

July 5, 2017

MEMORANDUM

TO: Agency Fiscal Officers

FROM: Melinda L. Pearson, Director
General Accounting

SUBJECT: Cardinal Period Open/Close Schedule

Following is the Cardinal Period Open/Close Schedule the Department of Accounts will observe for Fiscal Year 2018.

The Period Open Date is the date the General Ledger in Cardinal will be opened to accept data for that particular period. The Pre-Period Close Date is the date files from interface agencies must be received to post in the period being closed. On the Period Close Date only on-line entries and spreadsheet journal entries can be posted in Cardinal for the period being closed. Agencies must establish their own internal cut-off to allow sufficient time for transactions to post in Cardinal by the dates established below. Please pay particular attention to the journal date being entered when two periods are open in the General Ledger module. Deposit Certificate data must be submitted by 5:00 p.m. on the first working day of the next month. Agencies are not required to submit Deposit Certificate documentation to DOA.

Important Cut-off Times:

- 6:00 p.m. File transfers must be complete to be included in that night's edit.
- 6:30 p.m. On-line data entry must be complete.

Changes to this schedule will be communicated on the Cardinal Message Board.

Period	Period Open Date	Pre-Period Close Date	Period Close Date*
July	-	8/7/2017	8/8/2017
August	7/27/2017	9/7/2017	9/8/2017
September	8/29/2017	10/5/2017	10/6/2017
October	9/27/2017	11/7/2017	11/8/2017
November	10/27/2017	12/7/2017	12/8/2017
December	11/28/2017	1/5/2018	1/8/2018
January	12/27/2017	2/7/2018	2/8/2018
February	1/29/2018	3/7/2018	3/8/2018
March	2/26/2018	4/6/2018	4/9/2018
April	3/28/2018	5/7/2018	5/8/2018
May	4/26/2018	6/7/2018	6/8/2018
June	5/29/2018	7/3/2018	07/04/2018 **

*All entries must be edited, budget checked and posted by 4:00 pm.

** Estimated date for Preliminary Close