AP.010.080 - Creating a Business Calendar

Purpose	To create a business calendar which includes normal working hours as well as non-working days (holidays) throughout the year.
Description	Adding non-working days (holidays) to Business calendars are optional. Business calendars enable users to verify that transaction processing dates are valid working days. The business calendar is assigned to the disbursement bank account to identify the normal work week and bank holidays. The dates established as non-working days, are used by the system to ensure: • Pay cycles and direct deposit files can only be processed on a regular workday. • General Ledger verifies that the journal date is a working day. If using business calendars to keep track of non-working days, a new business calendar should be setup prior to running a pay cycle in the new calendar year.
Security Role	**BOR_FN_CONFIG_SETUP**
Dependencies/ Constraints	• Business Calendars are already available to be edited or modified for all SetIDs • Only one Business Calendar is allowed per SetID.
Additional Information	Users can also assign business calendars to bank accounts to identify bank holidays.

Procedure

Below are the steps to add non-working days (holidays) to the institution's business calendar.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Click the **Common Definitions** link.
5.	Click the **Calendars/Schedules** link.
6.	Click the **Business Calendar** link.
7.	In the **Holiday List ID** search field, enter the SetID or use the magnifying glass to search for the SetID of the institutions Business calendar.
8.	Click the **Search** button**.**
9.	Verify the Description for the calendar is already be named. (i.e. "28000 Business Calendar.") ***Note***: *the calendar year defaults to the current calendar year.*
10.	To change the calendar year, click in the **Calendar Year** field and select a year to modify non-working days.
11.	Click the **Search** button. ***Note***: *If no results were returned, no non-working days were setup for that calendar year.*
12.	Once the correct year is selected, confirm **Normal Business Days** (Monday-Friday) are selected for this year.
13.	Confirm regular **Working hours per day** (i.e. 8.00) for each Normal Business Day.
14.	To add a new non-working day (holiday), click in the **Date** field.
15.	Enter Calendar Date in the **Date** field.
16.	Click in the **Holiday Name** field and enter a description (for example, New Year's Day).
17.	To add additional non-working days, click the **(+)** icon.
18.	Repeat steps 16-17, until all non-working days are entered.
19.	Click the **Save** button.