

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 30 HOLIDAY	May 31	1 May22-22 Month-End closing begins Redistribution forms (AR, AP, LD and SPA) through April due by 9am	2	3
6 SPA AP Redistributions through May due by 9am	7	8	9 Property Accounting processing all FY22 capital invoices All Redistributions (AR, AP) and LD Adj's through May due by 9am. May transfers received after this date may be processed in FY23.	10
13	14	15 Card transactions verified through 6/15 Employee ERs submitted through 6/15 SPA AP Redistributions not yet submitted for FY22 due by 9am AP refund and reimbursement deposits due by 5pm	16 Property Accounting system closed for year-end processing	17 Card transactions approved through 6/15 Employee ERs approved through 6/15 Non-employee ERs approved through 6/15
20 HOLIDAY	21	22	23	24
27 All deposits due to Cash Ops*	28	29	30 LD Labor Schedules by 10pm LD Adjustments due by 5pm	

## Color Key

	Financials Data Warehouse/Oracle Data Available
	Salary and PTO Review Dates
	Due Dates for Forms, Feeders, Entries and 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

\*If working remotely, mail checks to the assigned lockbox no later than Tuesday, June 28.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
				Jun22-22 Month-End closing begins
				June Feeder Files due by 5pm
				CS Feeder File due by 5pm
				GL JEs due by 5pm
				GM batches 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
4	5	6	7	8
HOLIDAY	AP Trial Balance Recon - QAR and AUS	GL Close begins at 8am US, QAR, AUS		START JUNE SECOND CLOSE
Detail and consolidated GL data available in FDW	AP Close QAR and AUS by 5pm	GL closing GBL consolidations by 5pm		Card transactions verified through 6/30
	AR Transfer in US, QAR, AUS	Preliminary BMS and AMS posted		Employee ERs submitted through 6/30
	QAR Rev and Inv Processing in GM	GL data available in Oracle end of day		LD Adjustments due to SPA by 9am
	US GM data available in Oracle and FDW Tuesday morning	QAR GM data available in Oracle and FDW Wednesday morning		Internal Award forms due to Financial Reporting by 12pm
	June LD data available in FDW Tuesday morning	Non-employee ERs approved through 6/30 by 5pm		
		Only June AP Redistributions due by 5pm		
		All FY22 AP Invoices, including payment forms, due by 5pm		

Continued on page three

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11	12	13	14	15
FORMS DUE BY 9 A.M.	ALL FORMS, FILES & ENTRIES PROCESSED BY 12 P.M.	AP Trial Balance Recon - QAR and AUS	GL Close begins at 8am US, QAR, AUS	Detail and consolidated GL data available in FDW
Card transactions approved through 6/30	Advancement file	AP Close QAR and AUS by 5pm	GL closing GBL consolidations by 5pm	July data available in FDW
Employee ERs approved through 6/30	Investment feed	AR Close US, QAR, AUS	GL data available in Oracle end of day	
FY22 Revenue Invoice forms due	Enrollment entries	Property Accounting JEs deadline by 5pm	QAR GM data available in Oracle and FDW	
June LD Adjustments due	Feeder and LD Adjustments	US GM data available in Oracle and FDW	AMS (second close) posted (PM)	
International Inter-Company forms due to International Finance	AP Adjustments	Payroll Suspense Accruals occur	BMS (Final) posted	
	GL JEs and GM batches	Payroll JEs due by 12pm	GM Web Reports posted	
June AR Redistributions due	Temporarily restricted (TR) funding source deficit clearing due	QAR Rev and Inv Processing in GM	Change period in FDW	
June Feeder Cost Transfers due		Final benefits processing	Reopen June for closeouts (post-close)	
	AP Trial Balance Recon - US	Run GM Web Reports		
	AP close US by 5pm	Fixed Assets closes by 5pm		
	US Rev and Inv Processing in GM			
18	19	20	21	22
Close June by 5pm		Division closeout FINAL Adj entries due (only if notified of AP accruals)		GBL Un-/Consolidation
GBL Un-/Consolidation				
Division closeout entries due by 5pm				
25	26	27	28	29
GL beginning balances rolled forward to Jul22-23 and FY23 Budget				
Encumbrance roll forward (done over the weekend)				
August 1	August 2	August 3	August 4	August 5
Jul22-23 Month-End closing begins				