

**TeamWorks Financial System
FY 2013 CLOSE SCHEDULE**

TeamWorks Period	Month	Close Date
1	July	Friday 8/17/2012
2	August	Friday 08/31/2012
3	September (Federal Year End close) (Quarter End)	Close I - Friday 10/05/2012 Close II - Friday 10/12/2012 (For the following selected agencies DCH, DHS, DBHDD, and DPH)
4	October	Wednesday 10/31/2012
5	November	Friday 11/30/2012
6	December (Quarter End)	Friday 01/11/2013
7	January	Thursday 01/31/2013
8	February	Thursday 02/28/2013
9	March (Quarter End)	Friday 04/12/2013
10	April	Tuesday 04/30/2013
11	May	Friday 05/31/2013
12	June (GA Year End)	Friday 7/12/2013
998*	Adjustment Period	Close I - Saturday 07/13/2013 thru Friday 07/19/2013 (at 6:59 pm) Close II - Saturday 07/13/2013 thru Friday 08/02/2013 (at 6:59 pm) (For agencies DCH, DHS, DBHDD, DPH, SHBP, DOE, and GDOT)
999**	Year-End Close Processing	Close I - Friday 07/19/2013 (at 7:00 pm) thru Monday 07/22/2013 (at 7:00 am) Close II - Friday 08/02/2013 (at 7:00pm) thru Monday 08/05/2013 (at 7:00 am) (For agencies DCH, DHS, DBHDD, DPH, SHBP, DOE, and GDOT)

* TeamWorks has a period "998" which is used for adjusting entries. After the adjusting entries are made in 998, the year-end close period "999" is processed to create beginning balances for the new fiscal year.

**** TeamWorks Financials will be unavailable beginning at 7:00 pm on the date specified within the table.**