**Fiscal Year 2020 Monthly Closing Calendar**

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| --- | --- | --- | --- | --- |
| **Accounting Period** | **Latest Payroll Period End Date** | **Latest Payroll End PP #** | **Estimated Payroll Posting Date** | **Finance Mart Final Reports Available** |
| July 2019 | 7/25/19 | 2002 | 08/05/19 | End of August |
| August 2019 | 8/22/19 | 2004 | 09/03/19 | 09/10/19 |
| September 2019 | 9/19/19 | 2006 | 9/30/19 | 10/10/19 |
| October 2019 | 10/31/19 | 2008 | 11/12/19 | 11/18/19 |
| November 2019 | 11/28/19 | 2011 | 12/09/19 | 12/16/19 |
| December 2019 | 12/26/19 | 2013 | 01/06/20 | 01/13/20 |
| January 2020 | 01/23/20 | 2015 | 02/03/20 | 02/11/20 |
| February 2020 | 02/20/20 | 2017 | 03/02/20 | 03/11/20 |
| March 2020 | 03/19/20 | 2019 | 03/30/20 | 04/10/20 |
| April 2020 | 04/30/20 | 2022 | 05/11/20 | 05/13/20 |
| May 2020 | 05/28/20 | 2024 | 06/08/20 | 06/12/20 |
| June 2020 | **\*\*** |  | **\*\*** | **\*\*** |

**NOTE:** The availability of Finance Mart reporting is based on seven days after the **Estimated** final payroll period posting date in the respective Accounting Period.

**\*\*** A separate communication regarding the year end closing timeline will be distributed at a later date.

**Month End Transaction Cutoffs for Non-Payroll Activity**

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| **Business Activity** | **Details** |
| Interdepartmental Transfers and  Expenditure Transfers | * Transfers submitted to General Accounting (GA) through Service Now (SN) **by noon of the** **5th day of the month** may use a prior month accounting date. * GA will post valid error free journal entries before the month closes. Un-posted entries will be returned to the originator through Service Now (SN) for error correction and date change, if necessary. |
| Accounts Payable | * Invoices submitted to Accounts Payable (AP) with valid budget and a FAST receipt by the **5th day of the month** will be posted by month end. * Vouchers that remain Un-posted on the **5th day of the month** may automatically have the accounting date changed to the 1st day of the next open month. |
| Accounts Receivable | * Deposits and requests for adjustment received by the cashier’s office by the **5th day of the month** may be included in the prior month’s business. |
| Pcard Compliance | * Pcard budget errors must be resolved prior to the **5th day of the month** following reconciliation. Unresolved errors will be charged to the default chartfield string of record. |