


# JUNE/JULY 2024 (FY 24) Year End Close Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9	10	11	12	13	14 Final Endowment Distribution	15
16	17	18	19	20 *Post student payroll (PE 6/15, checks dated 6/21)	21	22
23	24	25	26	27 * Post June Recurring Journals  *Post monthly payroll (PE 6/30, checks dated 7/1) *Post student payroll (PE 6/22, checks dated 6/28)	28 *Nightly feed of ALL Satellite and Subsystems  *Post accrual for bi-weekly unpaid wages and fringes for June 30	29
30	1 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries	2 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries	3 <b>1st Close</b> *Post June Mass Allocation Journals *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries *LAST DAY for FY2024 checks dated 6/30 or prior	4 <b>4th of July Holiday</b> 	5 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries *Post biweekly payroll (PE 6/29, checks dated 7/5)	6
7	8 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries	9 *Nightly feed of Satellite and Subsystems *Post Manual Journal Entries	10 *Post Manual Journal Entries *LAST FY24 nightly feed of Satellite and Subsystems *LAST DAY to process SPUD Journal Entries *OGA Final Close for FY24	11 *Post Manual Journal Entries (LAST day for departments. Entries due by Noon)	12 <b>2nd Close</b> *Fiscal Officers only able to upload manual journal entries until Noon  *Reverse June Mass Allocations Posted on 7/3  *Post final June Mass Allocations	13 <b>Open New Year FY2025 in GL</b>
14	15 *FY24 Open for Manual Journal Entries by Fiscal Officers Only  *Begin FY25 Nightly Posting of Satellite & Subsystem Feeds	16 *FY24 Open for FUNDING Journals by Fiscal Officers Only	17 *FY24 Open for FUNDING Journals by Fiscal Officers Only	18 *FY24 Open for FUNDING Journals by Fiscal Officers Only	19 <b>FINAL FY 2024 CLOSE</b> *LAST DAY for FY24 FUNDING Journals by Fiscal Officers Only; all entries due by Noon	20
21	22	23	24	25	26	27