Carnegie Mellon University

Finance Division

FY16 Closing Calendar | JUNE 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 30	May 31	1	2	3
	Compensation Review files due to HR	May16-16 Month-End Closing begins		
HOLIDAY		April Redistribution forms (AR, AP, LD & SPA) due to Accounting by 9am		
6	7	8	9	10
				SPA redistributions through 5/31 due 9am
13	14	15	16	17
All Redistributions (AR, AP)		Property Accounting	PRC verified through 6/15	SPA redistributions for
and LD Adj's through 5/31 due to Accounting by 9am		processing all FY16 capital invoices	Employee ERs submitted through 6/15	June first close due by 9an
20	21	22	23	24
PRC approved through 6/15				
Employee ERs approved through 6/15				
Non-Employee ERs approved through 6/15				
Property Accounting System closed for year-end processing				
27	28	29	30	
Approved Compensation Review Reports available			All deposits due to Cash Ops by 2pm	
			LD Labor Schedule deadline by 10pm	

Color Key



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rolled forward to Jul16-17	25	26	27	28	29
Encumbrance Roll Forward					
(done over the weekend)					
GBL Un-/Consolidation	GBL Un-/Consolidation				