Carnegie Mellon University
Finance Division

FY20 Closing Calendar | JUNE 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 25 HOLIDAY	May 26	May 27	May 28	May 29
1 May20-20 Month-End closing begins Redistribution forms (AR, AP, LD & SPA) through April due by 9am	2	3	4	5 SPA AP Redistributions through May due by 9am
8 All Redistributions (AR, AP) and LD Adj's through May due by 9am	9	10 Property Accounting processing all FY20 capital invoices	11	12
15	16 Card transactions verified through 6/15 Employee ERs submitted through 6/15 SPA AP Redistributions not yet submitted for FY20 due by 9am	17 Property Accounting system closed for year-end processing	18 Card transactions approved through 6/15 Employee ERs approved through 6/15 Non-employee ERs approved through 6/15	19
22	23 AP refund and reimbursement deposits due	24	25	26

Color Key

- Financials Data Warehouse/Oracle Data Available
- Salary and PTO Review Dates
- Due Dates for Forms, Feeders, Entries & Deposits
- University Card Deadlines
- Property Accounting Processing/Deadlines
- System (AP, AR, GL) Closing Dates
- GBL Consolidation Dates
- Expense Report (ER) Deadlines
- System Closing Begins
- Payroll Processing/Deadlines
- Miscellaneous

Carnegie Mellon University
Finance Division

FY20 Closing Calendar | JULY 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	1	2	3
	All deposits due to Cash Ops by 2pm* LD Labor Schedule by 10pm	Jun20-20 Month-End closing begins LD Adjustments due by 5pm June Feeder Files due by 5pm GM batches due by 5pm GL JEs due by 5pm CS Feeder File due by 5pm Payroll process monthly sublines by 12pm Payroll process bi-weekly pay by 5pm AP Trial Balance Recon - US AP Close US by 5pm Last inload for Card Trans US Rev and Inv Processing in GM	AP Trial Balance Recon - QAR & AUS AP Close QAR & AUS by 5pm AR Transfer in US, QAR, AUS QAR Rev and Inv Processing in GM June LD data available in FDW Thursday morning US GM data available in Oracle and FDW Thursday morning	HOLIDAY Detail & consolidated GL data available in FDW
6	7	8	9	10
GL Close begins at 8am US, QAR, AUS GL closing GBL consolidations by 5pm Preliminary BMS & AMS posted GL data available in Oracle end of day QAR GM data available in Oracle and FDW Monday morning Non-employee ERs approved through 6/30 by 9am June AP Redistributions due by 5pm All FY20 AP Invoices, including Independent Contractor and Honorariums due by 5pm		START JUNE SECOND CLOSE Card transactions verified through 6/30 Employee ERs submitted through 6/30 LD Adjustments due to SPA by 9am Internal Award forms due to Financial Reporting by 12pm	FORMS DUE BY 9 A.M. Card transactions approved through 6/30 Employee ERs approved through 6/30 FY20 Revenue Invoice forms due June LD Adjustments due International Inter-Company forms due June AR Redistributions due	ALL FORMS, FILES & ENTRIES PROCESSED BY 12 P.M. Advancement file Enrollment entries Feeder & LD Adjustments AP Adjustments GL JEs and GM batches Temporarily restricted (TR) funding source deficit clearing due AP Trial Balance Recon - US AP close US by 5pm US Rev and Inv Processing in GM

*If working remotely, mail checks to P.O. Box 360154, as outlined on page two of the March Finance Bulletin, no later than Monday, June 29, 2020. Contact ap-help@andrew.cmu.edu for all Accounts Payable (AP) deposits. AP deposits should not be mailed to the Cash Operations P.O. Box.

FY20 Closing Calendar | JULY 2020 CONTINUED

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
13 AP Trial Balance Recon - QAR & AUS AP Close QAR and AUS by 5pm AR Close US, QAR and AUS Property Accounting JEs deadline by 5pm US GM data available in Oracle and FDW Payroll Suspense Accruals occur Payroll JEs due by 12pm QAR Rev and Inv Processing in GM Final benefits processing Run GM Web Reports	14 GL Close begins at 8am US, QAR, AUS GL closing GBL consolidations by 5pm GL data available in Oracle end of day QAR GM data available in Oracle and FDW AMS (second close) posted (PM) GM Web Reports posted BMS (Final) posted Change period in FDW Reopen June for closeouts (post-close)	15 Detail & consolidated GL data available in FDW July data available in FDW	16	17 Close June by 5pm GBL Un-/Consolidation Division closeout entries due by 5pm
20	21 Division closeout FINAL Adj entries due (only if notified of AP accruals)	22 GBL Un-/Consolidation	23	24 GL beginning balances rolled forward to Jul20-21 and FY21 Budget Encumbrance roll forward (done over the weekend)
27	28	29	30	31
August 3 Jul20-21 Month-End closing begins	August 4	August 5	August 6	August 7