



# JUNE/JULY 2023 (FY 23) Year End Close Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13 Final Endowment Distribution	14	15 *Post student payroll (PE 6/10, checks dated 6/16)	16	17
18	19	20	21	22 *Post bi-weekly payroll for pay period ended 6/17, checks dated 6/23	23	24
25	26	27	28	29 * Post June Recurring Journals  *Post monthly payroll (PE 6/30, checks dated 7/1) *Post student payroll (PE 6/24, checks dated 6/30)	30 *Nightly feed of ALL Satellite and Subsystems  *Post accrual for bi-weekly unpaid wages and fringes for June 18-30	1 July
2	3 <b>4th of July Holiday</b> 	4 <b>4th of July Holiday</b> 	5 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries	6 <b>1st Close</b> *Post June Mass Allocation Journals *LAST DAY for FY2023 checks dated 6/30 or prior *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	7 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	8 <b>Open New Year FY2024 in GL</b>
9	10 *Post Manual Journal Entries *LAST FY23 nightly feed of Satellite and Subsystems *LAST DAY to process SPUD Journal Entries *OGA Final Close for FY23	11 *Post Manual Journal Entries (LAST day for departments. Entries due by Noon) *Begin FY24 Nightly Posting of Satellite & Subsystem Feeds	12 <b>2nd Close</b> *Fiscal Officers only able to upload manual journal entries until Noon *Reverse June Mass Allocations Posted on 7/6 *Post final June Mass Allocations	13 *FY23 Open for Manual Journal Entries by Fiscal Officers Only	14 *FY23 Open for Manual Journal Entries by Fiscal Officers Only	15
16	17 *FY23 Open for Manual Journal Entries by Fiscal Officers Only	18 *FY23 Open for FUNDING Journals by Fiscal Officers Only	19 <b>FINAL FY 2023 CLOSE</b> *LAST DAY for FY23 FUNDING Journals by Fiscal Officers Only; all entries due by Noon	20	21	22
23	24	25	26	27	28	29