


June/July FY2020 Year End Close Schedule

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
JUNE 14	15	16	17	18 *Post student payroll (PE 6/13, checks dated 6/19)	19	20
JUNE 21	22	23	24	25 *Post bi-weekly payroll for pay period ended 6/20, checks dated 6/26 * Post June Recurring Journals	26 *Post accrual for bi-weekly unpaid wages and fringes for June 21,22,23,24,25,26,27,28,29&30 *Nightly feed of ALL Satellite and Subsystems	27
JUNE 28	29 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	30 *LAST DAY for CASH receipts to be processed for FY2020 *Post Manual Journal Entries *Nightly feed of Satellite and Subsystems	JULY 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 FY20 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 4th of July HOLIDAY 	4
JULY 5	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 FY20 nightly feed of Satellite and Subsystems *LAST DAY to process SPUD Journal Entries *OGA Final Close for FY20	9 *Post Manual Journal Entries (LAST day for departments. Entries due by Noon)	10 2nd CLOSE *Fiscal Officers only able to upload manual journal entries until Noon *Reverse June Mass Allocations Posted on 7/3 *Post final June Mass Allocations	11 Open New Year FY2021 in GL
JULY 12	13 *FY20 Open for Manual Journal Entries by Fiscal Officers Only *Begin FY21 Nightly Posting of Satellite & Subsystem Feeds	14 *FY20 Open for Manual Journal Entries by Fiscal Officers Only	15 *FY20 Open for FUNDING Journal Entries Only. Restricted to Fiscal Officers	16 FINAL FY2020 CLOSE *LAST DAY for FY20 FUNDING Journals by Fiscal Officers Only; all entries due by Noon	17	18