

July 20, 2020

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 2021.

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	-	08/06/2020	08/07/2020
August	07/29/2020	09/03/2020	09/04/2020
September	08/27/2020	10/07/2020	10/08/2020
October	09/28/2020	11/05/2020	11/06/2020
November	10/28/2020	12/07/2020	12/08/2020
December	11/24/2020	01/07/2021	01/08/2021
January	12/29/2020	02/05/2021	02/08/2021
February	01/27/2021	03/05/2021	03/08/2021
March	02/24/2021	04/07/2021	04/08/2021
April	03/29/2021	05/06/2021	05/07/2021
May	04/28/2021	06/07/2021	06/08/2021
June	05/26/2021	07/03/2021	07/04/2021**

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

** Estimated date for Preliminary Close