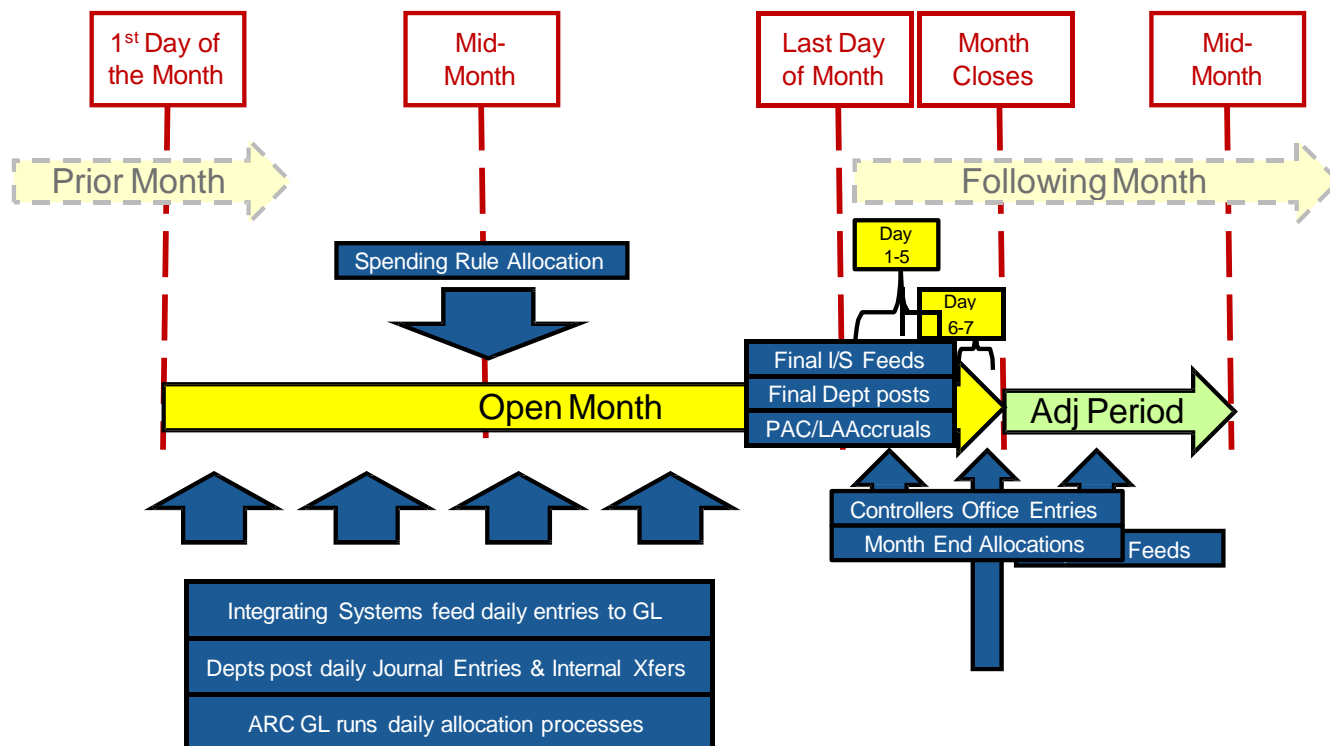


Monthly Processing and Closing Calendar in ARC

The following is a reference document designed to outline the new monthly processing and closing calendar after the transition to ARC. The months of March / April have been used as an example throughout this document.

