

WESTERN WASHINGTON UNIVERSITY ACCOUNTING SERVICES
MONTH END CLOSING SCHEDULE, FISCAL YEAR 2012

SCHEDULED ACCOUNTING CLOSING Closing will occur as early as possible on the day scheduled	AFRS CLOSING SCHEDULE
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MONTH	YEAR	Final date to submit Journal Vouchers (JVs) to Accounting	Final date to submit Uploads to Accounting by 12 noon	SCHEDULED CLOSING DATE System is not available for other transactions. Message will be sent as soon as system has been closed and balanced. Watch your e-mail	AFRS - INTERNAL CLOSING DATE	AFRS DUE IN OLYMPIA
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JULY	2011	Jul 28	Aug 3	Thursday	Aug	4		
AUGUST	2011	Aug 22	Sep 5	Tuesday	Sep	6		
SEPTEMBER	2011	Sep 22	Oct 5	Thursday	Oct	6		
OCTOBER	2011	Oct 21	Nov 3	Friday	Nov	4		
NOVEMBER	2011	Nov 22	Dec 5	Tuesday	Dec	6		
DECEMBER	2011	Dec 22	Jan 4	Thursday	Jan	5		
JANUARY	2012	Jan 23	Feb 3	Monday	Feb	6		
FEBRUARY	2012	Feb 22	Mar 5	Tuesday	Mar	6		
MARCH	2012	Mar 22	Apr 4	Thursday	Apr	5		
APRIL	2012	Apr 23	May 3	Friday	May	4		
MAY	2012	May 22	Jun 5	Wednesday	Jun	6		
JUNE	2012	Jun 22*	Jul 5*	Friday	Jul	6*		
ACCRUAL	Phase 1	Jul 25*	Jul 26*	Friday	Jul	27*		
ACCRUAL	Phase 2	N/A	N/A	September				

The AFRS process requires three internal working days.

*Tentative date – subject to change

Day 1	Internal AFRS process
Day 2	Pass to State
Day 3	Error correction

Distribution:

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If you have questions/comments about this schedule, please call Diane Fuller at Ext. 4002