

## TeamWorks Financials FY 2016 CLOSE SCHEDULE

TeamWorks Accounting Period	Month	Close Date
1	July	Friday 08/14/2015 <b>(Periods 1 &amp; 2 will be opened from 08/01 to 08/14)</b>
2	August	Monday 08/31/2015
3	September <b>(Federal Year End close) (1st Quarter End)</b>	Friday 10/09/2015 <b>(Periods 3 &amp; 4 will be opened from 10/01 to 10/09)</b>
4	October	Friday 10/30/2015
5	November	Monday 11/30/2015
6	December (2nd Quarter End)	Friday 01/08/2016 <b>(Periods 6 &amp; 7 will be opened from 01/01 to 01/08)</b>
7	January	Friday 01/29/2016
8	February	Monday 02/29/2016
9	March (3rd Quarter End)	Friday 04/08/2016 <b>(Periods 9 &amp; 10 will be opened from 04/01 to 04/08)</b>
10	April	Friday 04/29/2016
11	May	Tuesday 05/31/2016
12	June (State Year End close) (4th Quarter End)	Friday 07/15/2016 <b>(Periods 12 &amp; 01 will be opened from 07/01 to 07/15) System will be unavailable beginning Friday (at 7:00 pm) Thru Monday 7/18/2016 (at 7:00 am)</b>
998*	Adjustment Period	<b>Close I</b> - Monday 07/18/2016 (at 7:00 am) thru Friday 07/22/2016 (at 6:59 pm) <b>Close II</b> - Monday 07/18/2016 (at 7:00 am) thru Friday 08/05/2016 (at 6:59 pm) For the following selected agencies <b>DCH, DHS, DBHDD, DPH, SHBP, DOE, and GDOT</b>
999**	Year-End Close Processing	<b>Close I</b> - Friday 07/22/2016 (at 7:00 pm) thru Monday 07/25/2016 (at 6:59 am) <b>Close II</b> - Friday 08/05/2016 (at 7:00pm) thru Monday 08/08/2016 (at 6:59 am) For the following selected agencies <b>DCH, DHS, DBHDD, DPH, SHBP, DOE, and GDOT</b>

\* 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 at 7:00 pm on the date specified within the table.