EMORY UNIVERSITY
Journal Deadlines for Fiscal Year 2010

To ensure the timely processing of transactions in the Compass financial system, journal entries for Fiscal Year 2010 should have completed workflow approvals by the following dates to allow completing the approval and posting process prior to month-end close.

What you need to do

Originators should routinely monitor the workflow approval process for their entries, and if needed, contact the listed approvers and request review in order to meet the monthly deadlines.

Important: Please note the expired entries deletion dates in the following table.

Due dates and deletion dates

Due dates for Office of Grants and Contracts (grant activity) or Controller's Office (other activity):

Month	Journals Due Date	Expired Entries Deletion Date
December 2009	12/29/09	01/15/10
January 2010	01/28/10	02/15/10
February 2010	02/25/10	03/15/10
March 2010	03/30/10	04/15/10
April 2010	04/29/10	05/15/10
May 2010	05/27/10	06/15/10
June 2010	06/29/10	07/15/10
July 2010	07/29/10	08/15/10
August 2010	08/30/10	09/15/10

Allocations (formerly FAS monthly % mechanicals) additions, changes or deletions follow the same schedule as journals.

Submit journal entries early

You are encouraged to submit journal entries before the due dates whenever possible. Early submission allows for more timely and accurate processing of entries and aids in keeping the financial system accurate and current.

Please note that all journal entries on Grants are subject to Emory's Cost Transfer Policy.

Review journals after close

Journals should be reviewed after month-end close for entries that did not post. (In PeopleSoft navigate to: **General Ledger > Review Financial Information > Journals.**)

Expired journals

If a journal does not post during the month specified in the batch header, it will "expire" since the period is closed. You will need to submit the journal the next month by opening the "expired" journal and copying it to create a new journal in the current period. Any supporting documents should be reattached and it must be submitted again for workflow approval. The original "expired" entry should then be deleted.

Note: On the 15th of the month, all entries from the prior periods will be deleted.

Thank you for promptly submitting your entries. If you have questions, please contact Compass Support at 7-7000.