



ACCOUNTING DEPARTMENT

Date: October 12, 2012

Subject: Accounting Closing Schedule for FY13

DOE requires a Summary of Cash report on the 1st workday by Noon and a successfully transmitted STARS file on the 2nd workday by Noon. To meet these deadlines, all cost transfer requests, chargeback adjustments, and service accruals from the Divisions and Sections must be received by Accounting throughout the month. All final requests are to be received in Accounting **by 10:00 a.m. on the dates listed below for the closing month. These dates represent the system cut-off dates (except September {see note below})**. Entries must have an expenditure item date in the current month and no later than the dates indicated below.

- Cost transfer, chargeback adjustments and service accrual requests should be sent to the email address: monthendclose@fnal.gov.
- ****NEW**** Spares inventory transaction requests should be sent to the email address: spares-inventory@fnal.gov.

FY13 Accounting Closing Schedule

Month to be Closed	Day Transactions are Due from the Field by 10:00 a.m.	Expenditure Item Date no later than	FYI - Timecard Entries Included Through
October	October 29	October 28	October 21
November	November 28	November 25	November 25
December	December 26	December 23	December 23
January	January 29	January 27	January 20
February	February 26	February 24	February 17
March	March 27	March 24	March 24
April	April 26	April 21	April 21
May	May 29	May 26	May 26
June	June 26	June 23	June 23
July	July 29	July 28	July 21
August	August 28	August 25	August 25
September **	See below	September 22	September 22

** For the September Close (year-end close) service receipts are due COB (close of business) September 23rd and cost transfers are due COB September 24th.

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