

August 14, 2015

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 2016.

The Period Open Date is the date Cardinal will be "opened" to accept data for that particular fiscal month. The Pre-Period Close Date is the date entries must be posted in Cardinal in order to interface to CARS for the period being closed. On the Period Close Date only "Do Not Send to CARS" 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 Home Page.

Period	Period Open Date	Pre-Period Close Date	Period Close Date*
July	-	08/06/2015	08/07/2015
August	07/29/2015	09/04/2015	09/08/2015
September	08/27/2015	10/06/2015	10/07/2015
October	09/28/2015	11/06/2015	11/09/2015
November	10/28/2015	12/07/2015	12/08/2015
December	11/24/2015	01/07/2016	01/08/2016
January	12/29/2015	02/05/2016	02/08/2016
February	01/27/2016	03/07/2016	03/08/2016
March	02/25/2016	04/07/2016	04/08/2016
April	03/29/2016	05/06/2016	05/09/2016
May	04/27/2016	06/07/2016	06/08/2016
June	05/26/2016	07/02/2016	07/04/2016**

*Only "Do Not Send to CARS" entries should be posted in Cardinal on the Period Close Date. All entries must be edited, budget checked and posted by 4:00 pm.

** Estimated date for Preliminary Close.