last day to process IDT’S for Grant UDAKS. Last day for routine Grant journal entries.

Friday, July 7th
- Grants Accounting receives the system early this morning to calculate IDC.
- No entries into Grant UDAKs allowed after IDC is calculated. Grants is closed for the year.

Monday, July 10th
- At this point the Budget Office, Property Control, Hospital Fiscal Affairs, and Student Accounting exclusively own the system.
- Any departmental entries into ledger attempted this week will be deleted and the user will be notified to re-do in new year

Tuesday, July 11th
- SMARTSTREAM UNAVAILABLE FOR GENERAL USE. Hospital Fiscal Affairs, Budget, Property Control, and Student Accounting will have the system to review and prepare entries.

Wednesday, July 12th
- SMARTSTREAM UNAVAILABLE FOR GENERAL USE. Property Control and Student Accounting will have the system until 11 AM to make final reviews and prepare entries.
- No interentity journals between the University and Authority after 11 AM.
- The system will be cloaked at noon and unavailable to all except the Budget Office and Hospital Fiscal Affairs for their final reviews.
Thursday, July 13th

- SMARTSTREAM UNAVAILABLE FOR USE.
- Finance to complete the final year end processes.

Friday, July 14th

- New Year opens for all activity.

Monday, July 17th

- Budfund files loaded for 2018 non-state funds.
- Available Balance icon updated and available.
- Month-end reports available on-line.