

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 LABOR DAY	4 AR Monthly Close	5 3:00 PM Deadline for SWAP approval for August 5:00 PM Deadline for SFTP of external source systems for August	6 3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for August	7 8:30 AM JSA/LD Authorization for September may begin GL begin August month end close process	8
9	10 5:00 PM GL close for August AP Daily Push	11 Final August GL information available in the Data Warehouse AP Daily Push	12 AP Daily Push	13 AP Daily Push	14 AP Daily Push	15
16	17 AP Daily Push FA Checklists Due	18 AP Daily Push	19 AP Daily Push Process Fixed Assets	20 AP Daily Push	21 AP Daily Push	22
23	24 AP Daily Push	25 AP Daily Push	26 AP Daily Push	27 AP Daily Push	28 AP Daily Push	29
30						

2007

October



1
AR Monthly Close

Tue
2
3:00 PM Deadline for SWAP approval for September
5:00 PM Deadline for SFTP of external source systems for September

Wed
3
3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for September

Thu
4
8:30 AM JSA/LD Authorization for October may begin
GL begin
September month end close process

Fri
5
5:00 PM GL close for September
AP Daily Push

Sat
6

7

8
Final September GL information available in the Data Warehouse
AP Daily Push

9
AP Daily Push

10
AP Daily Push

11
AP Daily Push

12
AP Daily Push

13

14

15
AP Daily Push

16
AP Daily Push
FA Checklists Due

17
AP Daily Push

18
AP Daily Push
Process Fixed Assets

19
AP Daily Push

20

21

22
AP Daily Push

23
AP Daily Push

24
AP Daily Push

25
AP Daily Push

26
AP Daily Push

27

28

29
AP Daily Push

30
AP Daily Push

31
AP Daily Push

2007

November

		<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 AR Monthly Close	2 3:00 PM Deadline for SWAP approval for October 5:00 PM Deadline for SFTP of external source systems for October	3
4	5 3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for October	6 8:30 AM JSA/LD Authorization for November may begin GL begin October month end close process	7 5:00 PM GL close for October AP Daily Push	8 Final October GL information available in the Data Warehouse AP Daily Push	9 AP Daily Push	10
11	12 AP Daily Push	13 AP Daily Push	14 AP Daily Push	15 AP Daily Push FA Checklists	16 AP Daily Push	17
18	19 AP Daily Push Process Fixed Assets	20 AP Daily Push	21 AP Daily Push	22 Thanksgiving Day	23 Recess Day	24
25	26 AP Daily Push	27 AP Daily Push	28 AP Daily Push	29 AP Daily Push	30 AP Daily Push	

2007

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 AR Monthly Close	4 3:00 PM Deadline for SWAP approval for November 5:00 PM Deadline for SFTP of external source systems for November	5 3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for November	6 8:30 AM JSA/LD Authorization for December may begin GL begin November month end close process	7 5:00 PM GL close for November AP Daily Push	8
9	10 Final November GL information available in the Data Warehouse AP Daily Push	11 AP Daily Push	12 AP Daily Push	13 AP Daily Push	14 AP Daily Push	15
16	17 AP Daily Push FA Checklists	18 AP Daily Push	19 AP Daily Push Process Fixed Assets	20 AP Daily Push	21 AP Daily Push	22
23	24 Christmas Eve	25 Christmas Day	26 Recess	27 Recess	28 Recess	29
30	31 New Year's Eve Recess					

2007

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 New Year's Day	2 AR Monthly Close	3	4 3:00 PM Deadline for SWAP approval for December 5:00 PM Deadline for SFTP of external source systems for December	5
6	7 3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for December	8 8:30 AM JSA/LD Authorization for January may begin GL begin December month end close process	9 5:00PM GL close for December AP Daily Push	10 Final December GL information available in the Data Warehouse AP Daily Push	11 AP Daily Push	12
13	14 AP Daily Push	15 AP Daily Push FA Checklists	16 AP Daily Push	17 AP Daily Push	18 AP Daily Push Process Fixed Assets	19
20	21 MLK Jr. Holiday	22 AP Daily Push	23 AP Daily Push	24 AP Daily Push	25 AP Daily Push	26
27	28 AP Daily Push	29 AP Daily Push	30 AP Daily Push	31 AP Daily Push		

