












MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
May 29 HOLIDAY	May 30	May 31	1 May23-23 Month-End closing begins Redistribution forms (AR, AP, LD and SPA) through April due by 9am	2
5	6	7 SPA AP Redistributions through May due by 9am	8	9 All Redistributions (AR, AP) and LD Adj's through May due by 9am; May transfers received after this date may be processed in FY24
12	13	14	15 Card transactions verified through 6/15 Employee ERs submitted through 6/15 Redistributions for Sponsored Funds not yet submitted for FY23 due by 9am AP refund and reimbursement deposits due by 5pm	16
19 HOLIDAY	20 Card transactions approved through 6/15 Employee ERs approved through 6/15 Non-employee ERs approved through 6/15	21	22	23
26	27	28	29 All deposits due to Cash Ops by 3pm	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

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
Jun23-23 Month-End closing begins	HOLIDAY Detail GL data available in FDW for all ledgers	AP Trial Balance Recon - QAR and AUS	AR Transfer in US, QAR and AUS	GL Close begins at 8am US, QAR, AUS
June Feeder Files due by 5pm		AP Close QAR and AUS by 5pm	Only June AP Redistributions due by 5pm	GL closing GBL consolidations by 5pm
CS Feeder File due by 5pm		US Rev and Inv Processing in GM	All FY23 AP invoices including payment forms due by 5pm	Preliminary BMS and AMS posted
GL JEs due by 5pm		QAR Rev and Inv Processing in GM	Non-Employee ERs approved through 6/30 by 5pm	GL data available in Oracle end of day
GM batches due by 5pm		June LD data available in FDW Wednesday morning	US GM data available in Oracle and FDW	
Payroll process monthly sublines by 12pm			QAR GM data available in Oracle and FDW	
Payroll process bi-weekly pay by 5pm				
AP Trial Balance Recon - US				
AP Close US by 5pm				
Last inload for Card Trans				
10	11	12	13	14
START JUNE SECOND CLOSE	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
Card transactions verified through 6/30	Card transactions approved through 6/30	Advancement file	AP Close QAR and AUS by 5pm	GL closing GBL consolidations by 5pm
Employee ERs submitted through 6/30	Employee ERs approved through 6/30	Investment feed	AR Close US, QAR, AUS	GL data available in Oracle end of day
LD Adjustments due to SPA by 9am	FY23 Revenue Invoice forms due	Enrollment entries	Payroll Suspense Accruals occur	QAR GM data available in Oracle and FDW
Internal Awards forms due to Financial Reporting by 12pm	June Feeder Cost Transfers due	Feeder and LD Adjustments	Payroll JEs due by 12pm	BMS (Final) posted (AM)
First Close results available in FDW	June AR Redistributions due	GL JEs and GM batches	QAR Rev and Inv Processing in GM	AMS (2nd Close) posted (AM)
	International Inter-Company forms due to International Finance	Temporarily restricted (TR) funding source deficit clearing due	Fixed Assets closes by 5pm	Reopen June for closeouts (post-close)
	June LD Adjustments due	AP Trial Balance Recon US	Final benefits processing	GM Web Reports posted
		AP close US by 5pm	Run GM Web Reports	Change period in FDW
		US Rev and Inv Processing in GM	US GM data available in Oracle and FDW	












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17	18	19	20	21
Detail and consolidated GL data available in FDW	Division closeout entries due by 5pm	June Close 10am	Financial Reporting post-close entries	Global Close begins at 12pm
July data available in FDW		GBL Un-/Consolidation		Final Financial Reporting post-close entries due by 12pm
		Division closeout FINAL Adj entries due (only if notified of AP accruals)		Prep for NA rollforward/ year-end Oracle activities
24	25	26	27	28
GL Beginning Balances rolled forward to Jul23-24 and FY Budget				
Encumbrance roll-forward (done over the weekend)				
GBL Un-/Consolidation				
31	August 1	August 2	August 3	August 4
	Jul23-24 Month-End closing begins			

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