

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
<div style="background-color: #4b0082; color: white; padding: 2px;">May 24-24 Month-End Closing Begins</div> <div style="background-color: #c4c400; padding: 2px;">Redistribution forms (AR, AP, LD, SPA) through April due by 9am</div>				<div style="background-color: #c4c400; padding: 2px;">SPA AP Redistributions through May due by 9am</div>
10	11	12	13	14
				<div style="background-color: #800000; color: white; padding: 2px;">Card transactions verified through 6/14</div> <div style="background-color: #ff8c00; padding: 2px;">Employee ERs submitted through 6/14</div> <div style="background-color: #ff8c00; padding: 2px;">Non-employee ERs submitted through 6/14</div>
17	18	19	20	21
<div style="background-color: #800000; color: white; padding: 2px;">Card transactions approved through 6/14</div> <div style="background-color: #ff8c00; padding: 2px;">Employee ERs approved through 6/14</div> <div style="background-color: #ff8c00; padding: 2px;">Non-employee ERs approved through 6/14</div> <div style="background-color: #c4c400; padding: 2px;">Redistribution for Sponsored Funds not yet submitted for FY24 due by 9am</div> <div style="background-color: #c4c400; padding: 2px;">AP refund and reimbursement deposits due by 5pm</div> <div style="background-color: #c4c400; padding: 2px;">All Redistributions (AR, AP) and LD Adjs through May due by 9am; May transfers received after this time may be processed in FY25</div>		<p>UNIVERSITY HOLIDAY</p>		
24	25	26	27	28
			<div style="background-color: #c4c400; padding: 2px;">All deposits due to Cash Ops by 3pm</div>	<div style="background-color: #c4c400; padding: 2px;">LD Adjustments by 5pm</div> <div style="background-color: #c4c400; padding: 2px;">LD Labor Schedules due by 10pm</div>

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

Continued on next page

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
June 24-24 Month-End Closing Begins	AP Close QAR by 5pm	AR Transfer in U.S. and QAR	UNIVERSITY HOLIDAY	GL Close begins at 8am U.S. and QAR
Payroll process monthly sublines by 12pm	U.S. Rev and Inv Processing in GM	Only June AP Redistributions due by 5pm		GL Closing GBL consolidations by 5pm
Payroll Suspense Clearing Pregen by 12pm	QAR Rev and Inv Processing in GM	All FY24 AP invoices including payment forms due by 5pm		Preliminary BMS and AMS posted
GL JEs due by 5pm	Benefits Processing	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	U.S. GM data available in Oracle and FDW		UNIVERSITY COMMUNITY DAY
June Feeder Files due by 5pm	Detailed GL data available in FDW for all ledgers	QAR GM data available in Oracle and FDW		
CS Feeder File due by 5pm				
Payroll process bi-weekly pay EOD				
AP Close U.S. by 5pm				
Last inload for Card Transactions				
8	9	10	11	12
START JUNE SECOND CLOSE	FORMS DUE BY 9:00 AM	ALL FORMS, FILES, AND ENTRIES PROCESSED BY 12:00 PM	AP Close QAR by 5pm	
Card transactions verified through 6/30	Card transactions approved through 6/30	Advancement File	AR Close U.S. and QAR	GL Closing GBL consolidations by 5pm
Employee ERs submitted through 6/30	Employee ERs approved through 6/30	Investment Feed	Payroll JEs due by 12pm	GL data available in Oracle end of day
LD Adjustments due to SPA by 9am	FY24 Revenue Invoice forms due	Enrollment Entries	QAR Rev and Inv Processing in GM	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	Fixed Assets Close by 5pm	BMS (Final) posted (12pm)
First Close results available in FDW/ Power BI	June AR Redistributions due	GL, JEs, and GM batches	Final Benefits Processing	AMS (2nd Close) posted (12pm)
	International Inter-Company forms due to International Finance	Temporarily Restricted (TR) funding source deficit clearing due	Run GM Web Reports	Reopen June for closeouts (post-close)
	June LD Adjustments due by 5pm	Payroll Suspense Clearing Pregen by 12pm	U.S. GM data available in Oracle and FDW	GM Web Reports posted
		AP close U.S. by 5pm		Change period in FDW
		U.S. Rev and Inv Processing in GM		

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

Continued on next page

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
15	16	17	18	19
<div style="background-color: #008080; color: white; padding: 2px;">Detail and consolidated GL data available in FDW</div> <div style="background-color: #008080; color: white; padding: 2px;">July data available in FDW</div>	<div style="background-color: #FFD700; padding: 2px;">Division closeout entries due by 5pm</div> <div style="background-color: #808080; padding: 2px;">All Ledgers closed for Budget Review</div>	<div style="background-color: #00AEEF; padding: 2px;">June Close by 10am</div> <div style="background-color: #808080; padding: 2px;">Final Budget Division closeout entries by 10am</div> <div style="background-color: #808080; padding: 2px;">Financial Reporting post-close begins</div> <div style="background-color: #800080; padding: 2px;">GBL Un-/Consolidation</div>	<div style="background-color: #FFD700; padding: 2px;">Division closeout FINAL Adj entries due (only if notified of AP accruals)</div> <div style="background-color: #808080; padding: 2px;">Financial Reporting post-close entries</div>	<div style="background-color: #00AEEF; padding: 2px;">Global Close begins at 12pm</div> <div style="background-color: #808080; padding: 2px;">Final Financial Reporting post-close entries due by 12pm</div> <div style="background-color: #808080; padding: 2px;">Prep for NA rollforward/year-end Oracle activities</div>
22	23	24	25	26
<div style="background-color: #808080; padding: 2px;">GL Beginning Balances rolled forward to Jul24-25 and FY25 Budget</div> <div style="background-color: #808080; padding: 2px;">Encumbrance roll-forward (done over the weekend)</div>	New Fiscal Year Preparation Activities (Financial Reporting, Budget, BADS) <i>See detailed closing scheduled published on BADS Closing Website</i>			
29	30	31	AUG 1	
			<div style="background-color: #4B0082; color: white; padding: 2px;">July 24-25 Month-End Closing Begins</div>	

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