
From: Pay & Effort IBIS System [L-P+E@LISTS.PSU.EDU] on behalf of Terry Walter [TJW134@psu.edu]
Sent: Monday, June 02, 2008 1:20 PM
To: L-P+E@LISTS.PSU.EDU
Subject: 2007-2008 Closing dates for 1002 accounts

INTER-OFFICE EMAIL:

THE FOLLOWING ARE THE YEAR-END CLOSING
DATES FOR THE 1002 CLEARING ACCOUNT
FOR THE FISCAL YEAR 2007-08:

JUNE 18, 2008 JUNE 16TH BI-WEEKLY PAYROLL HAS BEEN
ENTERED INTO THE FINANCIAL SYSTEMS.

JUNE 25, 2008 PRECLEARING REPORTS FOR THE JUNE 16TH
BI-WEEKLY AND JUNE 24TH SALARY
PAYROLLS WILL BE ON EDDS.
THESE REPORTS WILL REFLECT
TRANSACTIONS ENTERED THROUGH
JUNE 24TH AT 5:00 P.M.

JUNE 26, 2008 JUNE BI-W #24 & 25 & SAL #12 PAYROLLS
HAVE BEEN ENTERED INTO THE FINANCIAL
SYSTEMS AND 1002 BALANCES WILL BE
AVAILABLE

JUNE 27, 2008 A 2ND PRECLEARING REPORT FOR THE
JUNE 16TH (BI-W #24 & 25) AND
JUNE 24TH (SAL #12) PAYROLLS WILL BE
AVAILABLE ON EDDS. THESE REPORTS WILL
REFLECT TRANSACTIONS ENTERED THROUGH
JUNE 27, 2008 AT 5 P.M.

JUNE 30, 2008 A 3RD PRECLEARING REPORT FOR
THE JUNE PAYROLLS WILL BE ON EDDS.
THIS REPORT WILL REFLECT TRANSACTIONS
ENTERED THROUGH JUNE 27 AT 5:00 P.M.

JULY 3, 2008 A FOURTH PRECLEARING REPORT FOR
THE JUNE PAYROLLS WILL BE ON EDDS.
THIS REPORT WILL REFLECT TRANSACTIONS
ENTERED THROUGH JULY 2 AT 5 P.M.

JULY 3, 2008 AREAS HAVE UNTIL 5:00 P.M. TO
MAKE ADJUSTMENTS TO THE 1002
CLEARING ACCOUNT FOR THE JUNE PAYROLLS.
AIS WILL BEGIN THE CLEARING PROCEDURES
THIS EVENING

JULY 9, 2008 ANY PAYROLL TRANSFERS
CORRECTING ERRORS ON THE 1002 CLEARING
ACCOUNT MUST BE COMPLETED THRU IBIS
BY 4:00 P.M.

FINANCIAL OFFICERS ARE REMINDED THAT
THE 1002 CLEARING ACCOUNT MUST HAVE A

ZERO BALANCE AT THE CLOSE OF THE FISCAL
YEAR.

JULY 9, 2008 THE 1002 CLEARING VOUCHERS WILL
BE AVAILABLE ON EDDS IN THE AFTERNOON