2008

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 AR Monthly Close	2
3	4 3:00 PM Deadline for SWAP approval for January 5:00 PM Deadline for SFTP of external source systems for January	5 3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for January	6 8:30 AM JSA/LD Authorization for February may begin GL begin January month end close process	7 5:00 PM GL close for January AP Daily Push	8 Final January GL information available in the Data Warehouse AP Daily Push	9
10	11 AP Daily Push	12 AP Daily Push	13 AP Daily Push	14 AP Daily Push	15 AP Daily Push FA Checklists	16
17	18 AP Daily Push	19 AP Daily Push Process Fixed Assets	20 AP Daily Push	21 AP Daily Push	22 AP Daily Push	23
24	25 AP Daily Push	26 AP Daily Push	27 AP Daily Push	28 AP Daily Push	29 AP Daily Push	

2008

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 AR Monthly Close	4 3:00 PM Deadline for SWAP approval for February 5:00 PM Deadline for SFTP of external source systems for February	5 3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for February	6 8:30 AM JSA/LD Authorization for March may begin GL begin February month end close process	7 5:00 PM GL close for February AP Daily Push	8
9	10 Final February GL information available in the Data Warehouse AP Daily Push	11 AP Daily Push	12 AP Daily Push	13 AP Daily Push	14 AP Daily Push	15
16	17 AP Daily Push FA Checklists	18 AP Daily Push	19 AP Daily Push Process Fixed Assets	20 AP Daily Push	21 GOOD FRIDAY Closed	22
23	24 AP Daily Push	25 AP Daily Push	26 AP Daily Push	27 AP Daily Push	28 AP Daily Push	29
30	31 AP Daily Push					


2008

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 AR Monthly Close	2 3:00 PM Deadline for SWAP approval for March 5:00 PM Deadline for SFTP of external source systems for March	3 3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for March	4 8:30 AM JSA/LD Authorization for April may begin GL begin March month end close process	5
6	7 5:00 PM GL close for March AP Daily Push	8 Final March GL information available in the Data Warehouse AP Daily Push	9 AP Daily Push	10 AP Daily Push	11 AP Daily Push	12
13	14 AP Daily Push	15 AP Daily Push FA Checklists	16 AP Daily Push	17 AP Daily Push Process Fixed Assets	18 AP Daily Push	19
20	21 AP Daily Push	22 AP Daily Push	23 AP Daily Push	24 AP Daily Push	25 AP Daily Push	26
27	28 AP Daily Push	29 AP Daily Push	30 AP Daily Push			

2008

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 AR Monthly Close	2 3:00 PM Deadline for SWAP approval for April 5:00 PM Deadline for SFTP of external source systems for April	3
4	5 3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for April	6 8:30 AM JSA/LD Authorization for May may begin GL begin April month end close process	7 5:00 PM GL close for April AP Daily Push	8 Final April GL information available in the Data Warehouse AP Daily Push	9 AP Daily Push	10
11	12 AP Daily Push	13 AP Daily Push	14 AP Daily Push	15 AP Daily Push FA Checklists	16 AP Daily Push	17
18	19 AP Daily Push Process Fixed Assets	20 AP Daily Push	21 AP Daily Push	22 AP Daily Push	23 AP Daily Push	24
25	26 Memorial Day CLOSED	27 AP Daily Push	28 AP Daily Push	29 AP Daily Push	30 AP Daily Push	31

2008

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 AR Monthly Close	3 3:00 PM Deadline for SWAP approval for May 5:00 PM Deadline for SFTP of external source systems for May	4 3:00 PM Deadline for JSA Authorization and LD Distribution Adjustments for May	5 8:30 AM JSA/LD Authorization for June may begin GL begin May month end close process	6 5:00 PM GL close for May AP Daily Push	7
8	9 Final May GL information available in the Data Warehouse AP Daily Push	10 AP Daily Push	11 AP Daily Push	12 AP Daily Push	13 AP Daily Push	14
15	16 AP Daily Push FA Checklists	17 AP Daily Push	18 AP Daily Push Process Fixed Assets	19 AP Daily Push	20 AP Daily Push	21
22	23 AP Daily Push	24 AP Daily Push	25 AP Daily Push	26 AP Daily Push	27 AP Daily Push	28
29	30 AP Daily Push					

2008