


JUNE/JULY 2021 (FY 21) Year End Close Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14	15	16	17 *Post student payroll (PE 6/12, checks dated 6/18)	18	19
20	21	22	23	24 *Post bi-weekly payroll for pay period ended 6/19, checks dated 6/25 * Post June Recurring Journals	25 *Post accrual for bi-weekly unpaid wages and fringes for June 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 & 30 *Nightly feed of ALL Satellite and Subsystems	26
27	28 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	29 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	30 *LAST DAY for CASH receipts to be processed for FY2021 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	1 *Post monthly payroll (PE 6/30, checks dated 7/1) *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	2 1st Close *LAST DAY for FY21 receipts of checks dated 6/30 or prior *Nightly feed of Satellite and Subsystems *Post June Mass Allocation Journals *Post student payroll (PE 6/27, checks dated 7/2)??	3
4	5 4th of July Holiday 	6 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	7 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	8 *Post Manual Journal Entries *LAST FY21 nightly feed of Satellite and Subsystems *LAST DAY to process SPUD Journal Entries *OGA Final Close for FY21	9 *Post Manual Journal Entries (LAST day for departments. Entries due by Noon)	10 Open New Year FY2022 in GL
11	12 2nd Close *Fiscal Officers only able to upload manual journal entries until Noon *Reverse June Mass Allocations Posted on 7/2 *Post final June Mass Allocations *Begin FY22 Nightly Posting of Satellite & Subsystem Feeds	13 *FY21 Open for Manual Journal Entries by Fiscal Officers Only	14 *FY21 Open for Manual Journal Entries by Fiscal Officers Only	15 *FY21 Open for FUNDING Journal Entries Only. Restricted to Fiscal Officers	16 FINAL FY 2021 CLOSE *LAST DAY for FY21 FUNDING Journals by Fiscal Officers Only; all entries due by Noon	17
18	19 Division closing meetings begin	20	21	22	23	24
25	26	27	28	29	30	31