

Monday	Tuesday	Wednesday	Thursday	Friday
31-May HOLIDAY	1 HOLIDAY	2 May21-21 Month-End closing begins Redistribution forms (AR, AP, LD & SPA) through April due by 9am	3	4
7 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 FY21 capital invoices	11
14	15	16 Card transactions verified through 6/15 Employee ERs submitted through 6/15 SPA AP Redistributions not yet submitted for FY21 due by 9am AP refund and reimbursement deposits due by 5pm	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
21	22	23	24	25
28	29	30 All deposits due to Cash Ops by 2pm* LD Labor Schedules by 10pm LD Adjustments due by 5pm		

*If working remotely, mail checks to P.O. Box 360154, as outlined in the Cash Operations section of the Finance Division COVID-19 Information webpage, no later than Monday, June 28, 2021. 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.

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

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			Jun21-21 Month-End closing begins	AP Trial Balance Recon - QAR & AUS
			June Feeder Files due by 5pm	AP Close QAR & AUS by 5pm
			CS Feeder File due by 5pm	AR Transfer in US, QAR, AUS
			GL JEs due by 5pm	QAR Rev and Inv Processing in GM
			GM batches due by 5pm	June LD data available in FDW Friday morning
			Payroll process monthly sublines by 12pm	US GM data available in Oracle and FDW Friday morning
			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	
5	6	7	8	9
HOLIDAY	GL Close begins at 8am US, QAR, AUS		START JUNE SECOND CLOSE	FORMS DUE BY 9 A.M.
Detail & consolidated GL data available in FDW	GL closing GBL consolidations by 5pm		Card transactions verified through 6/30	Card transactions approved through 6/30
	Preliminary BMS & AMS posted		Employee ERs submitted through 6/30	Employee ERs approved through 6/30
	GL data available in Oracle end of day		LD Adjustments due to SPA by 9am	FY21 Revenue Invoice forms due
	QAR GM data available in Oracle and FDW Tuesday morning		Internal Award forms due to Financial Reporting by 12pm	June LD Adjustments due
	Non-employee ERs approved through 6/30 by 5pm			International Inter-Company forms due to International Finance
	June AP Redistributions due by 12pm			June AR Redistributions due
	All FY21 AP Invoices, including payment forms due by 5pm			June Feeder Cost Transfers due

12	13	14	15	16
ALL FORMS, FILES & ENTRIES PROCESSED BY 12 P.M.	AP Trial Balance Recon - QAR and AUS	GL data available in Oracle end of day		
Advancement file	Property Accounting JEs deadline by 5pm	QAR GM data available in Oracle and FDW		
Investment feed	US GM data available in Oracle and FDW	GM Web Reports posted		
Enrollment entries	Payroll Suspense Accruals occur	Change period in FDW		
Feeder & LD Adjustments	Payroll JEs due by 12pm			
AP Adjustments	QAR Rev and Inv Processing in GM			
GL JEs and GM batches	Final benefits processing			
Temporarily restricted (TR) funding source deficit clearing due	Run GM Web Reports			
AP Trial Balance Recon - US				
AP close US by 5pm				
US Rev and Inv Processing in GM				
19	20	21	22	23
GBL Un-/Consolidation	AP Close QAR and AUS by 5pm	BMS (Final) posted	GBL Un-/Consolidation	Reopen June for closeouts (post-close)
	AR Close US, QAR, AUS	AMS (second close) posted (PM)	GL Close begins at 8am US, QAR, AUS	Detail & consolidated GL data available in FDW
		Fixed Assets closes by 5pm		July data available in FDW
26	27	28	29	30
	GL closing GBL consolidations by 5pm		Division closeout FINAL Adj entries due (only if notified of AP accruals)	GL beginning balances rolled forward to Jul21-22 and FY22 Budget
	Division closeout entries due by 5pm			Encumbrance roll forward (done over the weekend)
	Close June by 5pm			
2-Aug				
Jul21-22 Month-End closing begins				