A. Monthly Processing and Close for the General Ledger

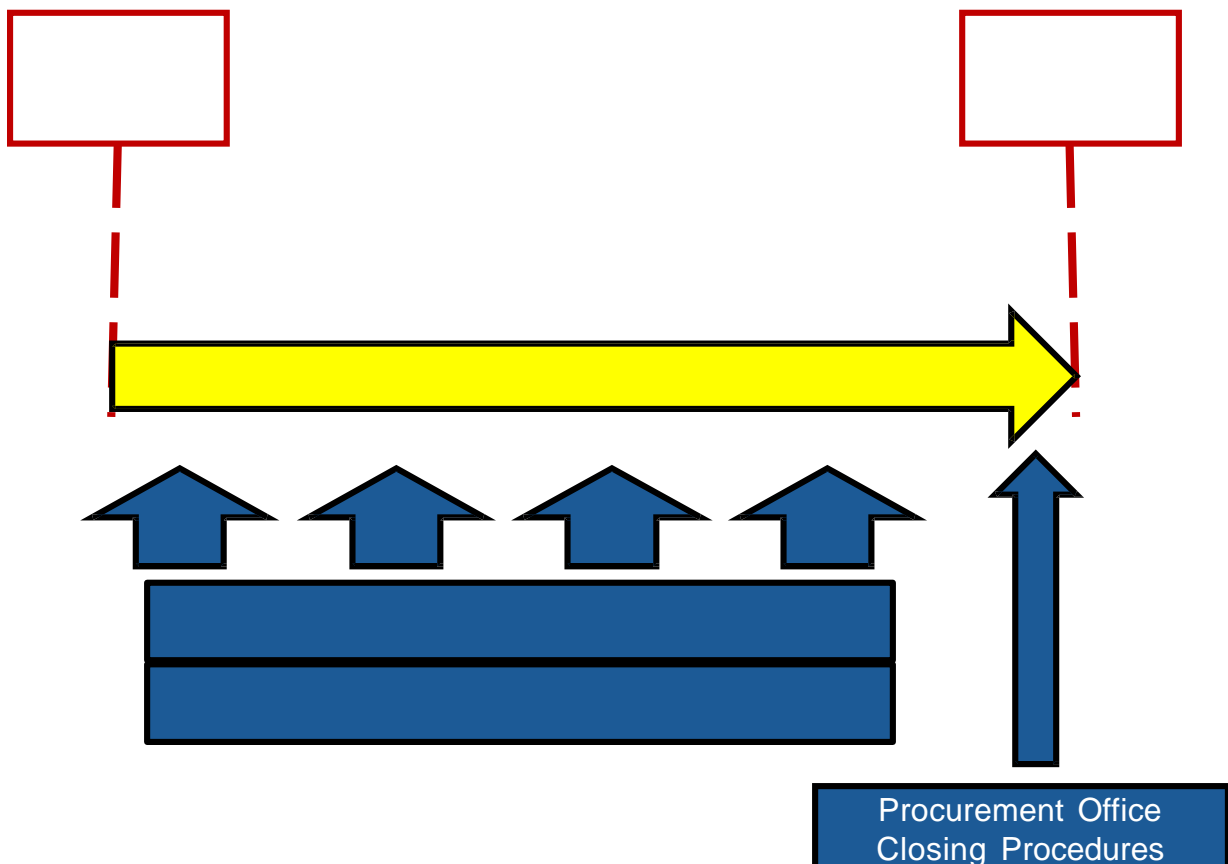
1. From the first calendar day of March through the last calendar day of March: The month is open for regular transaction processing, which includes the following:
 - a. Internal Transfer Journal Entries and General Journal Entries are reflected in real time as posted within ARC (and on a one-day lag in the Financial Data Store)
 - b. Transactions fed from Integrating Systems (such as Student Information Systems) on the feed schedule for the Integrating System
 - c. Allocation entries are processed on a daily basis as scheduled (including spending rule allocations)
2. The first 5 business days of April: The month of March will still be open (as will April), for certain entries, as follows:
 - a. Internal Transfer Journal Entries and General Journal Entries may be posted for either March or April. If it is March, the month of March must be selected by choosing an accounting date within March, as April will be the default at this point.
 - b. Final feeds from Integrating Systems (as scheduled)
 - c. Final allocation entries
3. Business days 6 and 7 of April: the Office of the Controller may run special processes and post additional entries related to the month of March.
4. Adjustment Periods: During the year, the Office of the Controller has the option to open an adjustment period to post entries in a month that has already been closed.
5. The following is a schematic of the General Ledger Processing and Closing Calendar:



B. Procurement Transactions

1. The monthly processing calendar for all months will be as follows:
2. From the first calendar day of March through the last calendar day of March, the month is open for regular transaction processing, which includes the following:
 - a. Process Purchase Orders
 - b. Process Vouchers (including Vendor, TBER, Petty Cash, etc.)
3. The first 5 business days of April: the following procedures will take place:
 - a. A system process that accrues to the General Ledger based on unposted vouchers in the AP module. This is necessary because vouchers are not reflected in the General Ledger until ALL approvals are received and budget checked.
 - b. A monthly allocation that accrues POs to the General Ledger for goods where the expected receipt date has passed.

The following is a schematic of the Procurement Processing and Closing Calendar:



