

**Office of the Chief Financial Officer  
Office of Financial Operations & Systems**

**FY 2012 MONTHLY SOAR CLOSING CALENDAR**

Pd	Month End Date		"IT File Day" - CLEAR BATCHES - Last Day for Agency Work (8th business day of following month)	
	1	Mon	31-Oct-11	Thur
2	Wed	30-Nov-11	Mon	12-Dec-11
3	Sat	31-Dec-11	Thur	12-Jan-12
4	Tues	31-Jan-12	Fri	10-Feb-12
5	Wed	29-Feb-12	Mon	12-Mar-12
6	Sat	31-Mar-12	Wed	11-Apr-12
7	Mon	30-Apr-12	Thur	10-May-12
8	Thur	31-May-12	Tues	12-Jun-12
9	Sat	30-Jun-12	Thur	12-Jul-12
10	Tues	31-Jul-12	Fri	10-Aug-12
11	Fri	31-Aug-12	Thur	13-Sep-12
12	Sun	30-Sep-12	Sat	17-Nov-12
13		31-Sep-12		

**REQUIREMENTS**

*The effect of all business events must be recorded in SOAR within two business days of the actual event.*

*Transactions should be entered into SOAR with an effective date equal to the date of the business event, and a batch date equal to the data entry date.*

*Transactions entered by the Agency must be released from the "IT" file by the Agency within two business days of data entry.*

*Error transactions on the "IT" file that were originally entered by an interface program (such as Payroll) must be corrected by the Agency and released for posting within two business days of the interface.*

*If a transaction requires the OFOS "800" approval, after data entry into SOAR the Agency must forward a copy of the transaction, with the supporting/backup documentation, to the Administrative Assistant within the OFOS Accounting Operations.*

*Transactions will receive the OFOS "800" approval within five business days of the OFOS Accounting Operations receiving from the Agency a paper copy of the transaction, with supporting/backup documentation.*

*All agencies must continually monitor the transactions on their Agency's "IT" file in SOAR.*

*No later than COB on the "IT" file clear date above, each Agency must review their Agency's "IT" file and release for posting, or, if appropriate, delete, all transactions with an effective date on or before the month end date of the period being closed.*