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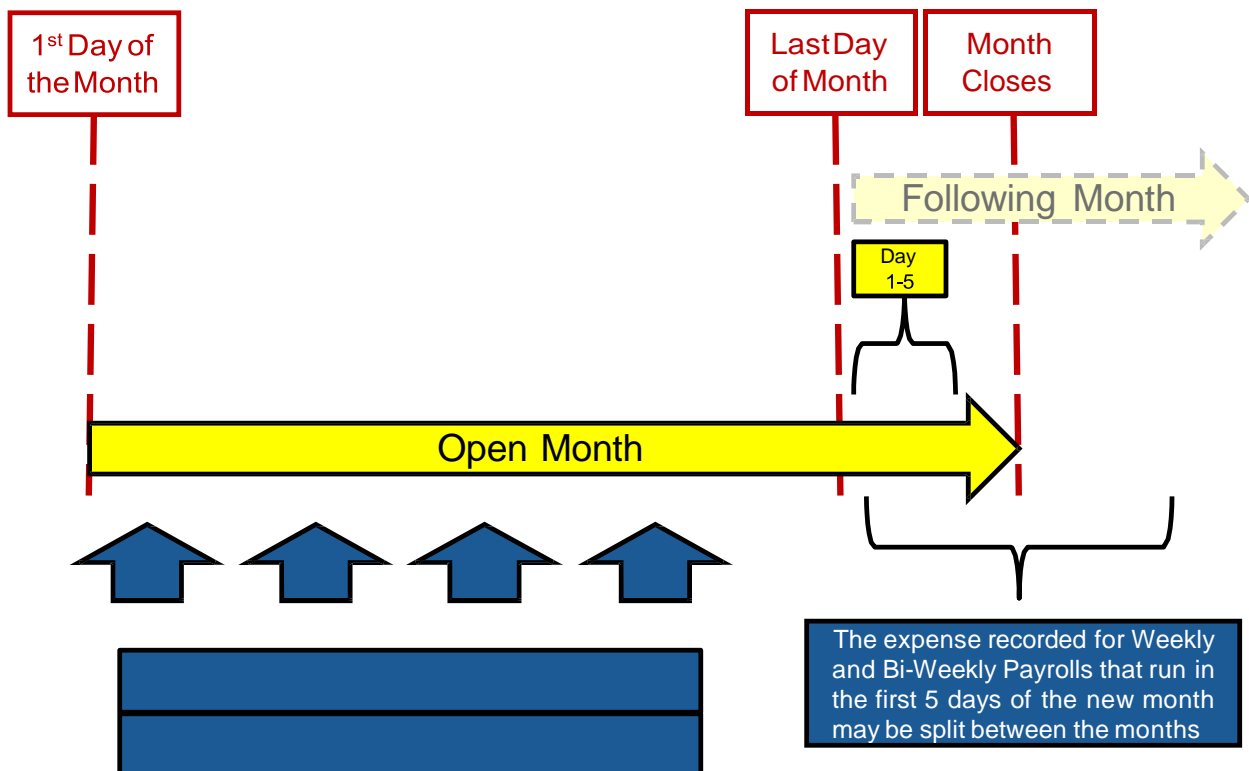


C. Payroll Transactions

The monthly processing calendar will vary from month to month (please see the Pay Calendar on the Finance Gateway). For purposes of the monthly closing and the period to which payroll expense is recorded, please note the following (again, the example of March / April is used):

1. First calendar day of March through last calendar day of March:
 - a. Payments made during the month will generally be recorded in the month in which they take place.
 - b. However, the expense recorded for weekly and bi-weekly payrolls that run within the first 4 business days of April may be split between March and April in order to reflect the amount of pay that was earned, and therefore attributable, to each month.
 - c. Cost Transfers are recorded in the month they are posted.

The following is a schematic of the Payroll Processing and Closing Calendar:

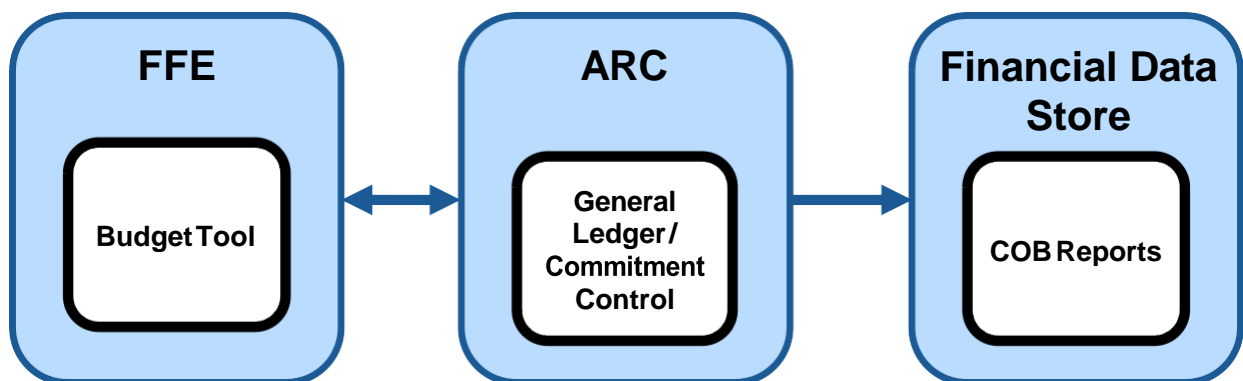


D. Budget Transactions

The processing of the Budget includes feeds between the Budget Tool and ARC, and ARC and the Financial Data Store.

Due to the importance of this information, the feeds are scheduled to run on the following frequency:

- Intraday: 10am, 12pm, 3pm, 5pm
- Nightly: 7pm



E. Reporting Information

Trial Balance, ChartField Statement, COB, and Project Lifecycle reports are key report types that are used to assist in the review of monthly data. These are all accessed from the [ARC Portal](#). These reports are also available for download into Excel for additional analysis.

Once data has been posted to modules in ARC, it will be available for reporting as follows. The following is a chart of the data refresh schedules by report environment:

ARC Production	FDS
Reports: <ul style="list-style-type: none"> • Inquiry • Canned Queries • PeopleSoft Delivered Reports for AP/PO Timing: <ul style="list-style-type: none"> • Actuals data is refreshed in real-time for General Ledger and Procurement Modules • Budget Data is refreshed every 2-3 hours 	Reports: <ul style="list-style-type: none"> • Canned Reports including COB • Data Extracts for ad hoc reporting • Ad-hoc Query access (special permission) Timing: <ul style="list-style-type: none"> • Data is day old – refreshed nightly • Budget Data is refreshed every 2-3 hours